

Policy Manual Workplace Health & Wellness City of Weiser, Idaho



Workplace Health & Wellness

The City recognizes the importance of employee well-being in creating a healthy and productive work environment. Employees play a vital role in the overall success of the City, and maintaining good health is crucial for individual performance and the collective success of the workforce. This policy outlines guidelines and recommendations for employees to keep themselves well while working for the City. By implementing these measures, the City aims to protect the well-being of its workforce and the community.

This policy applies to all employees, elected officials, contractors, vendors, the City Council, and representatives of the City. Note: The use of "employee" in this policy and the procedures refers to all individuals who are governed, affected, and utilize the material as a part of their employment and/or involvement with the City of Weiser.

If there is an issue it should be reported to the Human Resources Representative/City Clerk or the Mayor.

Guidelines & Procedures

I. Staying Well

The primary goal of this policy is to prevent illness among City employees, promote a healthy work environment, and establish guidelines for the safe return to work for individuals recovering from illness. By promoting personal wellness, the City aims to create a workplace where employees can thrive both professionally and personally. We encourage employees to take an active role in their well-being and foster a healthy culture at the City.

II. Cold & Flu Season

During cold and flu season, history has shown us that there are methods of prevention to reduce sickness and infections in the workplace. The City asks employees to follow laws and workplace guidance, infection rates, and the necessity to be at work. It is the City's responsibility to keep employees informed on the use of mitigation measures if and when they become necessary. Also see the Covid Protocol chart at the end of this Policy.

A. Sanitization: During cold and flu season, it is suggested that employees of the City implement routine cleaning and disinfection protocols for workspaces, common areas, restrooms, and frequently touched surfaces, doors, countertops, tools, and equipment.

B. Clean Workspaces: Employees are encouraged to regularly clean and disinfect their desks, computer keyboards, phones, and other commonly touched surfaces to reduce the risk of germ transmission.

C. Frequent Handwashing: The City asks employees to wash their hands frequently especially after using the restroom, before meals, and after coughing or sneezing. Proper hand hygiene is crucial in preventing the spread of germs and maintaining a healthy work environment.

D. Use of Personal Protective Equipment (PPE): Employees are encouraged and trained on the correct usage and disposal of PPE, such as shields, masks and gloves, if applicable. This is particularly recommended in shared office spaces to minimize the risk of contamination.

- E. Hygiene Practices:** Employees are encouraged to practice good hygiene practices.
 1. Employees should regularly wash their hands with soap and water. In the absence of soap and water the employee may use a hand sanitizer.
 2. The City will make hand sanitizers and cleaning solutions available to employees in the workplace for use in City vehicles and common work areas.
- F. Respiratory Etiquette:** Remind employees to cover their mouths and noses with a tissue or their elbow when coughing or sneezing. Used tissues should be promptly disposed of in designated bins, and hands should be washed immediately afterward.
- G. Regular Health Check-ups:** The City encourages employees to monitor their health regularly and stay home if they are feeling unwell. This not only helps in preventing the spread of illnesses within the workplace but also promotes a culture of individual responsibility.

III. If an Employee is Sick - Handling Illness and Return to Work

If an employee is sick and possibly infectious, it is the City’s policy that the employee stays home or away from the City premises until they are well. The City encourages employees to consult and follow their doctor’s advice. As a guideline, the City recommends that employees stay home until they are free from symptoms for 48 hours.

- A. Reporting Illness:** Employees must promptly report any illness or symptoms to their Supervisor and/or Human Resources Representative/City Clerk.
- B. Sick Pay Benefit:** The City has a strong Sick Pay Benefit and it encourages employees to use the benefit so that they have time off to get better. See Sick Pay Benefit.
- C. Open Communication:** Employees are asked to let their Supervisor or Human Resources Representative/City Clerk know if they are sick and the nature of the sickness, especially if infectious.
- D. Medical Clearance:** Employees recovering from an illness may be requested to obtain medical clearance from a qualified healthcare professional before returning to work.
- E. Employee’s Family Member with Infectious Disease:** If an employee is exposed to a family member’s illness but feels fine and has no symptoms, they may return to work. If possible all precautions should be taken for the employee not to work close with others or wear some type of PPE or facemask.

IV. Flexible or Remote Work Arrangements

In some cases, employees that are sick may work remotely, e.g. from home. If employees are unsure if this option is available, please contact your Supervisor.

V. Essential Workers

There are times where Essential Workers are required to work even when they are sick. Essential Workers are considered critical to the functioning of the City and society, particularly during emergencies, crises, or situations that require continuity of essential services. The City has identified Essential Workers to be those involved in policing, emergency services, utilities and certain City functions. The designation of essential workers can vary based on specific circumstances, but they typically play a crucial role in maintaining the well-being and functioning of the City, even during challenging times like natural disasters, public health crises, or other emergencies. If possible, all precautions should be taken for the employee not to spread the illness to others.

VI. Return to Work Policy

Remain away from the worksite until ALL of the following conditions are met.

1. More than 48 hours without a fever while not using fever reducing medicine.
2. Cough or shortness of breath improving.
3. Test Negative for Covid, Or 48 hours symptom free.

VII. COVID Protocols

For employees who suspect that they are infected with the Covid 19 virus, please consult the chart that follows. If you have any questions, contact your Supervisor or Human Resources Representative/City Clerk.

City of Weiser Covid Response Protocols

To: All Employees, Mayor, City Council, Vendors and Volunteers

