

HUNTERTOWN RESOLUTION No. 2020-_____

**JOINT RESOLUTION OF THE TOWN COUNCIL AND UTILITY SERVICE BOARD
REGARDING POLICIES AND PROCEDURES DURING DISASTER EMERGENCY
FOR CORONAVIRUS DISEASE 2019 PANDEMIC**

WHEREAS, on March 6, 2020, the Governor of Indiana declared a public health emergency for Coronavirus Disease 2019 Outbreak (“COVID-19”) pursuant to Indiana Code § 10-14-3-12; and

WHEREAS, the President of the United States has declared a national emergency for this pandemic as well; and

WHEREAS, the Governor issued a further Executive Order (20-04) which included authority for towns to conduct business during the public health emergency; and

WHEREAS, on March 17, 2020, the Indiana Governor issued additional directives in accordance with the Center for Disease Control (“CDC”); and

WHEREAS, the adoption of certain policies by the Council and USB will help promote the safety and wellbeing of the employees of the Town and of town residents during this declared emergency;

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. All access to the Huntertown Town Hall is prohibited to the general public during normal business hours (8:30 a.m.- 4:30 p.m.) through March 31, 2020, unless otherwise extended.
2. All public meetings in the Town Hall, will be conducted in accordance with Executive Order 20-04 until further notice. Attendance by media and the general public may be limited by social distancing recommendations. Notice and agendas will be posted on the Town’s website: www.huntertown.in.gov.
3. All Town employees are directed to comply with the President’s Coronavirus Guidelines, a copy of which is attached hereto.
4. For any employee and/or member of employee’s immediate family residing with the employee contracts novel coronavirus, regular pay and benefits (“Pandemic PTO”) will continue during the incubation period (14 days) during which isolation at home is required.
5. Any town employee who is required to have direct contact with the general public in performance of their job duties may decline to perform such duties if, in the employee’s opinion, further contact would potentially compromise the employee’s health and safety.

6. In the event that an Employee or Family Member of an Employee Test Positive, the Town Manager or Clerk-Treasurer shall:

- a. Report the illness to the Allen County Board of Health;
- b. Perform Risk Assessments on anyone who came into contact with the individual and notify them (anyone who was within 6' from the infected person);
- c. Require a 14-day quarantine of any employee who had contact with the infected person by approving use of 14-day Pandemic PTO Leave;

7. During this health emergency, any employee assigned to maintain the Town Hall shall endeavor to ensure that the work areas and building are regularly disinfected, including before and after public meetings.

8. This Resolution will be re-evaluated on March 31, 2020.

9. The Town Manager is authorized to issue supplemental guidelines to the employees as deemed prudent or necessary.

JOINT RESOLUTION ADOPTED this ___ day of March, 2020.

Huntertown Town Council

By: _____
Mike Aker, President

Huntertown Utility Service Board

By: _____
Brad Hite, President

Attest:

Ryan Schwab, Clerk-Treasurer