**RESOLUTION NO. \_\_\_\_\_\_\_\_\_\_\_\_**

**RESOLUTION AMENDING THE TOWN OF McCORDSVILLE**

**EMPLOYEE HANDBOOK**

**WHEREAS**, the Town of McCordsville, Indiana (“Town”) has adopted a policy on Medical and Sick Leave for its employees that is found in the latest version of the Town’s Employee Handbook last revised in April, 2020 (“Handbook”); and

**WHEREAS**, there is a need to update the Medical and Sick Leave provision in the Handbook to reflect current guidelines on COVID-19 that have been provided by the Center for Disease Control; and

**WHEREAS,** the Town Council of the Town of McCordsville, Indiana, believes that the proposed changes to the Handbook are in the best interest of the Town and follow prudent management practices for the administration of business of the Town.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of McCordsville, Indiana, as follows:

**SECTION I**

Section 3-05 of the Handbook pertaining to Medical/Sick Leave, shall be amended as described in Exhibit A.

**SECTION II**

This Resolution shall be in full force and effect upon its passage.

Adopted this 14th day of June, 2022.

**TOWN OF McCORDSVILLE, INDIANA, BY ITS TOWN COUNCIL**

Voting Affirmative: Voting Opposed:

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Gregory J. Brewer Gregory J. Brewer

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Chad Gooding Chad Gooding

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Larry J. Longman Larry J. Longman

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Branden D. Williams Branden D. Williams

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Thomas R. Strayer Thomas R. Strayer

ATTEST:

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Staci Starcher, Clerk-Treasurer

This instrument was prepared by Gregg H. Morelock, BRAND & MORELOCK, 6 West South Street, Greenfield, IN 46140.

**EXHIBIT A**

*To be inserted in the latest version of the Town of McCordsville Employee Manual, dated April 2020, as an addition to Section 3-05 titled “MEDICAL/SICK LEAVE.”*

**Covid-19 Exceptions to Standard Medical/Sick Leave Policy**

1. Any employee who develops symptoms of COVID-19 or tests positive for COVID-19 should immediately go home, begin isolation per the Center for Disease Control (“CDC”) guidelines, and notify their direct supervisor.
2. CDC guidelines in place as of June 14, 2022 state that isolation for sickness due to COVID-19 is at least five (5) full days, with the first day of isolation being the day after a person develops symptoms or tests positive.  Should COVID-19 be the reason for an employee’s sickness, the three (3)-day requirement stated in Section 3-05, Subsection C, (requiring a doctor’s explanation for missing three consecutive workdays and doctor’s release for employee to return to work) is extended to be a *seven* (7)-day requirement (requiring doctor’s explanation for missing sevenconsecutive workdays and doctor’s release for employee to return to work).
3. Any employee who tests positive for COVID-19 shall follow all CDC guidelines.  This applies to employees who test positive regardless of whether or not they have symptoms.
4. Employees who have been in close contact, believe they were in close contact, potentially exposed, and/or are living in the same home as someone who has tested positive or has COVID-19 symptoms shall immediately consult the Town Manager or acting Town Manager to determine appropriate next steps.
5. Any employee who has returned to the office, after following the policy in this subsection and complying with CDC guidelines, shall wear a mask when social distancing is not possible for a period of ten (10) days after their either first positive test or their first day of symptoms.
6. The Town reserves the right to require employees who were exposed or suspected of being exposed to COVID-19 at the workplace to wear a mask for a period of ten (10) days from the date of exposure or suspected exposure.
7. In the case of an employee who returns multiple positive tests without a negative test, they may return to work, provided it is not sooner than ten (10) days following their first positive test and they are symptom free (as described by the CDC).