

EXECUTIVE ORDER 2020-01

Sick Leave for COVID-19 Testing and Employee Self-Quarantining

WHEREAS, the novel Coronavirus Disease 2019 (“COVID-19”) is a severe respiratory illness that was first detected in Wuhan City, Hubei Province, China;

WHEREAS, COVID-19 has spread around the world and has been detected in the State of Indiana, leading Governor Eric J. Holcomb to declare a public health disaster emergency in Indiana attributable to COVID-19;

WHEREAS, the Center for Disease Control states that COVID-19 spreads from person-to-person (within six (6) feet of another person) and through respiratory droplets produced when an infected person sneezes or coughs, and that COVID-19 symptoms appear two (2) to fourteen (14) days after exposure to the virus;

WHEREAS, COVID-19 has infected individuals in Saint Joseph and Noble Counties, which neighbor Elkhart County and the Elkhart County Health Department has stated it expects to see cases in Elkhart County very soon;

WHEREAS, the City of Goshen, Indiana wishes to protect its employees and the residents of Goshen from the eventual spread of COVID-19 in the City of Goshen, and wishes to help alleviate economic hardships caused to City of Goshen employees who miss work due to COVID-19 testing and self-quarantine and;

WHEREAS, the City of Goshen must take all reasonable steps to ensure that the delivery of vital public services are not interrupted;

WHEREAS, the City of Goshen currently has in place a Family Sick Leave Policy and employees accrue sick leave according to the City’s current salary ordinances; and

WHEREAS it is necessary to move quickly to provide additional sick leave days for individuals who suspect that they may be infected with COVID-19.

NOW THEREFORE, IT IS ORDERED that all current City employees shall be granted up to an additional eighty (80) hours of sick leave for testing for COVID-19 and self-quarantining based on the following terms and conditions:

1. If a City employee exhibits a fever of 100.4 or higher, a cough, and shortness of breath, or if a City employee becomes aware that the employee came into contact with an individual diagnosed with or exposed to COVID-19, the employee must either remain home or go home from work. The employee must call either the employee’s primary care physician or the County Health Department of the

employee's residence to arrange testing for COVID-19. Employee must also send an email to the Elkhart County Health Department, with the Department Head carbon copied, notifying them of self-quarantine. The employee should NOT travel to a physician's office, a hospital or urgent care facility, or to a Health Department without first calling and being told to report to the facility.

2. A City employee not reporting to work due to conditions described in Paragraph 1 shall not return to work until cleared for return to work by a medical professional.

3. A City employee seeking to use sick leave under this Executive Order shall regularly communicate with the employee's supervisor or Department Head relative to the employee's use of sick leave under this Executive Order, and potential return to work date.

4. An employee testing positive for COVID-19 must provide documentation from a medical professional stating they are cleared to return to work.

5. The sick leave contemplated under this Executive Order is intended only to apply to individuals meeting the conditions described in Paragraph 1 above, and the sick leave contemplated by the Executive Order do not accrue to all employees.

6. All City Department Heads shall analyze operation of their respective Departments and implement any policies, procedures, or protections intended to slow the spread of viruses, including COVID-19.

Dated this 14th day of March, 2020.



Jeremy P. Stutsman, Mayor