

Memo

To: Mayor & Council
From: Jim Wheeler, City Manager
Date: April 13, 2020
Re: COVID-19 Emergency Response Policies

Attached please find the following policies:

- [Interim Policy 1](#) - General Employee Information
- [Interim Policy 2](#) - Entry into Non-City Owned Property
- [Interim Policy 3](#) - City of Berlin Employees (non- First Responder) Return to Work/Discontinuation of Isolation Policy
- [Interim Policy 4](#) - Return to Work/Discontinuation of Isolation Policy
First Responders (Police, Fire, EMS)
- [Interim Policy 5](#) - Emergency Policy Incorporating the Provisions of the
Families First Coronavirus Response Act

[Berlin Police and Fire Departments COVID-19 Procedures](#)

Policies 1 through 4 are administrative policies which are provided for your information. These policies are in place and may be modified as the COVID-19 response evolves.

Policy 5 incorporates the provisions of the Families First Coronavirus Response Act which establishes two weeks of paid "COVID sick leave" at 2/3'rds pay. The Act gives the employer the option of exempting first responders and other critical positions from the sick leave provision. From an employee equity standpoint and given our local circumstances, I am recommending that we do not exclude or exempt any employees from this provision. Accordingly, the yellow highlight on the attached policy reflects this. Given that this is an employee benefit which could incur cost, the Council should vote on this provision.

Finally, also included is the Berlin Police and Fire Departments COVID-19 Procedures. This document is meant to provide specific, comprehensive information for our first responders.

All of these documents have been produced collaboratively by COVID-19 Task Force members with input from the Health Officer, and where applicable, have received legal review.

168 Main Street
Berlin, NH 03570
603-752-7532
www.berlinnh.gov