



The Regular Meeting will be held electronically using Zoom.
Directions for logging in are below.

The public can participate in the meeting using one of the below methods:

1. Join the meeting through Zoom on your computer or cellphone.

Simply click on the following link or type it into your internet browser:

<https://us02web.zoom.us/j/81906472059?pwd=SytrVkFySTRUR05CUEJ2OHpqUERTZz09>

You may also find the clickable link on the Town's website www.sharpsburgnc.com

Meeting ID: 819 0647 2059

Password: 738442

If you have not used Zoom before, you are encouraged to download the application from their website at Zoom.us and try it out prior to the meeting. There is no cost associated with the software or attending the meeting.

2. Join the meeting through audio only via telephone.

Simply call: +1 929 205 6099 US

When prompted, enter meeting ID: 819 0647 2059 followed by the Pound sign (#).

When prompted, enter the password. Password: 738442



“Tri-County Hospitality”

MAYOR AND BOARD OF COMMISSIONERS

MAYOR ROBERT WILLIAMS

LINDA VIRGIL

RANDALL COLLIE

DON PATEL

DAVID PRIDE

BEVERLY DAVIS

ADMINISTRATION

STEVIE COX, TOWN ADMINISTRATOR

TRACY SULLIVAN, TOWN CLERK

MARGE WIECEK, FINANCE OFFICER

BRIAN SULLIVAN, PUBLIC WORKS DIRECTOR

BRIAN PRIDGEN, TOWN ATTORNEY

January 5, 2021

6:00PM



AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

Mayor Williams will lead the Commissioners and those in attendance in reciting the Pledge of Allegiance to the Flag.

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

V. CONSENT AGENDA & REGULAR AGENDA

(Make one motion to approve the consent and regular agenda which will approve all items listed below)

The Board may by majority vote add items to or subtract items from both the proposed consent and regular agenda. As of this writing, the Administrator understands that the presented consent agenda items are routine and therefore concurs with adopting the presented consent agenda.

1. Approval of:
 - a. November 10, 2020 Regular Meeting Minutes
 - b. 2021 Holiday Schedule
 - c. 2021 Regular Meeting Schedule of the Board of Commissioners

VI. PETITIONS AND COMMUNICATIONS

Citizens were advised to provide written comments to the Town Clerk prior to 5pm on December 31, 2020.



The Town Clerk shall read any comments submitted at this time. All comments shall be limited to three (3) minutes and the Board reserves the right not to act on requests first presented this evening.

VII. NEW BUSINESS

- a. Consideration by the Board to approve and award the Town Council Chamber Renovation Contract.
- b. Consideration by the Board to approve the Title VI Policy and Procedures and related documents.
- c. Approval of the Town Pandemic Policy: The Town Administrator is requesting that the Town Council consider approval of a Town Pandemic Policy for Town Employees.

VIII. ADJOURNMENT

SPECIAL NOTICE: Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Town Clerk, Tracy Sullivan at 252-446-9441 ext.221 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)

"The Town of Sharpsburg is an equal opportunity provider and employer."

To file a complaint of discrimination, write to: USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, S.W. Stop 9410, Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382.



**MINUTES OF THE REGULAR MEETING OF THE SHARPSBURG
BOARD OF COMMISSIONERS HELD ELECTRONICALLY VIA ZOOM**

November 10, 2020

6:00 PM

Mayor Williams called the meeting to order at 6:03p.m. Mayor Williams offered the invocation and led those present in the Pledge of Allegiance. Tracy Sullivan, Town Clerk called the roll.

BOARD MEMBERS PRESENT VIA SIMULTANEOUS COMMUNICIATION (ZOOM)

Mayor Williams, Mayor Pro-Tem Pride, Commissioner Patel, Commissioner Collie, Commissioner Virgil and Commissioner Davis.

All members present joined the meeting by 6:03 p.m. with the exemption of Commissioner Pride, which joined the meeting at 6:10pm. Commissioner Davis lost connection at 6:31pm during the motion to enter closed session and was unable to reconnect. All other members were present until the meeting concluded.

BOARD MEMBERS ABSENT:

None

APPROVAL OF THE CONSENT & REGULAR AGENDA

Commissioner Davis made a motion to approve the consent and regular agenda. Commissioner Patel seconded the motion. The motion carried by a roll call vote of 4 yes – 0 no.

CITIZEN PETITION AND COMPLAINTS

Tracy Sullivan, Town Clerk stated that no public comments were received prior to the meeting.

NEW BUSINESS

- a. Approval of the Non-Profit Funding Application. Commissioner Davis made a motion to approve an allocation of \$500.00 for the application submitted by the Non-Profit, Attention before Detention Foundation. Commissioner Pride seconded the motion. The motion carried by a roll call vote of 5 yes – 0 no.

- b. Approval of the CRF Utility Assistance Policy and Application. Commissioner Pride made a motion to approve the temporary CRF Utility Assistance Policy and Application. Commissioner Virgil seconded the motion. The motion carried by a roll call vote of 5 yes – 0 no.
- c. Approval of the Parks and Recreation Committee Recommendation. Commissioner Patel made a motion to approve the purchase of gift cards from the Parks and Recreation budget and to allow the Parks and Recreation Committee to select the families that the cards would be given to for Thanksgiving. Commissioner Davis seconded the motion. The motion carried by a roll call vote of 5 yes – 0 no.
- d. Speed Limit Reduction. Commissioner Davis made a motion to table reducing the city - wide speed limit from 25mph to 15mph until a traffic study could be conducted and further information gathered. Commissioner Patel seconded the motion. The motion carried by a roll call vote of 5 yes – 0 no.
- e. Golf Cart Ordinance Discussion. Commissioner Collie made a motion for the existing Golf Cart Ordinance to remain intact as written in March 2018. Commissioner Patel seconded the motion. The motion carried by a roll call vote of 5 yes – 0 no.

CLOSED SESSION

Commissioner Virgil made a motion to enter into closed session to discuss personnel issues pursuant to N.C.G.S. 143-318 (a) (6). Commissioner Patel seconded the motion. The motion carried by a roll call vote of 4 yes – 0 no.

OPEN SESSION

Commissioner Collie made a motion to return to open session. Commissioner Virgil seconded the motion. The motion carried by a roll call vote of 4 yes – 0 no.

ADJOURNMENT

Commissioner Collie made a motion to adjourn the meeting. Commissioner Virgil seconded the motion. The motion carried by a roll call vote of 4 yes – 0 no.

Date Approved

Mayor

Town Clerk

Town of Sharpsburg 2021 Meeting Schedule
6:00 PM Regular Meeting

January 5, 2021

February 2, 2021

March 2, 2021

April 6, 2021

May 4, 2021

June 1, 2021

July 6, 2021

August 3, 2021

September 7, 2021

October 5, 2021

November 9, 2021

December 7, 2021

Adopted by the Board of Commissioners on January 5, 2021.

TOWN OF SHARPSBURG
2021 HOLIDAY SCHEDULE

<u>Holiday</u>	<u>Observance Date</u>
New Year's Day	01/01/2021
Martin Luther King Jr's Birthday	01/18/2021
Good Friday	04/02/2021
Memorial Day	05/31/2021
Independence Day	07/05/2021
Labor Day	09/06/2021
Veteran's Day	11/11/2021
Thanksgiving	11/25/2021 11/26/2021
Christmas	12/23/2021 12/24/2021 12/27/2021

Adopted by the Board of Commissioners on January 5, 2021.

2021 Holiday Schedule

Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2021	Friday
Martin Luther King, Jr. Birthday	January 18, 2021	Monday
Good Friday	April 2, 2021	Friday
Memorial Day	May 31, 2021	Monday
Independence Day	July 5, 2021	Monday
Labor Day	September 6, 2021	Monday
Veterans Day	November 11, 2021	Thursday
Thanksgiving	November 25 & 26, 2021	Thursday & Friday
Christmas	December 23, 24 & 27, 2021	Thursday, Friday & Monday



MEMORANDUM

TO: Robert Williams, Mayor
Town Council Members

FROM: Stevie Cox, Town Administrator

VIA: Brian Sullivan, Public Works Director

CC: Brian Pridgen, Town Attorney

DATE: December 3, 2020

REF: Approval and Award of Town Council Chamber Renovation Contract

Summary:

In the adopted Capital Improvement Plan Fiscal Year 2020 – 2021 Budget, Town Council has allocated funding for the renovations of the Town Council Chamber.

Background:

In June 2020, the Town Council approved the Fiscal Year 2020 – 2021 Budget and Five – Year Capital Improvement Plan. In the Fiscal Year Budget, the Town Council had allocated funding for the renovations of the Town Council Chambers. Staff has sought and received three bids for this project.

Contractor	Address	Bid Amount
Small Town Handyman	109 Ruffin Place Rocky Mount, North Carolina	\$15,600
Mike Bryant	122 Tobacco Road Rocky Mount, North Carolina	\$14,750
Viverette's Construction	6780 Lancaster Store Road Spring Hope, North Carolina	\$20,970

Small Town Handyman and Mike Bryant have submitted bids that are close in price with each other. Viverette's Construction bid is much higher and they do not have liability insurance. The

lowest most responsible bidder is Mike Bryant. All contractors have stated that they can complete this work within 4 – 6 weeks.

Recommendation:

Staff recommends that the Town Council approve and award the contract for the renovation of the Town Council Chamber to Mike Bryant.

Attachment:

Bids for the Renovation of the Town Council Chambers

CONTRACTOR ESTIMATE SHEET

Estimate Submitted To:

Town of Shapsburg

Phone:

Date:

Street:

Job Name:

Conference Room

City, State and Zip Code

Job Location:

JOB DESCRIPTION:

Remove all paneling and ceiling tiles

Install sheet rock

Install new ceiling tiles

Replace 1 double steel exit door

Install new base board and Trim next to ceiling

Paint all trim and sheet rock

This does not include kitchen

I HEREBY estimate to furnish labor and materials in complete accordance with the above specifications

Estimate Cost:

\$14,750

ACCEPTANCE OF ESTIMATE: The above prices and specifications are satisfactory and are hereby accepted

Signature

Mike Bryant

252-886-0072

Date



**William Viverette/
Viverette's
construction**

252-375-7683
budviv777@gmail.com

**INVOICE
INV0004**

**DATE
10/14/2020**

**BALANCE DUE
USD \$20,970.00**

BILL TO

Brian Sullivan/Sharpsburg town hall remodel

bsullivan@sharpsburgnc.com

DESCRIPTION	RATE	QTY	AMOUNT
tear out all old wall coverings, tear out drop ceiling panels,replace and frame new 32" windows,replace 24"x24" drop ceiling panels, paint tan walls,paint white trim,install crown molding, install new shoe molding, install new windows and door trim,install 54-4'x12' drywall and finish with drywall mud and tape,tear out 36" metal door and replace with new 36" metal door,tear out 60" metal double door and replace with new 60" double metal door. Viverette's construction/William Viverette:will need to get installments week by week until job is complete in 6 weeks:\$3495.00 by week until complete.	\$17,475.00	1	\$17,475.00
SUBTOTAL			\$17,475.00
TAX (20%)			\$3,495.00
TOTAL			\$20,970.00
BALANCE DUE			USD \$20,970.00

William Viverette
6780 Lancaster Store Rd
Spring Hope ^{NC} 27882

SMALL TOWN HANDYMAN
109 Ruffin Place
Rocky Mount, NC 27803 US
smalltownhandyman1120@gmail.com



Estimate

ADDRESS

Town of Sharpsburg
110 W Railroad Street
Sharpsburg, NC 27878

ESTIMATE # 1181
DATE 07/27/2020

SERVICE	QTY	RATE	AMOUNT
Labor & Material	1	15,600.00	15,600.00
Demo meeting room			
Installation of new			
Drywall			
Lay in ceiling/tile			
Windows/trim			
Paint			
Flooring			
LED lighting			
HVAC registers/returns			

Deposit of 7800\$to begin job
3 weekly draws of 2600\$

TOTAL

\$15,600.00

Accepted By

Accepted Date

MEMORANDUM

FROM: Brian Pridgen
DATE: December 4, 2020
SUBJECT: Title VI Policy and Procedures

The North Carolina Department of Transportation's Office of Civil Rights is requiring that all municipalities enact a formal Title VI Policy. The Title VI of the Civil Rights Act of 1964 states that no person shall on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The 1987 Civil Rights Restoration Act extended these protections to all NCDOT programs and activities, whether federally-assisted or state-funded. Additional categories of protection have been enacted including sex, sexual orientation, low-income, limited English proficiency, age, disability, and religion / creed.

To comply with Title VI, the following attached documents require adoption by the Board:

1. Title VI Resolution
2. Title VI Nondiscrimination Policy Statement
3. Title VI Discrimination Complaint Form and Instructions

In conjunction with the adoption of these documents, the Town must take the following steps:

1. Appoint a Title VI Liaison - This designation is included in the Resolution.
2. Post the Nondiscrimination Policy Statement on the Town's website and in Town Hall.
3. Have available hard copies of the documents for citizens at Town Hall.
4. Following adoption of the documents, please submit to me and I will provide a completed submission package to NCDOT's Title VI Officer for approval. Once approved, a compliance report will be issued requiring the Town's signature.
5. Include the attached "Title VI Assurances for Contracts" in any contract involving NCDOT funds.
6. The Title VI Policy adopted must be renewed each year and submitted to NCDOT.

Additionally, municipalities are required to develop a method of data collection and analysis for identification of underserved populations within the municipality borders for anticipation of services. NCDOT has indicated that they will provide future guidance on how to comply with this requirement.

Should you have any questions regarding these documents or steps, please do not hesitate to contact me.

**RESOLUTION TO ADOPT A TITLE VI POLICY FOR THE TOWN OF SHARPSBURG TO PROHIBIT
DISCRIMINATION IN PROGRAMS AND SERVICES AND IN ACTIVITIES RECEIVING FEDERAL FINANCIAL
ASSISTANCE**

WHEREAS, in 1964, Congress enacted the Civil Rights Act of 1964, which included that section labeled Title VI which prohibits discrimination in any activity which is financed by federal funds or receives federal financial assistance; and

WHEREAS, since the adoption of Title VI, additional federal regulations and court decisions have further refined the definition of "federal financial assistance" and what entities are affected and controlled by Title VI; and

WHEREAS, It is the policy of the Town of Sharpsburg to ensure that no person, shall, on the grounds of race, color, national origin, limited English Proficiency, income-level, sex, sexual orientation, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Town of Sharpsburg program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities.

WHEREAS, the Town of Sharpsburg has no formal policy in place for defining and preventing discrimination in the activities and for the entities Title VI affects; and

WHEREAS, the interpretation and application are not intuitive or readily understood, requiring an understanding of what "federal financial assistance" might be in any particular situation and what persons or entities must comply with Title VI; and

WHEREAS, a policy and procedure for reporting violations will provide guidelines for the Town, Town Departments and private persons and companies doing business with the Town and receiving federal financial assistance.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of Commissioners of the Town of Sharpsburg that the attached "Title VI Policy" is hereby adopted as the official policy of the Town of Sharpsburg for applying, reporting and enforcing Title VI of the Civil Rights Act of 1964.

AND BE IT FURTHER RESOLVED that the Town Administrator be designated as the Town's Title VI Coordinator to assure that appropriate program measures are implemented and monitored.

IT IS FURTHER RESOLVED that the Town Administrator is authorized to approve this policy on a yearly basis if no changes are made to it.

ADOPTED, this ____ day of _____ 2020.

Robert Williams, Mayor

Attest: _____
Tracy Sullivan, Town Clerk

Title VI Nondiscrimination Policy Statement

It is the policy of the Town of Sharpsburg to ensure that no person, shall, on the grounds of race, color, national origin, limited English Proficiency, income-level, sex, sexual orientation, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Town of Sharpsburg program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities.

The following practices are hereby prohibited throughout the Town of Sharpsburg to comply, at a minimum, with Title VI and related requirements:

- Denying to an individual any standard service, financial aid, or other program benefit without good cause;
- Providing any service, financial aid, or other benefit to a person which is distinct in quantity or quality, or is provided in a different manner, from that provided to others under the program;
- Subjecting a person to segregation or separate treatment in any part of a program;
- Restrictions in the enjoyment of any advantages, privileges, or other benefits enjoyed by others;
- Methods of administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
- Different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual or other integral activities;
- Acts of intimidation or retaliation, including threatening, coercing, or discrimination against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because s/he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing;
- Discrimination in any employment resulting from a program, a primary objective of which is to provide employment.

To assure that appropriate program measures are implemented and monitored, the Town Administrator will serve as the Town of Sharpsburg's Title VI Coordinator; Stevie Cox, (252) 446-9441, townadministrator@sharpsburgnc.com. As an expression of my commitment to and support of the Town's Title VI Nondiscrimination Program, below is my signature as the Town Administrator of the Town of Sharpsburg.

This the ___ day of _____, 2020.

Stevie Cox, Town Administrator

TOWN OF SHARPSBURG

EXTERNAL DISCRIMINATION COMPLAINT INSTRUCTIONS

INTRODUCTION

The Town of Sharpsburg is responsible for processing discrimination complaints filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws. Participants and beneficiaries of programs and activities administered or funded by the Town who feel they have been discriminated against based on race, color, national origin, income-level, Limited English Proficiency (LEP), sex, age, or disability have a right to file a complaint. Complaints of alleged discrimination will be investigated by the Town. *Note:* Religion is *only* covered under NCDOT's Right of Way program (Fair Housing) and programs funded by the Federal Aviation Administration (FAA) or Federal Transit Administration (FTA).

FILING OF COMPLAINTS

1. **Applicability** – These complaint procedures apply to NCDOT programs, activities and services, including subrecipients (e.g., municipalities, counties, Metropolitan Planning Organizations (MPO), transit agencies) and contractors (e.g., subcontractors, consultants, License Plate Agencies) receiving federal or state funds through NCDOT. *Note:* Title VI does not include internal complaints related to Equal Employment Opportunity (EEO).
2. **Eligibility** – Any person or class of persons who believes he/she has been subjected to discrimination based on race, color, national origin, income-level, LEP, sex, age, or disability, (and religion, where applicable) may file a written complaint with the Town's Title VI Coordinator. The law also prohibits intimidation or retaliation against anyone who files a complaint.
3. **Filing Options and Time Limits** – Complaints may be filed by the affected individual(s) or a representative and must be filed no later than 180 calendar days after the following:
 - The date of the alleged act of discrimination; or
 - The date when the person(s) became aware of the alleged discrimination; or
 - Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

Title VI and related discrimination complaints may be submitted to the following entities:

- **North Carolina Department of Transportation**, Office of Civil Rights, External Civil Rights, 1511 Mail Service Center, Raleigh, NC 27699-1511; 919-508-1808 or toll free 800-522-0453
- **US Department of Transportation**, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070
 - **Federal Highway Administration**, Office of Civil Rights, 1200 New Jersey Avenue, SE, 8th Floor, E81-314, Washington, DC 20590, 202-366-0693 / 202-366-0752
 - **Federal Highway Administration**, North Carolina Division Office, 310 New Bern Avenue, Suite 410, Raleigh, NC 27601, 919-747-7010
 - **Federal Transit Administration**, Office of Civil Rights, ATTN: Title VI Program Coordinator, East Bldg. 5th Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590
 - **Federal Motor Carrier Safety Administration**, Office of Civil Rights, 1200 New Jersey Avenue, SE, Room #W65-312, Washington, DC 20591, 202-366-8810
 - **Federal Aviation Administration**, Office of Civil Rights, 800 Independence Avenue, SW, Washington, DC 20591, 202-267-3258
- **US Department of Justice**, Special Litigation Section, Civil Rights Division, 950 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 or toll free 877-218-5228

4. **Format for Complaints** – Complaints **must be in writing and signed** by the complainant(s) or a representative, and include the complainant’s name, address, and telephone number. Complaints received by fax or e-mail will be acknowledged and processed. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille. (See DISCRIMINATION COMPLAINT FORM included below.)
5. **Complaint Basis** – Allegations must be based on issues involving race, color, national origin, income-level, LEP, sex, age, or disability; (and religion, where applicable). The term “basis” refers to the complainant’s membership in a protected group category. *Note:* Religion (or creed) is *only* protected under Right of Way, Public Transportation and Aviation programs.

Protected Categories	Definition	Examples	Pertinent Statutes and Regulations	
			FHWA	FTA
Race	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 23 CFR 200; (<i>Executive Order 13166</i>)	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; Circular 4702.1B; (<i>Executive Order 13166</i>)
Color	Color of skin, including shade of skin within a racial group	Black, White, brown, yellow, etc.		
National Origin (<i>LEP</i>)	Place of birth. Citizenship is not a factor. (<i>Discrimination based on language or a person’s accent is also covered</i>)	Mexican, Cuban, Japanese, Vietnamese, Chinese; Russian; French		
Income-Level	An individual or household determined to be low-income	Poverty status	Executive Order 12898	
Sex	The sex of an individual. <i>Note:</i> Sex under this program does not include sexual orientation.	Women and Men	1973 Federal-Aid Highway Act	Title IX of the Education Amendments of 1972
Age	Persons of any age	21 year old person	Age Discrimination Act of 1975	
Disability	Physical or mental impairment, permanent or temporary, or perceived	Blind, alcoholic, paraplegic, epileptic, diabetic, arthritic	Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990	
Religion	Creed. An individual belonging to a religious group; or the perception, based usually on distinguishable characteristics that a person is a member of a religious group	Muslim, Christian, Sikh, Hindu, etc.	Title VIII of the Civil Rights Act of 1968 (Fair Housing Act); 49 USC 47123 (FAA); 49 USC 5332 (FTA)	

COMPLAINT RECEIPT AND RESPONSE

1. The Town’s Title VI Coordinator will provide written acknowledgment of your complaint within ten (10) calendar days, by registered mail.
2. The Town will review your complaint upon receipt to ensure the required information was provided, the complaint was timely filed, and jurisdictional requirements were met.
 - a. If the complaint is complete and no additional information is needed, the Town’s Title VI Coordinator will send you a letter of acceptance as well as a Complainant Consent/Release form.
 - b. If the complaint is incomplete, you will be contacted in writing or by telephone to obtain the needed information. *Note:* Failure to respond and/or provide the requested information within 15 calendar days may be considered good cause for a determination of no investigative merit.

3. Within 15 calendar days of receiving your complaint, the Town will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) days of this decision, the Town will notify you and Respondent (the person(s) against whom you have filed the complaint), by registered mail, stating the decision.
 - a. If the decision is to not investigate the complaint, the notification shall specifically state the reasons for the decision.
 - b. If the decision is to investigate the complaint, the notification shall state the grounds of the Town's jurisdiction and require your and the Respondent's full cooperation in assisting the investigator.
 - c. Interviews may be recorded during the investigation. Consent to record may be required if the interviewee is located outside of NC.
4. The Town will attempt to resolve all discrimination complaints within 60 days of accepting the complaint for investigation. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation between the affected parties and NCDOT staff may be utilized for resolution. The Town will make known all filing options and avenues of appeal.

DISCRIMINATION COMPLAINT FORM

Any person who believes that he/she has been subjected to discrimination based upon race, color, sex, age, national origin, disability, income-level, or limited English proficiency, may file a written complaint with the Town of Sharpsburg's Title VI Coordinator within 180 days after the discrimination occurred.			
Last Name:	First Name:	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Mailing Address:	Town	State	Zip
Home Telephone:	Work Telephone:	E-mail Address	
Identify the Category of Discrimination: <input type="checkbox"/> RACE <input type="checkbox"/> COLOR <input type="checkbox"/> NATIONAL ORIGIN <input type="checkbox"/> LIMITED ENGLISH PROFICIENCY <input type="checkbox"/> AGE <input type="checkbox"/> RELIGION <input type="checkbox"/> DISABILITY <input type="checkbox"/> SEX <input type="checkbox"/> INCOME-LEVEL <i>NOTE: Religion is covered as a basis only under NCDOT's Right of Way Unit (Fair Housing) and Public Transportation and Aviation Divisions.</i>			
Identify the Race of the Complainant <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other _____			
Date and place of alleged discriminatory action(s). Please include earliest date of discrimination and most recent date of discrimination.			
Names of individuals responsible for the discriminatory action(s):			
How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional page(s), if necessary)			
The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation. (Attach additional page(s), if necessary)			
Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attached additional page(s), if necessary).			
<u>Name</u>	<u>Address</u>	<u>Telephone</u>	
1. _____	_____	_____	
2. _____	_____	_____	
3. _____	_____	_____	
4. _____	_____	_____	

DISCRIMINATION COMPLAINT FORM

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

- Federal Highway Administration _____
- Federal Transit Administration _____
- Federal Motor Carrier Safety Administration _____
- US Department of Transportation _____
- Federal or State Court _____
- Other _____

Have you discussed the complaint with any Town representative? If yes, provide the name, position, and date of discussion.

Please provide any additional information that you believe would assist with an investigation.

Briefly explain what remedy, or action, are you seeking for the alleged discrimination.

****WE CANNOT ACCEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND DATE THE COMPLAINT FORM BELOW.**

COMPLAINANT'S SIGNATURE

DATE

MAIL COMPLAINT FORM TO:
TOWN OF SHARPSBURG
ATTN: TITLE VI COORDINATOR
110 West Railroad Street, Sharpsburg, NC 27878
(252) 446-9441

FOR OFFICE USE ONLY

Date Complaint Received: _____

Processed by: _____

Case #: _____

Referred to: FHWA FTA FMCSA

Date Referred: _____

TITLE VI ASSURANCES

The provisions of this section related to United States Department of Transportation (US DOT) Order 1050.2A, Title 49 Code of Federal Regulations (CFR) part 21, 23 United States Code (U.S.C.) 140 and 23 CFR part 200 (or 49 CFR 303, 49 U.S.C. 5332 or 49 U.S.C. 47123) are applicable to all North Carolina Department of Transportation (NCDOT) contracts and to all related subcontracts, material supply, engineering, architectural and other service contracts, regardless of dollar amount. Any Federal provision that is specifically required not specifically set forth is hereby incorporated by reference.

NCDOT Title VI Assurance (1050.2A, Appendices A & E)

- i. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:
- (1) Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- (2) Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
- (3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
- (4) Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
- withholding payments to the contractor under the contract until the contractor complies; and/or
 - cancelling, terminating, or suspending a contract, in whole or in part.
- (6) Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.
- ii. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:
- Pertinent Nondiscrimination Authorities
- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
 - The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
 - Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
 - Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
 - The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
 - Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
 - The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
 - Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
 - The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
 - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs,

policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

NCDOT Title VI Nondiscrimination Program (23 CFR 200.5(p))

The North Carolina Department of Transportation (NCDOT) has assured the US DOT that, as a condition to receiving federal financial assistance, NCDOT will comply with Title VI of the Civil Rights Act of 1964 and all requirements imposed by Title 49 CFR part 21 and related nondiscrimination authorities to ensure that no person shall, on the ground of race, color, national origin, limited English proficiency, income-level, sex, age, or disability, (or religion, where

applicable) be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any programs, activities, or services conducted or funded by NCDOT. Contractors and other organizations under contract or agreement with NCDOT must also comply with Title VI and related authorities, therefore:

- i. During the performance of this contract or agreement, contractors (e.g., subcontractors, consultants, vendors, prime contractors) are responsible for complying with NCDOT's Title VI Program. Contractors are not required to prepare or submit Title VI Programs. (*USDOJ Title VI Legal Manual, VI(F)*)
- ii. Subrecipients (e.g. cities, counties, LGAs, MPO/RPOs) may be required to prepare and submit a Title VI Program to NCDOT, which may include Title VI Nondiscrimination Assurances and/or agreements. Subrecipients must also ensure that their contractors and subrecipients comply with Title VI. (*23 CFR 200.9(b)(7)*)
- iii. If reviewed or investigated by NCDOT, the contractor or subrecipient agrees to take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days, unless additional time is granted by NCDOT. (*23 CFR 200.9(b)(15)*)



MEMORANDUM

TO: Robert Williams, Mayor
Town Council Members

FROM: Stevie Cox, Town Administrator

VIA:

CC: Brian Pridgen, Town Attorney

DATE: December 23, 2020

REF: Approval Infectious Disease Policy for Town Employees

Summary:

In March 2020, the Country was faced with a COVID-19 Pandemic that required how we conduct our daily lives to change. Staff is proposing an infectious disease policy and procedures that will cover this current event and future events like this.

Background:

In March 2020, the Country was faced with the COVID-19 Pandemic. Over the next several months, this pandemic has resulted in the loss of life and hospitalization of thousands of North Carolinians and Americans. In the early days of the pandemic, State and Federal Guidelines were ever changing. Local Governments have been left to put together a patchwork or protocol and dialogue on how to address this pandemic. Staff has prepared a Proposed Infectious Disease Policy. It is staff's expectation that the State and Local Government will become eligible for some disaster relief funding related to this and we will be required to have an adopted infectious disease policy.

The following provides a brief overview of the Proposed Infectious Disease Policy.

It is the goal of the Town of Sharpsburg during a period of an infectious disease outbreak or pandemic to maintain essential functions and services and provide a safe and healthy work environment for employees, vendors and the public. The Town of Sharpsburg is committed to establishing methods for monitoring the severity and duration of an outbreak or pandemic,

implementing measures to minimize exposure in the workplace and sustaining essential functions until the organization is able to resume normal operations.

The Town Administrator or Designee will oversee the implementation of this policy and coordinate communications from management to employees and other stakeholders. Duties include:

- Monitoring and coordinating events and communications around an infectious disease outbreak or pandemic; and
- Creating work rules that could be implemented to promote safety through infection control.

Oversight includes the maintenance of a current list of contacts including:

- Government agencies;
- Emergency response and healthcare facilities and services; and
- Equipment suppliers and service contractors who can or have agreed to assist during and after an outbreak or pandemic.

If there is the issuance of a **Governor's Executive Order** in relationship to an Infectious Disease Outbreak or Pandemic, this policy shall not supersede it. This Policy would be a compliment to the **Governor's Executive Order**.

Recommendation:

Staff recommends that the Town Council approve the Proposed Infectious Disease Policy and Procedures. Staff recommends that the Proposed Infectious Disease Policy be made effective retroactive to March 30, 2020.

Attachment:

Proposed Infectious Disease Policy and Procedures
Proposed COVID-19 Questionnaire

Town of Sharpsburg



Infectious Disease Policy

Purpose:

It is the goal of **Town of Sharpsburg** during a period of an infectious disease outbreak or pandemic to maintain essential functions and services and provide a safe and healthy work environment for employees, vendors and the public. **Town of Sharpsburg** is committed to establishing methods for monitoring the severity and duration of an outbreak or pandemic, implementing measures to minimize exposure in the workplace and sustaining essential functions until the organization is able to resume normal operations.

Town Administrator or Designee will oversee the implementation of this policy and coordinate communications from management to employees and other stakeholders. Duties include:

- Monitoring and coordinating events and communications around an infectious disease outbreak or pandemic; and
- Creating work rules that could be implemented to promote safety through infection control.

Oversight includes the maintenance of a current list of contacts including:

- Government agencies;
- Emergency response and healthcare facilities and services; and
- Equipment suppliers and service contractors who can or have agreed to assist during and after an outbreak or pandemic.

If there is the issuance of a **Governor's Executive Order** in relationship to an Infectious Disease Outbreak or Pandemic, this policy shall not supersede it. This Policy would be a compliment to the **Governor's Executive Order**.

Safety and Health Measures:

Town of Sharpsburg will implement disease mitigation and protective measures for employees working onsite and offsite and for interactions with customers, vendors and the public during the outbreak or pandemic. **Town of Sharpsburg** is committed to providing the most current and credible information about the disease, including the manner in which it spreads, symptoms and measures to prevent its transmission.

Pre-Work Day Protocol. Each Department Head or Designee will be required to have each employee to complete a questionnaire prior to the start of their workday. This will include having the employee's body temperature taken and recorded. If the employee answers yes to any of the questions, they will be required to self-quarantine or self-isolate. The employee will be required to get tested. The employee must provide a negative test results, before they are allowed to return to work.

Reducing transmission. To ensure a clean and safe workplace, **Town of Sharpsburg** will conduct a regular cleaning of frequently used objects and areas, including:

- Conference rooms;
- Bathrooms;
- Cafeterias and break rooms;
- Door handles;
- Telephones; and
- Hand railings.

Employees and other individuals who enter the workplace will be advised to follow personal hygiene practices to prevent infection (e.g., hand washing with soap and water or the use of hand sanitizer with at least 60% alcohol, avoid touching of the face) and will be provided access to basic hygiene supplies (e.g., soap, water, hand sanitizer, etc.).

Facemask Requirement. All employees will be required to wear a facemask or covering, when they are within six feet of others or riding in the same vehicle. The Town of Sharpsburg will provide all employees with facemasks or covering that they shall use.

Exposure risk assessment. Specific measures to minimize the spread of infection at each work location will be based on the risk level of exposure to employees. The **Town of Sharpsburg** may install protective devices or adopt other interventions to

prevent or mitigate exposure to an infectious disease when and where feasible. Controls may include:

- Physical barriers to control spread of the disease (e.g., plastic sneeze guards);
or
- Administrative controls, such as staggered work schedules to minimize the number of individuals at the workplace or allow for thorough cleaning and disinfection between work shifts.

Health monitoring. Supervisors or other designated personnel will be trained to identify persons with signs and symptoms of an infectious disease as described in guidance provided by the Centers for Disease Control and Prevention (CDC) (e.g., fever, cough and shortness of breath) and determine the course of action to separate the person or persons from others or remove them from the workplace (e.g., send them home). Such personnel will also be trained in other techniques to minimize disease exposure and direct person-to-person contact, including social distancing (i.e., avoiding large gatherings and maintaining distance (approximately six feet) from others when possible (e.g., breakrooms and cafeterias)).

All employees will be notified on how to self-monitor for symptoms and report to a supervisor or management when they are ill or experience infectious disease symptoms.

Stay home when sick. Employees are urged not to report to work when they are feeling ill or are experiencing symptoms of an infectious disease (e.g., fever, cough or shortness of breath). An employee who appears to exhibit infectious disease symptoms upon arrival at work or who becomes sick during their time at work will be separated from others and sent home.

If an employee is confirmed to have contracted an infectious disease, the **Town of Sharpsburg** will inform other employees of their possible exposure in the workplace, but the confidentiality of the infected employee will be maintained as required by the Americans with Disabilities Act (ADA). The employee's co-workers will be instructed to self-monitor for symptoms and be provided with guidelines for doing so.

Remote work. Employees who normally work onsite and are also capable of performing work from home or remotely may be encouraged or told to do so during an infectious disease outbreak or pandemic. The arrangement may be temporary or long-term depending on pandemic-related/contagion-related conditions such as public shelter-in-place orders, quarantines, childcare service disruptions or school closings and other related factors.

All remote or telework arrangements or requests will be determined on a case-by-case basis, taking into account factors including;

- Appropriateness of the job for telecommuting;
- Tenure;
- Seniority;
- Employee performance;
- Flexibility;
- The reason(s) for telecommuting; and
- The ability to work independently.

Town of Sharpsburg will determine what equipment, if any, to provide to the employee to facilitate the remote or telework arrangement.

The employee may designate a workspace or off-site work area for installing any equipment to be used while telecommuting. The employee will be expected to maintain the workspace in a safe condition, free from hazards to people and equipment.

Social distancing. **Town of Sharpsburg** will implement social distancing guidelines to reduce the spread of the infectious disease in the workplace. In accordance with CDC recommendations, employees and other individuals who enter the workplace are encouraged to maintain a minimum distance of **minimum of six (6) feet recommended by the CDC for proper social distancing, e.g., six feet]** from any other person during an infectious disease outbreak or pandemic. All business meetings may be held via phone or video conference. Employees and others may be prohibited from congregating in meeting rooms, common areas and all other onsite locations.

Cleaning and disinfection after positive case. In the event an employee or any other person at the workplace tests positive for an infectious disease, cleaning and disinfection protocols will be implemented in accordance with CDC recommendations, including instructions and supplies for employees to disinfect their personal work areas. Employees should make efforts to avoid using other employees' phones, desks, offices or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

Town of Sharpsburg will take steps to clean and disinfect all facility areas that have been used or may have been used by a person with a confirmed positive test result for the disease or who exhibited disease symptoms while at work.

Travel restrictions. **Town of Sharpsburg** will evaluate the risk of employee exposure to the infectious disease from business travel, and may restrict, cancel or ban business travel as necessary to minimize or prevent risk of infection. In making

such determinations, consideration will be given to any travel bans or advisories issued by government agencies, including the US Department of State and the CDC.

Nonessential activities. During an infectious disease outbreak or pandemic, the **Town of Sharpsburg** may postpone or cancel all nonessential activities, including meetings, gatherings and training sessions. Affected employees would be notified as soon as practicable.

Relocation of essential activities. **Town of Sharpsburg** will notify all affected employees in the event essential onsite facilities or activities must be relocated and will provide instructions to continue or resume essential functions.

Testing for Infectious Disease Requirement. **Town of Sharpsburg** will attempt to make a vaccine for the infectious disease accessible at the workplace once a vaccine is publicly available. Employees are encouraged to contact their doctor or healthcare provider to get vaccinated.]

Attendance:

Attendance. **Town of Sharpsburg** attendance policies will remain in place during an infectious disease outbreak or pandemic, unless otherwise notified. If an employee has a particular challenge (e.g., child care issues in the event of a school closure), they should speak to their supervisor to determine an alternative plan.

Employees will be notified of any work schedule changes caused by an infectious disease outbreak or pandemic. Requests to adjust individual work schedules will be addressed on a case-by-case basis.

If an employee is out of work because of exposure to an infectious disease, or other illness or condition recognized by federal, state or local law, the employee may be required to submit additional information for the absence. *See the Town of Sharpsburg's leave or accommodation policy, e.g. Families First Coronavirus Act (FFCRA) Policy* for more information.

The Town of Sharpsburg offers sick, family or other leave: To the extent permissible by law, **Town of Sharpsburg** may modify its leave policies in force during normal operations to reflect conditions during a declared infectious disease outbreak or pandemic.

Pay:

Employees will be paid for all hours worked during an infectious outbreak or pandemic. If an employee is sent or required to be tested, the employee shall be compensated for an hour of time to do so.

Employees will be notified of any changes in pay rates for nonexempt employee hourly rate of pay or exempt employee salary because of long-term business needs caused by significant business disruption or economic shutdown due to an infectious disease outbreak or pandemic.

Closings and Layoffs:

In the event of a temporary or permanent closing due to unforeseen business circumstances related to the infectious disease outbreak or pandemic, employees will be notified as soon as practicable concerning a layoff or termination of employment.

Employees will be provided with as much notice as practicable concerning a layoff or business closing due to unforeseen business circumstances related to the infectious disease outbreak or pandemic, including an explanation as to why notice was not provided if the layoff is implemented without advance notice.

Employees subject to a layoff under this policy will be notified about available benefits and where to obtain additional information and guidance.

Return to Work:

Employees who have tested positive for an infectious disease (e.g., COVID-19) or who have isolated or quarantined with symptoms of infection may return to work when they have met the following criteria:

- Provide documentation of confirmed negative results of an FDA-approved assay for the infectious disease (confirmed means a second test validates an initial positive test or screen); or
 - Seven days have passed since receipt of a confirmed positive test result and there have been no subsequent illness or symptoms of illness (e.g., cough, fever, difficulty breathing); or
 - At least 72 hours have passed since the resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms AND at least 7 days have passed since symptoms first appeared.
-

Town of Sharpsburg understands that doctors and other health care professionals may be too busy during and immediately after an outbreak to provide fitness-for-duty documentation. **Town of Sharpsburg** may rely on other credible sources such as local clinics to provide a form, a stamp or an email to certify that an individual does not have an infectious disease.

Onsite Work Prohibited:

Town of Sharpsburg reserves the right to prohibit an employee or another individual with a confirmed positive test for an infectious disease from entering onsite facilities, programs and functions if a determination is made that the entry introduces a recognized hazard to the workplace and the restriction protects the safety and health of employees, customers and others. Every effort will be made to accommodate such employees prohibited from onsite work with remote work, or other alternative work.

Confidentiality:

Infectious disease-related diagnostic information about employees will be treated as confidential, privileged information. All information about an employee's illness will be treated as a confidential medical record in compliance with the Americans with Disabilities Act (ADA). The employer will adhere to all federal, state and local public health reporting requirements.

COVID-19 Questionnaire

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Yes _____ No _____

2. Do you live in the same household, or have you had close contact (been within 6 feet for over 10 minutes) with someone who has been in isolation for COVID-19 or has had a test confirming they have the virus, in the past 14 days?

Yes _____ No _____

3. Have you had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has nay health department or health care provider advised you to quarantine?

Yes _____ No _____

4. Do you have a fever (100.4 or higher) or chills?

Yes _____ No _____

5. Do you have a new cough (unrelated to allergies)?

Yes _____ No _____

6. Do you have a new shortness of breath or difficulty breathing?

Yes _____ No _____

7. Do you have a new loss of taste or smell?

Yes _____ No _____

8. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by another reason?

Symptoms	Yes	No
Fatigue		
Muscles or Body Aches		
Headache		
Sore Throat		
Congestion or Runny Nose		
Diarrhea		

Employee Name: _____ Date: _____ Temperature: _____