



The Town of Fenwick Island

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Coronavirus (COVID-19) Policy

PURPOSE

The Town's priorities in setting this workplace policy is to:

- Maintain a safe and healthy workplace, including minimizing the potential for transmission of contagious disease.
- Maintain operational continuity.
- Encourage fairness, open communications, and concern for the wellbeing of our employees, residents, and visitors.
- Comply with the Families First Coronavirus Response Act

CONSIDERATION

Whereas, domestic and foreign health authorities have issued guidance to citizens within their respective jurisdictions, both recommending and mandating precautionary measures to defend against the spread of COVID-19, the Town of Fenwick Island hereby implements the following policy:

POLICY

Employees who have symptoms of acute respiratory illness are strongly recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, cough, shortness of breath, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

- A. **Well Employees:** Employees who are well are expected at work as usual, even if they have been in contact with or caring for someone who is ill with an ordinary respiratory illness (in which case, typical preventive measures are recommended for them as care givers). Well employees are expected at work unless they have been:
- a. caring for someone with a confirmed case of COVID-19, in which case they are required to self-isolate and follow any measure implemented by any regulatory authority.
 - b. in a CDC Level 3 area of concern for COVID-19; or
 - c. instructed to refrain from attending work by their personal physician or public health officials, in which case documentation must be provided.

- B. **Sick Employees:** Employees who have symptoms of respiratory illness must stay home and not come to work until they are free of fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). A fever is defined as a temperature of 100.4 degrees Fahrenheit or 38 degrees Celsius taken by an oral thermometer.

Any employee who is diagnosed with, or is under observation or quarantine for COVID-19 must stay home and may not come to work until fully released for duty in writing by a competent medical provider or public health authority, submitted to and approved by the Town Manager prior to returning to work.

- C. **Non-Chargeable Sick Time:** Employees will not be required to use their accrued sick leave or vacation time should they be required to be quarantined as a result of exposure to or complications from a documented diagnosis of coronavirus/COVID-19.
- D. **Non-Chargeable Family and Dependent Care Time:** Employees with dependent children, partners, household members, or elders under their care who are ill or quarantined in the manner described at Section C above will not be required to use sick leave or vacation time should they be required to provide care. Appropriate documentation may be required.
- E. **Coverage Period:** Employees will be afforded their regular wages for up to 14 work days to recover from any exposure. Should a time period greater than 14 days be required, the employee shall notify their supervisor and the Town Manager immediately. Each case greater than 14 days will be handled on a case by case basis.
- F. **Reporting Sick Time:** Employees who are out sick are asked to enter absences (using COVID POLICY) on their respective timesheet. Public health authorities may ask employers like the Town of Fenwick Island to monitor and report trends in employee absenteeism.
- G. **Return to Work:** In general, written medical clearance will not be required for return to work from ordinary illness of brief duration. This is being done to avoid overtaxing health care resources. However, the Town reserves the right to request confirmation of COVID-19, ongoing illnesses or that of family members. Documentation for any absences will be handled on a case by case basis.

EFFECTIVE DATE

This policy shall become effective upon an affirmative vote of adoption by a majority of the Town Council and shall remain in effect until December 31, 2020, or until such time as the State of Emergency no longer exist.

ADOPTED

ACTION FORM

PROCEEDING Council Meeting	
DEPARTMENT OF ORIGIN: Town Hall	DATE SUBMITTED: 08/28/2020
PREPARED BY: Terry Tieman	
SUBJECT: HVAC Replacement for Beach Patrol Room	
REFERENCE:	
RELATED PROJECT: Beach Patrol Room HVAC 2017 (CAF attached)	
REVIEWED BY: Terry Tieman, Mike Locke	
EXHIBITS: Quotes A&A Air Services; North Star	
EXPENDITURE REQUIRED: \$ 9,780	AMOUNT BUDGETED: \$0
FUNDING SOURCE (Dept./Page in CIP & Budget): Realty Transfer Tax Reserve	
TIMETABLE: Fall 2020 Installation	
RECOMMENDED ACTION: Authorize the purchase of a Trane Heat Pump system and approve the budget revision.	

BACKGROUND AND ANALYSIS

When we began to experience humidity problems with the Beach Patrol room HVAC system in 2016, we used the services of Weldin Engineering and North Star. At the time Mr. Weldin suggested numerous changes to the system including a dehumidifier, bathroom fan, air transfer grills and thermostat covers. At that time, we were experiencing the first issue with the ductless heat pump system that is currently installed. Mr. Weldin analyzed the situation at the time. While he thought a traditional heat pump was a good idea, it would not eliminate the need for all the other modifications previously mentioned. To save money we repaired the ductless system and hoped to get a few more years out of it.

The original ductless split heat pump system was installed in 2012 and has stopped operating. It cannot be repaired. The mother board is bad and obsolete. Three years ago, the system's mother board failed, and it was replaced.

We have received quotes for a ductless heat pump system to replace the current system in the amount of \$6,840. Alternately, we requested a quote for a heat pump system. The quote for such a system is \$9,780.

We are requesting to replace the current ductless heat pump system with a traditional heat pump system in the amount of \$9,780. Staff believes that a traditional system will perform better and last longer. Heat pumps normally last an average of 15 years with proper maintenance.

Staff recommends accepting the low bid from A&A Air Services Inc. of \$9,780 and authorizing the funding be taken from the Realty Transfer Tax reserve fund.

ACTION FORM

PROCEEDING Council Meeting	
DEPARTMENT OF ORIGIN: Town Hall	DATE SUBMITTED: 08/28/2020
PREPARED BY: Terry Tieman	
SUBJECT: Extension of Contract between TOFI and Waste Industries of Delaware	
REFERENCE:	
RELATED PROJECT:	
REVIEWED BY: Terry Tieman, Dean Gary	
EXHIBITS: Contract Extension and Cost Analysis	
EXPENDITURE REQUIRED: \$146,842	AMOUNT BUDGETED: \$153,000
FUNDING SOURCE (Dept./Page in CIP & Budget): General Fund Budget	
TIMETABLE: Effective September 1, 2020	
RECOMMENDED ACTION: Approve the 3 year extension and authorize the Town Manager to sign it.	

BACKGROUND AND ANALYSIS

In July 2020, a bid was let for residential solid waste, recycling collection and disposal services. No bids were received. Waste Industries is interested in extending the existing contract for three years. The amendment to the agreement is attached and has been reviewed and modified by Town Solicitor, Mary Schrider-Fox.

Staff believes the proposal is fair and fits within our FY 2021 budget. We believe avoiding the additional expenses of time, advertising and initial learning curve of a new contractor are also a benefit.

Staff recommends accepting the proposal for extension and authorizing the Town Manager to execute the contract.