



TOWN OF HENRIETTA

County of Monroe • State of New York
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Condition-Green (Low Infection Rates) Policy for the Town of Henrietta

Purpose

This Condition-Green Policy is for when there are low infection rates in our area for infectious diseases such as COVID-19. The Town will continue to monitor community metrics, such as weekly new cases per 100K population, weekly hospital admissions per 100K population, and percentage of ICU beds for COVID-19 cases, and will adjust the policy condition level (“color”) accordingly, as well as incorporating any additional requirements based on any current mandates by the State, CDC or Federal agencies.

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. The Town of Henrietta encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees, regardless of the current condition level.

General Health

As general guidelines, please monitor your health at all times. Should you have a fever, other COVID-related symptoms or general illness, please call your supervisor, do not report to work, and consult a medical professional, if necessary. Arriving at work when we are not feeling well is only jeopardizing our co-workers, our guests, and further exasperating your own illness. Should you begin feeling ill while at work, please contact your supervisor, leave work, and seek medical attention, if necessary.

The Town of Henrietta will immediately ask an employee to leave the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).

Vaccination Status

Employees are considered fully vaccinated two (2) weeks after completing a primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two (2) weeks after a single dose vaccine, such as Johnson & Johnson’s vaccine, or two (2) weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary series. All employees are required to report their vaccination status and, if vaccinated will be required to provide proof of vaccination to the Safety Officer or the Human Resources Department. Should proof not be provided, employees will be considered to be unvaccinated.

Facility Access

The Town public facilities, such as Town Hall, the Library, and the Rec Center, will be fully open to the public. Town support facilities, such as the DPW, will be on restricted access to the public.

Masking

There are no masking general masking requirements; however, if an individual informs you they are in a high-risk category and they would prefer you wear a mask, individuals are encouraged to do so.

Any employee or board member who has recently recovered from an illness is encouraged to wear a mask when in close proximity to other employees or individuals.

Even though there is no general masking requirement, some individuals may still elect to wear one. Please respect their choice to do so.

The Public:

The public is not required to wear a mask when entering Town facilities, including both short-term visits and for activities such as sports activities.

Child programs which fall under the guidelines of public schools will also follow these guidelines unless; however, if the public-school policies in place by the State require additional guidelines, those will be observed in addition to the guidelines listed here with the stricter guidelines being observed when conflicting.

Social Distancing

Social distancing is not required.

Employee Notification of COVID-19 and Removal from the Workplace

The Town of Henrietta will require employees to promptly notify their supervisor when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

Monroe County Department of Health issues Orders of Isolation or Quarantine and such Orders must be followed. Upon receipt of a Health Order of Isolation for COVID-19 or Quarantine for COVID-19, submit to the Safety Officer, HR Director or Payroll Clerk. Per the New York State Paid Leave for COVID-19, the Town of Henrietta will provide up to fourteen (14) days of paid leave. It should be noted that the falsification of an Order of Isolation or Quarantine or the events upon which the order is based may be considered grounds for termination if discovered and proven.

The current Orders in effect are isolation for five (5) days following the date of your positive test or symptom onset, whichever is earlier. The Order will state the start date. If after five (5) days you have no symptoms or your symptoms are resolving, your isolation period shall end, and the Order will no longer be in effect. In such case, you must wear a well-fitting mask for five (5) additional days after the initial 5-day isolation, with the masking requirement remaining for at least ten (10) days

from the start date of the Order. If symptoms have not subsided, the Order remains in place for an additional five (5) days. Please follow the Order as mandated by the State and County.

Questions

Please direct any questions regarding this policy to the Town Supervisor, Town's Safety Officer or HR Director.