

**UPDATED AND AMENDED TOWN OF LANSING  
COVID-19 LEAVE TIME AND GENERAL POLICIES**

Updated and Effective July 20, 2022

The following temporary personnel policies are adopted by the Town Board of the Town of Lansing:

**WHEREAS**, the Town of Lansing has largely followed NYS advice on managing COVID-19 matters, including but not limited to the Governors' Executive Orders and sub-orders, (all, an "EO"), the input on essential versus non-essential personnel from the Empire State Development Corporation, and guidance on rules, protocols, public safety, and other matters from the New York State and Tompkins County Departments of Health (together, "NYSDOH"); and

**WHEREAS**, the Town has had multiple COVID-19 resolutions and policies and most, if not all, were written to effect compliance with such EOs and related state guidance, and despite many mandates being lifted by NYS, certain policies and guidance are still recommended or desirable, including because EO 11 is still in effect; and

**WHEREAS**, certain matters previously covered by EOs and Town resolutions and policies have been superseded by NYS statutes, such as leave time, sick leave, job protection rules, and adopted plans for future emergencies arising from or in relation to communicable and other diseases and public health emergencies, such that only certain policies need to now be separately re-stated by the town; so

**NOW THEREFORE**, the following temporary policies are adopted and remain in effect until rescinded or amended by the Town Board:

**1. MANDATED ABSENCES FROM WORK:**

- A. No employee or public officer (hereafter, jointly, an "Employee") who has tested positive for COVID-19, or who is showing symptoms of COVID-19, shall report to the workplace, whether at a worksite or town building. Employees that have any COVID-19 related symptoms shall test or be tested for COVID-19, and thereafter shall abide by NYSDOH requirements, including any no-contact, stay-at-home orders ("Quarantine"), or other requirements. Employees are reminded to use due diligence if they are not feeling well due to other common illnesses and to not report to work.
- B. Any Employee covered by the provisions of subsections A above shall fully and promptly report their circumstances and condition to their immediate supervisor or Department Head (hereafter "Department Head") by telephone or electronic means. If an Employee is confirmed as being infected with COVID-19, or made subject to any Quarantine orders or requirements, such Employee and their Department Head are both required to immediately notify the Town Supervisor. All Employees and Department Heads must maintain confidentiality as required by HIPAA and other applicable laws as apply to Employee health conditions and confidentiality.
- C. Any Employee who has been exposed to or infected with COVID-19, or who is subject to Quarantine, as determined or recommended by NYSDOH or its policies or who has to care for an immediate family member exposed to COVID-19 or subject to Quarantine, will be granted up to 10 calendar days (or such greater time if required by law) of additional paid leave

(calculated per hours per such days as normally worked), per incident, to cover the duration of the Quarantine. The use of all such permitted COVID-19 special leave-time benefits (herein, the "COVID Leave") shall be approved by each Employee's Department Head, and Department Heads will provide further instructions on reporting these matters on timecards. Employees may also use their accumulated leave time for any unpaid leave resulting from any COVID-19-related absences from work. Employees unable to report to work or meet their regular weekly hours due to COVID-19 shall first utilize their COVID Leave before using other accrued leave time.

- D. If the work of the affected Employee can be performed remotely, such as by telecommuting, then such may be allowed by the Department Head and, in each such case: (i) such Employees may work outside their regular work hours and schedule; and (ii) all time actually worked must be accurately reported on a timecard. Not all Employees are capable of remote work due to the nature of their duties, but to the extent a reasonable accommodation can be made without causing undue impact to safety, costs, or the work and duties of other Employees, the Town will try to make such work available. The Town does not guarantee the availability or amount of any remote work availability.
- E. Any Employee who misrepresents or falsifies the reason for a paid leave of absence, including a COVID-19 related absence, or misrepresents or falsifies any information reported upon any timecard, or misrepresents or falsely reports (or fails to report) COVID-19 test results, may be subject to disciplinary action, up to and including termination of employment.

**2. ADDITIONAL RULES AND POLICIES:** Pursuant to the policies respecting social distancing, cleaning, vaccination, masking, and other requirements, recommendations, and advisories, the recommendations and guidance from TCDOH shall apply. These policies shall automatically be amended and change as TCDOH guidance and requirements change. In the event of any ambiguity, the Town Supervisor, upon the advice and consent of the Deputy Supervisor, shall make final rulings or clarifications.