

**FIWMD**  
**JANUARY 25, 2021 @ 5:30 PM**  
**ZOOM.COM**  
**ADOPTED MINUTES**

*David Burnham, Chair*  
*Bruce Hubert, Vice Chair*  
*Bob Evans, Treasurer*  
*Sarah Malinowski, Secretary*  
*Kevin Carroll, Employee Liaison*

FIWMD held its monthly meeting at 5:30 pm, all commissioners were present.

Additions to the Agenda: COVID Policy

**Bob Evans motioned to accept the minutes of December 16, 2020 with a change, Bruce Hubert seconded; the motion carried.**

**Bob Evans motioned to accept the minutes of January 13, 2021, Kevin Carroll seconded; the motion carried.**

Finances **The payables were approved to be paid by Kevin Carroll, seconded by Bruce Hubert; the motion carried. Bruce Hubert motioned to accept the finances, Kevin Carroll seconded the motion carried.**

Unfinished Business The Casella Group will be sending us a contract in the coming days.

David Burnham is working on the sale of the glass crusher, he will have more information at the next meeting, in the meantime Dick will take photos of the equipment to help with the sale.

There was discussion about the resolution book. It was mentioned that the book should include a list of tasks that each commissioner has volunteered to accomplish. A workshop is scheduled for February 3 to discuss the same.

New Business The fuel oil bids and hauling bids will be opened at a meeting to be held this Wednesday, February 27, at 5:30.

The plan is have the Casella Group advise regarding our LSWMP\* then send it to the DEC.

Beth will follow up with the DEC to make sure there is no set date that the document needs to be reviewed.

December 24<sup>th</sup>, 2021 the facilities will be open for half a day.

The handbook was reviewed and Sarah suggested that a sentence be added to the document under the Anti-Harassment Policy to read: Benevolent Sexism We encourage all employees and commissioners to replace gendered terms such as: "guys", "girls", "ladies and gentlemen" with inclusive terms such as: "everyone", "folks", "you all", and "employees". Sarah stated that she has heard the term "girls" used for when referring to the employees who usually are working the stations and the term "guys" used to refer to folks who are operating machinery. This goes against or goal of all of our employees being able to work in all areas of FIWMD. She said such a sentence like this in our handbook indicates to current and future hires that we are making efforts to be fair and thoughtful employers. **David Burnham motioned to include "Benevolent Sexism We encourage all employees and commissioners to replace gendered terms such as: "guys", "girls", "ladies and gentlemen" with inclusive terms such as: "everyone", "folks", "you all", and "employees".", Sarah Malinowski seconded the motion.** Discussion ensued that included concerns that his would not accomplish the intended goal and it is hard for people to try to address folks a non-gendered way. The subject was tabled to the next meeting. **The motion did not carry.**

**A COVID policy (attached) was motioned for approval by David Burnham to be a policy but not to be included in the handbook, Sarah Malinowski seconded, Bob Evans abstained; the motion carried.**

The meeting was adjourned at 6:45 pm.

Submitted by,  
Beth Stern

\*A Local Solid Waste Management Plan (LSWMP) is required by the New York State Department of Environmental Conservation (NYSDEC). Ours was completed in 2018 and must be reviewed by the Commissioners and Employees every two years and re-submitted to DEC.

### **Fishers Island Waste Management District**

*David Burnham, Chair*  
*Bruce Hubert, Vice Chair*  
*Bob Evans, Treasurer*  
*Sarah Malinowski, Secretary*  
*Kevin Carroll*

**February 1, 2021**

#### **POLICY IN RESPONSE TO COVID-19 PANDEMIC**

In order to address the recent uptick in the number of positive tests for COVID-19 on Fishers Island, ensure compliance with the most recent guidelines from the CDC, New York State and the County Department of Health, FIWMD has created a COVID-19 policy. **Effective February 1, 2021, the following protocols will be observed by all FIWMD employees:**

#### **EMPLOYEE WORKSPACES**

- **Face coverings:** All employees will be required to wear a mask or other appropriate face coverings while inside FIWMD buildings, vehicles and anywhere on FIWMD property. Employees are encouraged and expected to bring their own masks, however, masks will be available in all buildings.
- **Social Distancing:** To the greatest extent possible, employee work stations will be arranged to maintain social distancing. Employees shall practice social distancing to the greatest extent possible throughout the workday.
- **Hand Washing:** Employees are encouraged to wash their hands throughout the day. In addition to bathroom facilities, hand sanitizer stations have been set up throughout FIWMD buildings and each department has hand sanitizing supplies.
- **Bathrooms:** All bathrooms shall be single occupancy. Bathroom doors shall be propped open when not in use. Upon entering the bathroom employees should close the door to signal it is occupied and prop it open upon exiting. Bottles of disinfectant shall be located in each bathroom for employees use.

#### **EMPLOYEE SELF REPORTING**

Any employee who 1) learns that they have been exposed to someone who tested positive for COVID-19, 2) has a household member who has been exposed to someone who tested positive for COVID-19, 3) who experiences COVID-19 symptoms, or 4) tests positive for COVID-19 must report it immediately to the employee liaison.

## **DIRECTING EMPLOYEES TO QUARANTINE/ISOLATE**

If a determination is made that an employee has had a potential exposure to COVID-19, the employee will be directed to report to their home to self-quarantine or isolate for a period of time as set forth below. An employee shall self-report to the employee liaison if there are indications that the employee was exposed to COVID-19, or is experiencing symptoms of COVID-19. The decision as to whether an employee shall be directed to report to their home and the duration thereof, shall be made by the employee liaison or his designee.

### **Employees with a potential exposure to COVID-19**

Any employee with a potential exposure to COVID-19 will be directed to report to their home to quarantine if:

- the employee was in "direct contact" or "proximate contact" with someone who has tested positive for COVID-19, and:
  - **if the person was symptomatic:** the employee had contact with them while they had symptoms or within the 48 hours before their symptoms started, or;
  - **if the person was asymptomatic,** the employee had contact with them within 48 hours of when their COVID-19 test was collected; or
- the employee has recently traveled from another state with significant community spread of COVID-19 (defined as either a seven-day rolling average of over 10% of all COVID-19 tests producing a positive result, or the number of positive cases exceeding 10 per 100,000 residents), and spent at least 24 hours in one or more affected states; or
- the employee is returning to the U.S. after traveling internationally.

**"Direct contact"** for COVID-19 is defined as being within six feet of someone who is either displaying symptoms of COVID-19 or has tested positive for COVID-19 for a prolonged period of time (ten minutes or more). You would also be considered in direct contact if someone who has tested positive for COVID-19 coughed or sneezed on you.

**"Proximate contact"** for COVID-19 is defined as being in the same enclosed environment such as a classroom, office, or gatherings but greater than 6 ft. from a person displaying symptoms of COVID-19 or someone who has tested positive for COVID-19.

### **Employees Exhibiting Symptoms of COVID-.19**

Any employee exhibiting symptoms of COVID-19 or reports experiencing symptoms will be directed to report to their home to quarantine.

The most common symptoms of COVID-19 include:

- fever
- cough, and/or
- shortness of breath.

Other possible symptoms include:

- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea
- vomiting, or
- diarrhea.

If you develop any of these symptoms, you should put on a face mask immediately to prevent other people in your household from becoming sick

### **Duration of Quarantine/Isolation**

**Quarantine due to exhibiting symptoms** - Any employee who is directed to report to their home for quarantine because they are exhibiting or experiencing symptoms of COVID-19 shall be required to quarantine at home and not report until:

At least ten (10) days have passed since the latter of the onset of symptoms or a positive COVID- 19 test

AND

The employee certifies in writing that the employee is fever-free and has been completely symptom free for at least three (3) days;

OR

The employee provides documentation from a medical provider confirming that the employee can return to work, that the employee had a negative test for COVID-19, and that any lingering symptoms are not the result of a contagious illness.

**Quarantine due to exposure** - Any employee who is directed to report to their home for quarantine for a potential exposure to COVID-19 due to being in "direct contact" or "proximate contact" with someone who tested positive for COVID-19 shall be required to quarantine at home and not report to work for 14 days from the date of the potential exposure, provided the employee remains asymptomatic .

If an employee that is directed to report to their home for a potential exposure to COVID- 19 due to being in "direct contact" or "proximate contact" with someone who tested positive for COVID-19 also exhibits symptoms of COVID-19, the employee shall be required to isolate and shall not be permitted to report to work until:

At least ten (10) days have passed since the latter of the onset of symptoms or a positive COVID- 19 test

AND

The employee certifies in writing that the employee is fever-free and has been completely symptom free for at least three (3) days;

OR

The employee provides documentation from a medical provider confirming that the employee can return to work, that the employee had a negative test for COVID-19, and that any lingering symptoms are not the result of a contagious illness.

**Exception for Essential Employees** - Essential Employees may be allowed to return to work after a potential exposure if the employee remains asymptomatic and receives a negative test result. The employee shall be required to wear mask and practice social distancing at all times at work and shall quarantine when not at work for 14 days following the exposure.

The decision as whether an essential employee shall return to work prior to the expiration of the 14 day quarantine requirement for a potential exposure shall be the be made by the employee liaison solely and shall not be at the discretion of the employee.

**Employees who test positive** - Any Employee directed to report to their home to isolate as the result of a positive test for COVID-19 and shall not be permitted to report to work until:

At least ten (10) days have passed since the latter of the onset of symptoms or a positive COVID- 19 test

AND

The employee certifies in writing that the employee is fever-free and has been completely symptom free for at least three (3) days

OR

The employee provides documentation from a medical provider confirming that the employee can return to work, that you had a negative test for COVID-19, and that any lingering symptoms are not the result of a contagious illness.

Quarantine means you must stay separate from others in your household and community for a total period of 14 days from your last day of potential exposure - either your last day of contact with an infected person, or your last day of travel in an impacted region. During the quarantine period, you should stay in separate quarters with a separate bathroom facility for each individual or family group under quarantine. You must not be in public or otherwise leave your quarantine quarters.

Any employee experiencing symptoms should contact their medical provider. Employees experiencing a medical emergency should call 911 and let the person that answers know that you are under quarantine for COVID-19. Some signs of an emergency include: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. Any questions regarding the foregoing should be directed to an employee's employee liaison.

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