**municipal/executive order no \_\_\_\_\_\_**

**THE CITY OF \_\_\_ COVID-19 TEMPORARY WORK POLICIES**

**[DATE]**

To minimize the risk of exposure to COVID-19, the City of \_\_\_ (the city) continues to encourage employees to perform work from home as long as the remote work does not impair the high level of services an employee is expected to provide to our citizens and fellow staff members in your role. The city will continue to limit the number of staff within city buildings at one time and will attempt to ensure adequate physical separation between employees while in city buildings. In addition, the city will maintain the requirement for employees to adhere to the Centers for Disease Control and Prevention (CDC) guidelines on social distancing in all departments and to practice other preventative measures to reduce the spread of COVID-19.

**The City of \_\_\_ is Committed to Staying “Healthy at Work”**

* The city has designated the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as its “Healthy at Work” Officer. The officer is responsible for ensuring compliance with these guidelines and employees are encouraged to communicate any improvements or concerns to these guidelines to the officer.
* The officer will ensure appropriate signage is posted throughout city facilities to inform employees and citizens of good hygiene and new office practices.
* Employees who become ill with COVID-19 symptoms while on the job shall isolate themselves, report it to the officer, and shall report for testing for COVID-19, as outlined below. The city will notify the public health department of any positive test.
* The city will assist the health department in performing contact tracing so that others who may have been exposed to COVID-19 can be informed. This assistance includes, but is not limited to, providing the employee’s work schedule, workstation, hours or shifts worked, when the employee was potentially exposed, and the names and contact information of any other employee or members that may have been exposed to the virus.

**General Guidelines for All City Employees**

* **While on city property or at a designated worksite on behalf of the city, all employees shall adhere to CDC social distancing guidelines and shall comply with other required preventative measures as outlined in this policy.**
* An employee shall not come to work under any circumstance when:
	+ The employee or any member of his or her household has been diagnosed with or has displayed symptoms consistent with a COVID-19 infection; or
	+ The employee has been exposed or potentially exposed to an individual that has either been diagnosed with COVID-19 or has displayed symptoms of COVID-19.
* Employees shall perform an individual health screening prior to departing from home to ensure that they do not have any of the symptoms associated with COVID-19. An employee must be able to answer “no” to each of the following screening questions prior to reporting to work. Employees who answer “yes” to any one of the following questions shall remain in self-isolation and follow the [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) to assess whether to seek medical care or testing.
	+ Do you have a fever of 100.5o F or higher?
	+ Do you have a new cough?
	+ Are you experiencing shortness of breath or difficulty breathing?
	+ Do you have new muscle aches or headaches?
	+ Are you experiencing any gastrointestinal symptoms, such as diarrhea or vomiting?
	+ Are you experiencing any chills or shaking with chills?
	+ Do you have a new loss of taste or smell?
	+ Is there anyone is your household that has experienced these symptoms or that has been diagnosed with COVID-19?
	+ Have you been in contact with anyone who has shown these symptoms or that has been diagnosed with COVID-19?
* An employee who develops any of the above symptoms during the course of the workday while at a designated worksite other than home shall report it to the Healthy at Work Officer and shall immediately report to a health care provider for testing.
* If an employee must seek medical care under CDC guidelines or because they develop symptoms while at a designated work site other than home, the following process must be followed:
	+ The employee shall not return to work in a city building or at a designated worksite until cleared by a health care provider to do so. Teleworking employees may continue to work from home if they are able to. However, the city encourages employees who are ill to rest and recover according to health care guidance.
	+ The employee must provide documentation of the visit with the health care provider to the Healthy at Work Officer. However, the city recognizes documentation may be delayed due to the volume of care at this time. The employee must provide the name of the health care provider where they are seeking care to the Healthy at Work Officer until the documentation is available.
	+ The employee will discuss potential eligibility for federal Emergency Paid Sick Leave with \_\_\_\_\_\_\_\_ while seeking or receiving a diagnosis from the healthcare provider.
* If an employee that has been at their workstation is suspected or confirmed to have COVID-19, the Healthy at Work Officer will coordinate the following:
	+ The employee’s workstation shall be disinfected according to [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html).
	+ Determine whether any other employees were potentially exposed and provide notice that an exposure may have occurred without revealing any identifying information about the ill employee. Also, work with your health department on any contract tracing requirements following the suspected or confirmed case.
* When in common areas, employees are required to wear a face covering. [[1]](#footnote-1) Employees are not required to wear a face covering in their offices or personal workspace. ***If wearing a mask would pose a serious threat to the employee’s health or safety, the employee shall notify the Healthy at Work Officer immediately to discuss whether a reasonable accommodation may be made.***
* Employees may, but are not required to, wear a glove or gloves when contacting any “high touch” surfaces.
* Only one individual is permitted on the elevator at a time. When standing in line for the elevator, employees should be careful to observe at least six (6) feet of separation from other individuals that are also waiting.
* When you enter city hall or other city buildings, please wash your hands after touching door handles, elevator buttons, or other common surfaces. Wash your hands frequently and/or use hand sanitizer.[[2]](#footnote-2),[[3]](#footnote-3)
* Employees shall always observe six (6) feet of separation from other employees while in city buildings. This means that you may not enter the office or workspace of other employees. Use of electronic communication alternatives should still be used whenever possible, even when communicating with other employees that are in city hall at the same time.
* The city’s conference rooms, breakrooms, and kitchenettes will remain closed.[[4]](#footnote-4)  Employees shall not gather anywhere within city buildings, including hallways, the front desk reception area, copy rooms, or restrooms. Only one person is permitted in the copy rooms and restrooms at a time.[[5]](#footnote-5)
* The city will not permit any individual in city hall that is not a city employee.
* If an employee uses the copiers or touches other objects in common areas, the employee shall sanitize those surfaces after direct contact by using the cleaning wipes or cleaning spray provided in the common areas.
* Do not directly exchange papers or other objects.  Instead, use available software programs, scan in documents, or take photos to share the document.  If the exchange of paper is necessary, place the documents in the employee’s mailbox for retrieval after at least 24 hours have elapsed.

**Protocol for City Hall**

* **The number of staff permitted in city hall at any one time shall not exceed \_\_\_\_\_, and employees shall be safely separated throughout city hall.** Employees may continue to come to city hall as needed intermittently or be in city hall as a result of a standing schedule established by his or her Department Director. In order to continue to maintain the capacity limit and ensure adequate separation of employees, the following rules shall apply:
	+ A Department Director may establish a standing schedule of time within city hall for an individual employee when:
		- the employee requests a standing schedule and the Director agrees that it is in the best interest of the department; or
		- the Department Director has determined the scheduled physical presence of the employee in city hall is necessary for the employee to perform his or her job duties or the employee’s physical presence is needed to facilitate efficiency in work performance.
	+ Any standing schedule shall be reported to the city clerk so it can record recorded and tracked for purposes of ensuring the capacity and separation limits are met.[[6]](#footnote-6)
	+ An employee who wishes to come into city hall on an intermittent basis that does not have a standing schedule shall obtain the advance approval of his or her immediate supervisor and shall notify the city clerk prior to coming to city hall.[[7]](#footnote-7) The city clerk will advise the employee of potential capacity issues or of any difficulties related to maintaining acceptable levels of employee separation.

**Additional Considerations for Non-Office Positions**

* The city has determined the following positions are not conducive to telework and consistently require assignments outside of city buildings:
	+ [List positions here]
* Employees in these positions must still follow the CDC guidelines for social distancing, including:
	+ Wearing face coverings in any shared indoor space.
	+ Maintaining 6 feet of distance from others whenever possible.
	+ If 6 feet of distance is not possible for certain tasks, the employee must wear a face covering. ***If wearing a mask would pose a serious threat to their health or safety, the employee shall notify the Healthy at Work Officer immediately to discuss whether a reasonable accommodation may be made.***
* Employees shall not ride with another individual in the same vehicle.
* High touch surfaces on shared tools shall be disinfected between employees to minimize contamination from shared contact.
* [Outline any staggered scheduling applicable to these positions]

**Employee Travel for the City**

The city will continue to prohibit out-of-state travel on behalf of the organization. However, the city will permit travel within Kentucky for employees to perform work for the city under the conditions outlined below:

* If in-state travel is needed to perform the employee’s job, an employee may engage in the travel for the city upon the approval of his or her Department Director or immediate supervisor.
* An employee shall not engage in any travel that involves an overnight stay.
* If the travel requires a meeting, the city employee shall contact the other parties to receive permission to continue with the meeting prior to departing for the travel.[[8]](#footnote-8) In addition, the employee shall discuss the application of these rules with other parties prior to departure to inform all involved that the employee’s ability to comply with this policy is a condition of the employee’s travel.[[9]](#footnote-9)
* When engaging with any individual during the employee’s travel, the employee shall as closely as possible adhere to the guidelines required by the Protocol for City Hall (above) as if the employee was coming to and working within the city hall in addition to any other requirements adopted by the city and the location of travel. This includes performing and passing an individual health screening prior to departure (as outlined above), observing CDC social distancing requirements, and compliance with hygiene protocol.
* Employees shall not ride with another individual in the same vehicle.
* Employees traveling shall use protective measures applicable to the public place in which the employee enters. This includes the wearing of face coverings. The employee shall endeavor to use all precautions available when at fueling stations, using public restrooms, and when handling paper or other shared objects.
* If the purpose of the travel is to include meetings or other gatherings with city officials or city staff, the employee shall ensure that the number of people involved in the meeting does not exceed ten (10) individuals. In addition, the employee shall, to the greatest extent practicable, encourage and use social distancing and employ other preventative measures during the meeting.
* The employee shall keep a record of any individuals that he or she interacts with in case the information is needed for contact tracing should the employee become infected with COVID-19.
* Effective \_\_\_\_\_\_\_[DATE], employees will be permitted to use a city pool vehicle for travel within the state. If a city pool vehicle is used for the travel, the employee shall clean it with the wipes or disinfectant spray provided in the vehicle upon returning the vehicle. The cleaning procedures that the employee will be required to follow will be left in the vehicle as well. The vehicle may not be used by another employee until at least 24 hours have lapsed since its last use.

**Compensation and Work Policy**

* All full-time employees are expected to continue to work 40 hours per week during the COVID-19 crisis. All part-time employees are also expected to work their regularly scheduled hours. Employees without enough work to fill their regularly scheduled hours are expected to communicate with managers in order to make sure all work within the organization is covered.
* If an employee has worked less than 40 hours in any workweek, he or she expected to turn in vacation, personal, or compensatory leave for such time unless the leave falls under the Emergency Paid Sick Leave Act (EPSL) provided under Section 3 of this Policy or the Emergency Family Medical Leave Expansion Act (EFMLEA) as provided under Section 4 of this Policy.
	+ Pursuant to the Emergency Paid Sick Leave Act, all employees are eligible for two weeks of paid leave at their regular rate of pay for the following reasons. Eligible full-time employees will receive up to 80 hours of paid sick leave. Eligible part-time employees will receive pay based on the average number of hours worked over the last six months. An employee must be:
* Subject to a federal, state or local quarantine or isolation order related to COVID-19;
* Advised by a healthcare provider to self-quarantine due to COVID-19 concerns;
* Experiencing COVID-19 symptoms and seeking medical diagnosis;
* Caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a healthcare provider to self-quarantine due to COVID-19 concerns (caring for another who is subject to an isolation order or advised to self-quarantine as described above is not limited to only family members).
* Caring for the employee’s child if the child’s school or place of care is closed or the child’s care provider is unavailable due to COVID-19 related reasons; or
* Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.
* Paid sick leave wages are limited to $511 per day up to $5,110 total per employee for their own use. Paid sick leave wages are paid at two-thirds the normal rate of pay and limited to $200 per day up to $2,000 total to care for others and any other substantially similar condition. Employees may use accrued sick leave to make up the difference.
* Employees who wish to take this leave should fill out the Request for Paid Sick Leave Form.
* Pursuant to the Emergency Family Medical Leave Expansion Act (EFMLEA), an employee that has been employed for 30 days or more is eligible for up to 12 weeks of job-protected leave to allow the employee, who is unable to work or telework, to care for the employee’s child (under 18 years of age) if the child’s school or place of care is closed or the childcare provider is unavailable due to COVID-19 related reasons.
	+ The first two weeks days of EFMLEA-qualified leave are unpaid. An employee may either be eligible for Emergency Paid Sick Leave as outlined in Section 3 of this Policy, may take other paid leave concurrently with the EFMLEA or take the leave unpaid.
	+ Beginning the third week of EFMLEA, an eligible employee shall be paid according to the following:
		- Full-time employees at two-thirds the employee’s regular rate for the number of hours the employee would otherwise be normally scheduled. The EFMLEA limits this pay entitlement to $200 per day and $10,000 in the aggregate per employee.  Employees shall use accrued vacation, personal or compensatory leave to make up the difference; and
		- The City will return the employee to their prior position in accordance with the restoration requirements of the FMLA.
		- The city will make reasonable attempts to return the employee to their prior position for up to one year following the leave.

**OR**

The city will return the employee to their prior position in accordance with the restoration requirements of the FMLA.

* + - The city’s FMLA leave is otherwise unchanged and employees are not eligible for FMLA leave except as outlined, above, under the EFMLEA.

**OR**

The city’s FMLA leave is otherwise unchanged and any EFMLEA leave will count toward the employee’s total 12 weeks of job-protected FMLA leave.

* + Employees who wish to take EFMLEA should fill out the Request for Emergency FMLEA Form.
* The executive authority shall determine which employees are eligible for continued work or telework based on the needs and capacity of the city.
* The Act allows the employers to exclude healthcare providers and emergency responders from the definition of employees who are allowed to take Emergency FMLA and Emergency Paid Sick Leave. At this time, the city has decided to exclude emergency responders from the Emergency Paid Sick Leave Act and Emergency FMLA provisions.
	+ For purposes of this provision, an emergency responder is an employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19 and includes:
		- * [List positions here based on DOL information]
* All other policies provided in the City’s Employee Handbook shall remain in force unless suspended by the executive authority. This policy shall expire on January 1, 2021.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Authority

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk

**CITY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_ COVID-19 TEMPORARY WORK POLICIES EMPLOYEE ACKNOWLEDGEMENT FORM**

**I certify** that I have received a copy of the City of \_\_\_\_\_\_\_\_\_ Employee Handbook COVID-19 Temporary Work Policy Amendments dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and have read and fully understand the contents. I understand that the sections set forth in Municipal/Executive Order No. \_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ updating those contained in the \_\_\_\_\_\_ Edition of the City of \_\_\_\_\_\_\_\_\_\_\_\_ Employee Handbook, which I was previously given. I have had an opportunity to ask my supervisor or the management personnel any questions that I have about the policies contained in the Handbook.

**I further understand** that the City of \_\_\_\_\_\_\_\_\_\_\_ Employee Handbook is not a contract of employment, express or implied, and that my employment is at-will, for no specific period of time and may be terminated at any time by me or the City. No officer, manager, or other representative has any authority to enter into any agreement, oral or written, for employment for any specified period of time, or to make any agreement contrary to the foregoing unless approved by action of the Mayor, in accordance with the city budget.

**I further understand** that the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an Equal Opportunity Employer. As outlined in the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Handbook, it is the city’s policy to afford equal employment opportunity to all qualified persons regardless of race, color, religion, age, sex, sexual orientation, gender identity, pregnancy, childbirth, pregnancy/child birth related medical conditions, genetic makeup, national origin, disability, veteran or family status, an individual’s status as a smoker or nonsmoker, genetic makeup or any other status or condition protected by applicable local, state or federal laws, except where a bona fide occupational qualification applies. I understand any questions about this policy should be directed to my supervisor or any supervisor or management staff.

**I further understand** that the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Handbook is a guide for common working practices and procedures for the City and that the City reserves the right to revise, terminate, or add to the employee Handbook with or without notice at any time.

Employee Name

Employee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

1. Masks and gloves will be provided by the city to employees as they become available, but employees may make their own cloth face coverings as well. [↑](#footnote-ref-1)
2. The city has made available hand sanitizer to all employees throughout city hall. [↑](#footnote-ref-2)
3. The city has engaged contractors for extra deep cleaning services throughout the day to clean common areas throughout the entire building, and cleaning personnel are required to use stronger cleaners and wear face masks and gloves. [↑](#footnote-ref-3)
4. Employees coming into city buildings may consider bringing their own coolers for drinks and food. [↑](#footnote-ref-4)
5. When exiting a rest room, employees are asked to turn off the light to serve as an indication that the rest room is not occupied. [↑](#footnote-ref-5)
6. In the event of conflicts involving spacing or capacity, the conflicts will be resolved with the involved Department Directors and the executive authority to determine alternative methods to accomplish the desired objectives. [↑](#footnote-ref-6)
7. Reporting to the city clerk is necessary so the city can track an employee’s time in city hall for purposes of contact tracing in the event the employee is diagnosed with COVID-19. [↑](#footnote-ref-7)
8. For any travel that does not require interaction with city officials or employees or entry upon city property, the employee is not required to contact the city prior to departure. [↑](#footnote-ref-8)
9. This will inform the city of the limitations of the employee during the visit and hopefully help prevent uncomfortable situations for the employee and the member. [↑](#footnote-ref-9)