



MEMORANDUM

To: Brooke Watters, HR Director and Citywide
From: Matt Dias, City Manager
Subject: COVID-19 Policy Revised on March 16, 2020 at 3:30 p.m.
Date: March 16, 2020

60-Day COVID-19 Policy

Effective immediately, I authorize Human Resources (HR) to update the relaxed City sick leave policies, as specified in the Policies and Procedure Manual¹, to help slow the potential impacts of the COVID-19 virus on our staff and community. These measures should be implemented consistent with the FAQ below and department Continuity of Operations Plans in coordination with HR and the Emergency Program Manager.

I authorize implementation consistent with the information below.

POLICY

While this policy is in effect, employees may be compensated if they have to miss work for any of the following reasons:

- 1. Illness:** Employees experiencing illness including fever, trouble breathing, or coughing are required to immediately notify their supervisor that they cannot report to work and need to stay home to prevent the spread of illness;
- 2. COVID-19 symptoms or diagnosis of employee or member of household:** Employees should not come to work sick. Employees with symptoms consistent with a diagnosis of COVID-19, or have a member of their household with symptoms or a diagnosis, are required to contact their supervisor and self-quarantine to prevent the spread of this virus;
- 3. Closed facilities/cancelled City services:** Many City services are reduced or suspended. Staff whose work functions are impacted should check with their immediate supervisor for potential reassignment. If reassignment is available, staff will either be reassigned or they may choose to voluntarily stay home without pay if they decline the temporary reassignment. If temporary reassignment is not available, staff will be compensated for their regularly scheduled hours. Supervisors should require employees to check in each day they are normally scheduled to work to find out whether work is available; and

¹ PPM Section One (1) GENERAL PROVISIONS

***The City Manager may at any time, without notice, temporarily suspend or amend any policy herein by filing a written order with the Human Resources Manager. Such temporary policies shall be effective no longer than six months without the approval of City Council.

4. Childcare/school closures: Due to soft school closures, employees responsible for dependent children may be unable to work. Employees must contact their supervisor and request time off for COVID-19 impacts. Employees should make every effort to share the responsibility of their dependents with others. During this period, employees should not bring children to the workplace.

All employees able to work from home are encouraged to do so, with supervisor approval. Please use pay codes as outlined below.

Situation	Pay Code*
Regular Work Time	Straight Time
COVID-19 specific work	COVID Straight Time
Telecommuting	Straight Time
Telecommuting & COVID-19 work	COVID Straight Time
COVID-19 Sick Leave	COVID-19
COVID-19 Family Sick Leave	COVID-19
COVID-19 Childcare Leave	COVID-19
COVID-19 Facility closure/ suspension of duties	COVID-19
Normal Sick Leave	Sick Leave
Normal Vacation Leave	Vacation

*Please DO NOT use the **COVID Overtime** code. ADP calculates overtime automatically.

FREQUENTLY ASKED QUESTIONS

Q. Why is the City taking this action?

A. The City recognizes COVID-19 may significantly impact its workforce. These impacts may include a personal illness, caring for an ill family or household member, or lack of childcare.

Q. How long will the City be implementing the COVID-19 Policy?

A. Initially 60 days [May 10, 2020].

Q. What if part time or seasonal employees miss work for COVID-19 impacts?

A. Seasonal and part time employees not eligible for paid leave but who need time off due to COVID-19 impacts are eligible for paid leave. If approved, code the paid leave on the timecard as COVID-19.

Q. What if full time, benefited employees miss work for COVID-19 impacts?

A. Full time, benefited employees who need time off due to COVID-19 impacts also are eligible for paid leave. If approved, code the paid leave on the timecard as COVID-19.

Q. How should employees notify their supervisor they need to use the COVID-19 policy?

A. Employees should contact their immediate supervisor and request time off for personal, family, or household member COVID-19 symptoms or diagnosis. Employees with COVID-19 symptoms, diagnosis, or impacts must contact their supervisor immediately.

Employees should also notify their supervisor if the time off is needed due to childcare or other COVID-19 impacts, but not due to illness. Childcare obligations may require employees to work different hours or a reduced schedule. Employees are encouraged to rotate family and childcare responsibilities to minimize impacts and remain productive.

Approved leave should be coded on the timecard as COVID-19.

Q. What other leave balances can employees utilize?

A. The COVID-19 Policy pay code should be used for related illnesses and impacts. Employees with other valid reasons for leave, such as vacation, planned medical procedures, etc., must continue to use available leave types and balances as usual.

Q. Should field staff like our street sweepers, who generally work separate from others and the public, still come to work?

A. In general, staff who can work mostly from home should stay home and work. Field staff, on the other hand, may continue working in the field with preventative measures including social distancing, working alone or independently, increase sanitization, etc., when possible.

Q. Should a building inspector visit construction sites?

A. Inspections should continue to meet public demand for services, provided social distancing is maintained to and from, and while on, the job site. In addition, consider what inspections are essential and/or what creative solutions might be implemented utilizing technology.

Q. My office building is closed to the public. Can I go in to file and grab papers?

A. Yes, if approved by your supervisor and social distancing practices are maintained. Consider if filing papers is something that can be accomplished at home.

Q. I cannot do my job from home. Do I have to work?

A. Yes, if there is an available assignments. Each day you must check in with your supervisor to determine if you are required for duty. There may be a reassignment request, or a request to continue working yet maintain new social distancing protocols. Please contact your supervisor.

HR will continue to evaluate the situation and work with City Departments to address their operational and labor needs. Please contact HR or your supervisor with additional questions.

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