



TOWN OF COLMA

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Date: March 19, 2020
To: **All Employees**
From: Letty Juarez, Human Resources Manager
Subject: COVID-19 (coronavirus) HR Response Plan

Human Resources Response Plan

The Town is committed to providing a safe work environment for all employees and is proactively planning for the impacts of COVID-19. In addition to Town-wide planning for department operations and essential services in the event the virus spreads and staffing is impacted, the Town has increased cleaning of surfaces and public areas (you can do your part in keeping your own area and public areas near you cleaned and sanitized regularly, cleaning supplies are available), and we have communicated with all employees regarding measures to protect yourself (washing hands, covering cough, cleaning surfaces, avoiding contact with sick people, not touching your face with your hands). The Town continues to closely follow the guidance from the San Mateo County Public Health Department. If you have a health issue, or have a family member with a health issue, during this time, the Town will grant you leave to deal with the situation.

IF YOU FEEL SICK, REGARDLESS OF THE TYPE OF ILLNESS, OR IF YOU ARE SUBJECT TO QUARANTINE, STAY HOME

- In particular, employees who have symptoms of acute respiratory illness are recommended to stay home and not return to work until they are asymptomatic – i.e. free of fever (100.4 degrees F/37.8 degrees C or greater using an oral thermometer), signs of a fever, and any other symptoms -- for at least 24 hours without the use of fever-reducing or other symptom-altering medicines. You should notify your supervisor and stay home if you are sick.
- **Compensation While Sick**
 - **Sick Leave Usage – Non COVID-19 related.** For full-time employees, your accrued sick leave under the Town's general sick leave policy is intended for you to take care of yourself and your family members. For part-time employees, you are entitled to California sick leave at 24 hours per year.
 - You will not be required to provide a healthcare provider's note to validate your illness if you are sick with acute respiratory illness. However, you will be required to provide a doctor's certification that you are cleared to return to work if you have a confirmed diagnosis of COVID-19.

John Irish Goodwin, Mayor
Diana Colvin, Vice Mayor

Helen Fisicaro, Council Member • Raquel P. Gonzalez, Council Member • Joanne F. del Rosario, Council Member
Brian Dossey, City Manager

- You should code your time as Sick Leave first.
 - If you do not have any Sick Leave available, you may use any other available paid time off category such as comp time, floating holidays, vacation, or administrative leave.
 - If all paid time off leave banks are exhausted, you may take unpaid leave.
 - If you are sick due to COVID-19, please following the guideline below on “Quarantined due to COVID-19”
- **Quarantined due to COVID-19. If you or your household is tested positive for COVID-19:**
 - Please notify HR immediately and the Town and will follow protocols and direction as determined by the County Health Officer.
 - If you are formally ordered by San Mateo County Health through your Primary Care Physician to be quarantined for a period of time, you will not have to use paid time off banks; instead, you will be compensated with Pandemic Paid Time Off (PPTO) at your regular rate of pay in accordance with the attached resolution No. 2020-11 adopted on March 18, 2020. Please use hour code “emer” and indicate in the comment section of your timesheet “quarantined by ____”. Verification must be provided to the Town of the order.
 - If you suspect you were exposed to COVID-19 at work, please inform your Department Director and HR immediately and contact your medical provider to receive direction immediately. You may file a Worker’s Compensation claim, and it will be evaluated based on the facts of the exposure. We will provide you with the appropriate form upon notification
- **Short Term Disability (SDI).** You may be eligible to file for short-term disability for your own illness period. According to the March 12, 2020 executive order signed by Governor Newsom, the 7-day waiting period can be waived. Visit: https://edd.ca.gov/about_edd/coronavirus-2019.htm for more information and go to <https://edd.ca.gov/Disability/How to File a DI Claim in SDI Online.htm> to file your claim.
- **Employees Demonstrating Symptoms of Communicable Disease Should Expect to be Sent Home**
 - Department Heads (DH) have the discretion to send employees home from work when, in the judgement of the DH and in consultation with Human Resources, the employee is demonstrating symptoms of communicable diseases and the presence of the employee at work may endanger the health and welfare of other employees. An employee sent home by their DH will be eligible for PPTO in accordance with the attached resolution No. 2020-11 adopted March 18, 2020.

IF YOU WISH TO STAY HOME TO AVOID GETTING SICK:

- **If you wish to work from home (teleworking/telecommuting),** your Department Director will determine whether this is viable and the Town will consider, on a case by case basis, requests

from employees to work from home. While not all positions are conducive to telework, those positions with primary job duties that can be effectively performed remotely will be given consideration.

- **If teleworking/telecommuting is not a viable option:** This is not sick leave; this is a vacation request, subject to department approval processes. Leave taken for the purpose of avoiding exposure to the virus would not be protected under the FMLA.

IF YOUR FAMILY MEMBER IS SICK/QUARANTINED OR YOUR CHILD'S SCHOOL CLOSED:

- You will be allowed to utilize your appropriate paid time off banks or unpaid leave to address your family's needs (e.g. sick leave to take care of a sick family member, other paid leaves for a school closure).
- Some employee groups may be eligible to use Paid Family Leave through the State's Employment Development Department (not through the Town).
- Pending federal legislation may provide additional leave benefits, and further notice will be provided.
- **Paid Family Leave (PFL).** You may be eligible to file with EDD for PFL. PFL provides up to six weeks of benefit payments to eligible workers who have a full or partial loss of wages because they need time off work to care for a seriously ill family member or to bond with a new child. Benefit amounts are approximately 60-70 percent of wages (depending on income) and range from \$50-\$1,300 a week. You can file the claim at the following URL
<https://edd.ca.gov/Disability/How to File a DI Claim in SDI Online.htm>.

WORK SITE CLOSURES

- Departments are preparing plans to accommodate potential work site closures. For many employees, this will include working from a different location, or possibly working from home. In these instances, normal compensation practices and policies will apply.
- If your work site is temporarily closed and the Town is unable to accommodate an alternative work location or arrangement for you, we may send you home. You will be eligible for PPTO in accordance the attached resolution No. 2020-11 adopted March 18, 2020. For your timesheet, you should use the payroll code "emer" and in the comment section "No Work." Should PPTO and other paid leaves be exhausted, you may be eligible for unemployment insurance benefits through California EDD. Please contact Human Resources for more information.

ENTRY AND EXIT TO CITY FACILITIES

- All Town facilities have already been closed to general public access. Town employees must use their badge to enter all Town facilities. In the event of a known outbreak in a Town facility, this will provide us information on who was physically within the building so that you may be notified of a potential risk. It will also be used as a way to understand who is in any Town building for

emergency purposes. It is essential that you individually scan/swipe your badge for accurate reporting.

- Every attempt should be made to conduct Town business via phone, email and/or online. If it is absolutely necessary for a person to visit a Town facility in person, all visitors (or employees without a badge) must sign-in/sign-out at the front desk of each Town facility on a daily visitor log sheet.

DISASTER SERVICE WORKER ASSIGNMENTS

- In accordance with state law, all Town of Colma employees are Disaster Service Workers. You may be called upon as a Disaster Service Worker in the event of an emergency. Assigned hours and duties will be determined by the City.
- The Town has not declared an emergency in response to the virus. Although we are aware that other cities (particularly in Santa Clara County) have, the Town does not feel that it is warranted at this time.

Please contact me if you feel you have a documented medical condition that qualifies you for reasonable accommodations under the Americans with Disabilities Act (ADA) and would like to request accommodation.

The situation has been changing rapidly in the last two weeks. We are committed to provide you with most up to date and accurate information. If you have any questions regarding this memo, please contact me at (650) 997-8306 or letty.juarez@colma.ca.gov As we receive more information from the Governor's office and the County Health department, we will share them with you. Sometime today, Cassandra or Pak will also email you payroll instructions.

Lastly, these are stressful times. If you need to talk to someone, the Town provides an Employee Assistance Program through MHN. Please call them at 1-888-327-0010 or visit mhn.advantageengagement.com and enter townofcolma as the company code.

**RESOLUTION NO. 2020-11
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AUTHORIZING PANDEMIC PAID TIME OFF TO ALL TOWN EMPLOYEES
DURING THE COVID-19 OUTBREAK**

The City Council of the Town of Colma hereby resolves:

1. Recitals and Background

(a) Actions are being taken to protect public health and limit the spread of COVID-19 in the United States. The County of San Mateo has declared a State of Emergency caused by the COVID-19, and many public institutions are closed, including public schools in an effort to reduce the spread of the COVID-19 virus. On March 13, 2020, the President of the United States declared a coronavirus pandemic a national emergency; and

(b) The Center for Disease Control has issued recommendations against gatherings larger than 10 people, and the San Mateo County Health Officer issued a shelter in place order other than for the exceptions listed in the order; and

(c) The Town is following all recommendations from San Mateo County Health, and remains in constant communication with County, State, and Federal officials to monitor and respond to any updates; and

(d) As part of the local emergency, the Town will be taking steps to scale back Town operations. The Town is aware that certain employees may be impacted by the reduction of services, as well as potential health concerns requiring taking leave from work. For those Town employees who are sent home and/or directed not to report to their regularly scheduled work due to Town-initiated operational changes, the staff is recommending that each City employee be provided paid time off as set forth below to mitigate the impacts of this unplanned absence.

2. Findings and Order.

(a) The foregoing recitals are true and correct.

(b) The City Council hereby approves up to 160 hours of Pandemic Paid Time Off ("PPTO") to Town Employees absent as follows:

(i) Employees who are sent home or instructed not to report for duty due to lack of work (and who are unable to work remotely) resulting from Town operational reductions during the COVID-19 Outbreak.

(ii) Employees who are sent home because they are demonstrating symptoms of communicable disease, and who have not yet been medically cleared to return to work.

(iii) Employees who have been diagnosed with COVID-19 or are subject to a mandatory quarantine order due to exposure to the virus.

Such PPTO shall be provided as a supplement to any federally-mandated paid leave adopted on or after March 17, 2020 (to a maximum combined total of 160 hours). PPTO shall have no other cash value, may not be donated or used for any other purpose, is not considered as "hours worked," and is only available for use prior to June 1, 2020 unless extended by action of the City Council. Full-time employees will be authorized to use such PPTO as a wage replacement for their full-time regularly scheduled work week hours. Part-time employees will be authorized to use such PTO to a maximum of their scheduled work during the closure.

- (c) The City Manager is directed to implement this policy.
- (d) The Resolution shall take effect immediately upon adoption.

Certification of Adoption


I certify that the foregoing Resolution No. 2020-11 was duly adopted at a special meeting of the City Council of the Town of Colma held on March 18, 2020, by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
John Irish Goodwin, Mayor	x				
Diana Colvin					x
Raquel Gonzalez				x	
Helen Fisicaro	x				
Joanne F. del Rosario	x				
Voting Tally	3	0			

Dated 3/19/20



 John Irish Goodwin, Mayor



 Caitlin Corley, City Clerk