

CITY OF TEMECULA
TEMPORARY ADMINISTRATIVE GUIDELINE



Title:	Absences or Government Shutdown Related to COVID-19	Issued:	03/17/2020
Responsible Dept/Division:	Human Resources	Revised:	03/25/2020
Forms:		Revised:	04/07/2020
Approval:	<i>Aaron Adams (Signed electronically)</i>	Revised:	

BACKGROUND:

The new coronavirus, COVID-19, is not a flu but a pneumonia-like infection. The Centers for Disease Control (CDC) states that symptoms may appear in as few as two days or as long as 14 days after exposure. COVID-19 spreads easily from person-to-person, so it is important to prevent spread of the disease by staying home if you are sick. People who are mildly ill with COVID-19 are able to isolate at home during their illness and staying away from others as much as possible.

PURPOSE:

The City’s primary goal is maintaining critical operations while protecting employees and citizens by reducing the spread of disease among staff. This guideline provides a framework for employee absences in the wake of the COVID-19 crisis.

SCOPE:

This guideline applies to all individuals who are employed by the City of Temecula.

TERM:

The effective date for this guideline varies by section. Individual sections below will indicate the effective date of that individual provision.

This guideline shall be effective as long as the City of Temecula is in a declared, local state of emergency related to the COVID-19 pandemic, and is subject to change as recommended and/or mandated by federal, state and local guidelines. While effective, this policy supersedes all other City policies.

1. WORKPLACE EXPOSURE

Effective immediately, to the extent possible, all employees should adhere to the following recommendations:

- Avoid shaking hands
- Minimize face-to-face contact by using email, phones and teleconferencing
- Minimize meetings with large numbers of people
- Wash hands often and practice other sanitary means to prevent spread of germs

If an employee is diagnosed/confirmed positive with the virus, the workplace should be vacated and disinfected before allowing other employees to return.

2. INFECTION CONTROL MEASURES

The City will immediately implement the following infection control measures:

- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the workplace entrances and in high visibility locations
- Provide soap, water, antibacterial wipes and alcohol-based hand sanitizers in multiple locations and routinely refill
- Supply tissues and no-touch waste bins
- Ask employees to stay home when sick

Employees should immediately implement the following infection control measures:

- Clean hands often by washing for at least 20 seconds using soap and water, or using an alcohol-based hand sanitizer if soap and water is not available
- Routinely clean commonly touched surfaces and sanitize all areas of their workspace daily
- Stay home when sick

3. SOCIAL DISTANCING MEASURES

Social distancing is an intervention to increase the physical distance between people and reduce the spread of disease. Effective immediately, the City will support social distancing in the following ways:

- Permit flexible work hours (e.g. staggered shifts), if possible
- Establish one entrance to City Hall for patrons at the lower level to minimize risk of exposure to staff and contamination of areas
- Place signage at all entrances informing residents, customers, and visitors of options to conduct business with the City that doesn't involve face-to-face contact
- Restrict employee business travel and training to minimize risk
- Allow telecommuting, if necessary
- Develop procedures for critical employees to work remotely
- Ensure that we have the technology and infrastructure needed to support multiple employees working from home

4. DEALING WITH SICK EMPLOYEES

Effective immediately, all managers, supervisors and employees must be aware of the expectation that sick employees stay home. Employees who report to work having a fever or flu-like symptoms upon arrival, or who become sick during the workday, should be separated from others and immediately sent home. Employees should contact their personal physician, if they experience fever or flu-like symptoms.

An employee who is sent home from work because they have a fever or are exhibiting flu-like symptoms will be paid as described in Section 5, Reason 3 below.

5. LEAVE FOR ABSENCE RELATED TO COVID-19

Effective April 1, 2020, if an employee is unable to work or telework as a result of COVID-19, administrative leave may provide pay for the employee at the employee’s regular rate and work schedule. Although intended to comply with the Families First Coronavirus Response Act (FFCRA), use and duration of administrative leave in excess of what is required by the FFCRA will be at the discretion of the City on a case-by-case basis. Leave related to the COVID-19 crisis includes:

REASON	AUTHORIZED EMPLOYEES	PROJECT EMPLOYEES
<p>MANDATED FFCRA EMERGENCY PAID SICK LEAVE</p> <p>1. Employee is subject to a Federal, State or Local quarantine or isolation order related to COVID-19.</p>	<p>Paid until quarantine or isolation order is lifted.</p>	<p>Paid for up to two (2) weeks at employee’s regular rate of pay based on the average number of hours the employee works in a two-week period up to a maximum of \$511 per day and \$5,110 in the two-week period.</p>
<p>MANDATED FFCRA EMERGENCY PAID SICK LEAVE</p> <p>2. Employee has been advised by a health care provider to self-quarantine related to COVID-19.</p> <p>NON-MANDATED PAID SICK LEAVE</p> <p>2A. Employee or someone who resides with the employee is directly exposed to an individual who has test positive for COVID-19 or is awaiting test results for COVID-19.</p>	<p>Paid for up to two (2) weeks unless extended or released to return to work sooner by a licensed medical official or physician.</p>	<p>Paid for up to two (2) weeks at employee’s regular rate of pay based on the average number of hours the employee works in a two-week period up to a maximum of \$511 per day and \$5,110 in the two-week period.</p>
<p>MANDATED FFCRA EMERGENCY PAID SICK LEAVE</p> <p>3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.</p>	<p>Paid for up to two (2) weeks unless extended or released to return to work sooner by a licensed medical official or physician.</p>	<p>Paid for up to two (2) weeks at employee’s regular rate of pay based on the average number of hours the employee works in a two-week period up to a maximum of \$511 per day and \$5,110 in the two-week period.</p>

<p>MANDATED FFCRA EMERGENCY PAID SICK LEAVE</p> <p>4. Employee is caring for an individual subject to an order described in #1 above or self-quarantine as described in #2 above.</p>	<p>Paid for a maximum of 14 consecutive calendar days at 2/3 the employee's regular rate of pay and schedule. Employee may elect to supplement with CAL or other accrued time off banks.</p>	<p>Paid for up to two (2) weeks at 2/3 the employee's regular rate of pay based on the average number of hours the employee works in a two week period up to a maximum of \$200 per day and \$2,000 in the two week period.</p>
<p>MANDATED FFCRA PUBLIC HEALTH EMERGENCY LEAVE</p> <p>5. Employee is caring for a son or daughter whose school or place of care is closed or childcare provider is unavailable due to COVID-19.</p> <p>NOTE: Employee must have been employed for at least 30 calendar days to be eligible.</p>	<p>If the employee qualifies for Emergency Paid Sick Leave (EPSL) (Reasons 1-4), the first two weeks would be paid as specified above. If employee does not qualify for EPSL, the first 10 working days will be unpaid. After the initial two weeks of EPSL or 10 unpaid working days, paid for up to 10 weeks at 2/3 the employee's regular rate of pay and schedule. Employee may elect to supplement with CAL or other accrued time off banks.</p>	<p>If the employee qualifies for Emergency Paid Sick Leave (EPSL) (Reasons 1-4), the first two weeks would be paid as specified above. If employee does not qualify for EPSL, the first 10 working days will be unpaid. After the initial two weeks of EPSL or 10 unpaid working days, paid for up to 10 weeks at 2/3 the employee's regular rate of pay based on the average number of hours the employee works in a two week period up to a maximum of \$200 per day and \$12,000 in the 12 week period.</p>
<p>MANDATED FFCRA EMERGENCY PAID SICK LEAVE</p> <p>6. Employee is experiencing a substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretaries of Labor and Treasury.</p>	<p>Paid for a maximum of 14 consecutive calendar days.</p>	<p>Paid for up to two (2) weeks (up to 80 hours) at 2/3 the employee's regular rate of pay based on the average number of hours the employee works in a two week period up to a maximum of \$200 per day and \$2,000 in the two week period.</p>

Coordination with Disability Benefits: If the employee receives disability benefits related to COVID-19 illness, any applicable paid leave would apply to the percentage that disability benefits do not cover.

On the job Exposure: If an employee is off work due to exposure to COVID-19 at work, the City will cover the percentage of normal pay that worker's compensation does not cover.

Personal Travel – If an employee chooses to personally travel internationally, and is quarantined upon return to the US, the City will not pay the employee during this timeframe. The employee would have the ability to use any earned leave while quarantined. The City reserves the right to place the employee in voluntary quarantine under these conditions.

Employees who are not eligible for administrative leave as described above will be required to use accrued leave (i.e.: CAL, comp time, etc.) for all absences.

7. GOVERNMENT SHUTDOWN

During regular business, the City provides a vast array of services to the community. Whether it be parks, planning, permits or popular events, we consider all City employees essential in providing these services.

When a government shutdown becomes necessary, the focus shifts to what critical government services can still be provided. Once the City Manager determines service levels, Department Directors shall determine which employees are essential to providing those critical services during the COVID-19 pandemic. Those employees will be required to work from home or in their offices/vehicles so that critical government services can still be provided. Other employees who are not involved in providing critical services during emergency operations may be subject to a reduced work schedule.

Employees who are subject to a reduced work schedule at the discretion of the City will be paid administrative leave at the employee's regular rate and work schedule. For project employees, this administrative leave will be for a maximum of 14 consecutive calendar days retroactive to the first day the City reduced the employee's work schedule regardless of any past or future revisions to this guideline.

Effective 4/17/2020, Paid Administrative Leave for all authorized employees, who have been subject to a reduced work schedule at the discretion of the City, shall cease. Thereafter, authorized employees will have the opportunity to request a preference for one of the two options below; however, approval and implementation of any of the following is at the sole discretion of the respective Department Director and the City Manager.

1. Return to work on a full- or part-time basis carrying out typical assigned duties, temporary reassignment*, or as a Disaster Service Worker. This option will require either telecommuting or physically reporting to the workplace. If physically reporting to the workplace, maintaining all established safety standards is required. If a non-exempt (paid hourly) employee is unable to be productive for a full workday, the employee may opt to use unpaid leave, or use paid time off (e.g., CAL time, Comp time, etc.) to supplement pay. Any unpaid leave shall not reduce other benefits or leave accruals where allowable by law and the benefit provider.
2. Stay off work and use any combination of unpaid leave and/or use paid time off (e.g., CAL time, Comp time, etc.). Any unpaid leave shall not reduce other benefits or leave accruals where allowable by law and the benefit provider.

*Some temporary reassignments may result in Out of Class Pay as outlined in the employee's respective MOU or MCP.

All employees are subject to be called back to work during a government shutdown, depending on the need and circumstances. Employees must be prepared to return to work the next business day after notification by the City.

Payroll will separately track all hours worked during government shutdown. Additionally, an expense account will be established and access granted to all departments who will be purchasing items related to the pandemic.

COVID-19 CAL Time Donations

Employees who have exhausted their paid time off (e.g., CAL time, Comp time, etc.) may request the use of COVID-19 CAL Time Donations. Employees are only eligible to request donated CAL time if they have exhausted all other forms of paid time off.

Employees may donate hours to a COVID-19 CAL Time Donation bank to be applied towards employees needing to exhaust all available paid leave due to being subject to a reduced work schedule. A minimum of 120 hours must remain in donating employee's CAL bank. This donation bank is not available to employees who elect to not work. The City will pool all hours that are donated, and employees who are eligible for the donation will receive a donation from the pool based on availability of funding. Availability will be determined by the amount of hours donated to the pool, and the amount of hours being requested by employees. If the pool of hours is not sufficient for all requests, the City shall distribute the hours equitably using a proportionate, sliding distribution. The maximum total donation to any individual employees is 160 hours.

CAL Hours Cap

Employees within 10% of their CAL accrual cap as of the initial effective date of this guideline will be allowed to cash out a total of 80 hours of CAL time in addition to other CAL cash out opportunities outlined in their respective MOU or MCP. All employees nearing their CAL cap are also encouraged to donate time to the COVID-19 CAL Time Donation Bank.

8. CITY AND EMPLOYEE RESPONSIBILITIES

In preparation for decreased services in response to the COVID-19 crisis, the City will:

- Be ready to adapt business practices to maintain critical operations.
- Prepare to temporarily suspend non-essential operations, if necessary.
- Be prepared to differentiate between critical and non-critical services if staff shortages occur due to illnesses or quarantines.
- Use "what-if" scenarios with essential and non-essential staff to prepare.
- Work with local health officials as needed to manage the pandemic.

Employees must be prepared to meet the following expectations:

- Stay home if sick.
- Immediately notify, by phone or email only, their supervisor if they have experienced an exposure or received a presumed or confirmed diagnosis of coronavirus.
- Review and understand this Administrative Guideline and follow the guidance provided.
- Know and understand the role they will play if government shutdown occurs.
- Be prepared! Employees who may be classified initially as non-essential could become essential in the event of major outbreaks and/or quarantine of essential employees.