



CITY OF DIXON

COVID-19 TELEWORK AND LEAVE POLICY

ADMINISTRATIVE POLICY AND PROCEDURE

APPROVED: _____

City Manager

January 1, 2021

Date

The Centers for Disease Control and Prevention (CDC) is closely monitoring COVID-19. In addition, Cases of COVID-19 are also being reported in a growing number nationwide, several of which are experiencing sustained community-level or widespread person-to-person transmission.

The City of Dixon recognizes the need to formulate good risk management practices in a timely manner based on the evolving circumstances of the pandemic.

I. Prevent Spread and Avoid Exposure

Employees must notify their supervisor and stay home if they are sick. If the City observes that an employee is showing signs of a communicable illness, the City will require the employee to leave work and go home. The City may require an employee to provide medical evidence demonstrating that they are fit to return to work. Employees will not be disciplined if they are exposed or infected by COVID-19.

If a City employee tests positive for COVID-19; the City shall follow protocols and direction as determined by the Solano County Public Health Department. No such employee shall be allowed to return to the workplace until the City has sufficient medical evidence demonstrating that they are fit to return to work. The City reserves the right to send an employee to a fitness for duty evaluation in order to return to work.

II. Limited Teleworking

Limited Teleworking is a limited duration arrangement that allows eligible City employees to work in a designated area outside the office during COVID-19 pandemic. Teleworking is a supportive arrangement between eligible employees, supervisors, and employing departments. Teleworking is a privilege, not a right.

All City employees who desire to have Teleworking arrangements must have their specific arrangement pre-approved in writing. A City department may have additional Teleworking requirements, guidelines, or procedures, provided they are consistent

with the intent of this limited duration program. Eligibility for limited duration Teleworking is based on both the position and the employee. Not every job, or every employee, is well-suited for Teleworking. In addition, the City may require eligible positions to telework for a limited duration.

Teleworking does not change the duties, obligations, responsibilities, or terms and conditions of City employment. Teleworking employees must comply with all City rules, policies, practices, and instructions. A Teleworking employee must perform work during scheduled telework hours.

Non-exempt employees agree not to work outside of scheduled hours without advance approval; this includes such activities as checking and responding to emails. Any work outside of a scheduled shift must be reported to a supervisor. Non-exempt employees will not work overtime without prior permission.

Employees may take care of personal business during unpaid lunch periods, as they would at the regular worksite. All City rules regarding the use of computers and the internet apply while an employee is Teleworking, regardless of whether the employee is using City-provided or personal equipment. During these evolving circumstances of the pandemic, Teleworking requests shall be given priority by completion and submission of the Limited Duration Teleworking Application.

Limited Teleworking arrangements are intended to be cost-neutral to the City. The City is not generally required to provide employees with materials or supplies needed to establish an alternate worksite (desk, chair, computer, software, cell phone, fax, copier, etc.), and assumes no responsibility for set-up or operating costs at an alternate worksite (telephone or internet services, etc.); however, the City will reimburse employees for necessary expenditures in the course and scope of their employment as required by the California Labor Code. Any such expenditure must be pre-approved by the Department head.

Employees are responsible for ensuring the safety of their alternative work environment. However, because the City is legally obligated to provide its employees with a workplace that is free from hazards that might cause serious harm or injury, the City reserves the right to periodically inspect a remote worker's home workspace. Any such inspection will be preceded by advance notice and an appointment will be scheduled. Employees are protected by Workers' Compensation insurance when Teleworking. As such, employees are required to immediately report any injuries that occur while working.

The City Manager or his/her Designee may deny, end, or modify a limited duration Teleworking arrangement for any business reason that is not arbitrary or capricious. Employees may be removed from the Program if they do not comply with the terms of their limited duration arrangement.

III. COVID-19 Exposure/Emergency Leaves

Employees who believe they may have possibly been exposed to COVID-19 should immediately seek medical attention and inform their supervisor. If a member of an employee's family is sick because of an illness, employees will be allowed to utilize sick leave, vacation, comp time, admin leave or unpaid leave i.e. FMLA/CFRA. Family Care

and Medical Leave is defined consistent with City policy set forth in the City's Personnel Rules, Section [4.5.5.5]

a. City Emergency Sick Leave Bank

Employees that do not have any leaves available may use City Emergency Sick Leave Bank. Requests for City Emergency Sick Leave Bank shall be addressed on a case-by-case basis pursuant to City Policy. Please contact Human Resources should your situation require use of the City Emergency Sick Leave Bank.

b. Emergency Paid Sick Leave (HR 6201)*

Effective April 1, 2020, full-time employees are eligible for Emergency Paid Sick Leave of a maximum of 80 hours and part-time workers are eligible to use a maximum of the average amount of hours that the employee works over a two-week period.

Effective January 1, 2021, the City has extended the Emergency Paid Sick Leave through June 30, 2021. This means any employee with unused balance of EPSL are eligible to use the leave in compliance with the terms of the federal Families First Coronavirus Relief Act (FFCRA).

Eligibility: Employed with the City at least 30 days.

The sick leave may be used if an employee is unable to work because of any of the following circumstances because of COVID-19:

1. If the employee is subject to a quarantine or isolation order ;
2. If the employee is advised by a health care provider to self-quarantine;
3. If an employee is experiencing symptoms and is seeking a diagnosis;
4. If the employee is caring for an individual subject to a quarantine or isolation order;
5. If the employee is caring for his or her child who is out of school due to the virus or a school closure, or is out of paid child care because of a closure;
6. If an employee is experiencing substantially similar conditions as described in 1-5 above.

Employees can use Emergency Paid Sick Leave in addition to current leaves available such as Sick Leave, Vacation, Comp time or Administrative Leave. Emergency Paid Sick Leave may be used intermittently as needed.

c. Public Safety Emergency Sick Leave

Public Safety employees may be placed on Paid Administrative Leave because of any of the following circumstances:

1. If the employee is subject to a quarantine or isolation order ;
2. If the employee is advised by a health care provider to self-quarantine;
3. If an employee is experiencing symptoms and is seeking a diagnosis;
4. If an employee is experiencing substantially similar conditions as described in 1-3 above.

If Public Safety employee tests positive for COVID-19 due to a non-work related exposure, employees are eligible for Public Safety Emergency Paid Sick Leave of a maximum of 80 hours.

If additional leaves are needed due to COVID-19, employees may utilize sick leave, vacation, comp time, admin leave or unpaid leave i.e. FMLA/CFRA. Family Care and Medical Leave is defined consistent with City policy set forth in the City's Personnel Rules, Section [4.5.5.5]

This Emergency Public Safety Sick Leave bank will remain in effect until June 30, 2021.

IV. Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- Any individual who was exposed through close contact with an individual who tested positive for COVID-19 must self-quarantine and self-monitor for 14 days from the last day of exposure. If no symptoms appear, they can return to work the day after the self-quarantine period.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

V. Vacation Caps

All City employees' vacation caps are suspended temporarily to allow for accruals and usage through June 30, 2021.

VI. Work Exposure

Employees who believe they may have possibly been exposed to the virus at work should immediately inform their supervisor and seek medical attention. A situation of work-site exposure would likely qualify as a Workers Compensation claim. Human Resources shall coordinate the filing of a claim.

The City recognizes this current situation is dynamic and guidelines and directives from public health authorities change rapidly, sometimes hourly. Thus, FMLA, sick leave and vacation policies will be administered on a flexible basis consistent with public health directives/guidance and any applicable legal requirements.

Procedures

Eligible employees must complete an application or request form for the following:

- Limited Duration Teleworking Application
- City Emergency Sick Leave Bank Form
- Emergency Paid Sick Leave

- Public Safety Emergency Sick Leave Request Form

If employee is unable to complete an application due to illness, employee or designee may contact Human Resources via email or phone.

Applications and/or Request Forms must be approved by HR, Department Head and City Manager.

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| <p>Original Date: March 31, 2020 Revision Date: April 9, 2020 Revision Date: January 1, 2021</p> |
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