

12.4 Emergency /Disaster /Inclement Weather
and Pandemic Influenza Preparedness

Personnel Procedures Approved: 12-1-16

1. PURPOSE: To establish procedures for on and off-duty employees in the event of a natural or manmade disaster, inclement weather or pandemic influenza.
2. ORGANIZATIONS AFFECTED: All department/divisions. Refer also to individual Department Standard Operating Procedures.
3. REFERENCES: City of Bothell Comprehensive Emergency Management Plan.
4. PROCEDURES:
 - A. Natural or Manmade Disaster or Inclement Weather. In case of a natural or manmade disaster or inclement weather, off-duty employees shall take appropriate steps to protect themselves and ensure the safety of their families, and then report to work as soon as reasonably possible.
 1. In the event a state of emergency is declared by the City Manager, the Fire Chief is designated as the Emergency Services Director and all City Employees will follow the Chief's orders, regardless of department chain of authority or command.
 2. Employees will be compensated for all time worked in the event of an emergency according to the Fair Labor Standards Act and applicable Collective Bargaining Agreements.
 3. Employees who are scheduled to work, but unable to report to work due to disaster conditions will not be compensated as "time worked" but may take vacation or comp time to compensate for said leave.
 4. If an employee's work location becomes non-operational due to inclement weather or a natural or man-made disaster, said employees may be deployed to another location to work. Alternatively, non-emergency employees may be released from duty due to said conditions at the discretion of the City Manager or designee at no loss in pay for the duration of the disruption of services.
 5. In the event of an earthquake or other natural disaster, employees should check themselves and their families for injury and ensure their safety, including assessing the immediate area for damage. Call the City's Employee Update Hotline (425-806-6105) for information regarding City operations, and report to work as soon as reasonably possible, or as directed on the Employee Hotline or your department's standard operating procedures.

12.4 Emergency/ Disaster/ Inclement Weather and Pandemic Influenza Preparedness

Page 2 of 3

6. In the event an employee is unable to report to work due to injury, road closures, etc., the employee should make every attempt to contact the City by phone or any other means available.
7. Following a disaster, monitor NOAA Weather Radio or KOMO AM 1000 or call the City's Employee Update Hotline at 425-806-6105 for information.

B. Pandemic Influenza. It is the policy of the City of Bothell to promote a safe and healthy work environment for its employees. To this end, the following procedures are created in an effort to minimize exposure and absenteeism in the event that a pandemic influenza is a threat to our employees, their families and the City. (See also the City's Comprehensive Emergency Management Plan Support Annex #5 - Pandemic Influenza.)

The City of Bothell remains open to serve its citizens in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work on their regularly scheduled shift. However, employees are expected to first ensure the health of themselves and their families and then report to work as soon as possible.

Procedures to Help Minimize the Spread of Germs: Employees are urged to cover their coughs by coughing into their elbows or into a tissue, to wash their hands regularly, to use alcohol hand gel, and to avoid touching their eyes, nose, or mouth. Hands and work surfaces should be disinfected frequently during an outbreak of influenza.

During a Pandemic Influenza:

1. During a pandemic the City may implement temporary emergency procedures to minimize face-to-face contact between employees. Such measures may include greater use of e-mail, websites and teleconferences, and employees may be temporarily assigned to work from home, or work shifts may be staggered.
 - a. When a pandemic has been declared, the City Manager or Emergency Services Director may require daily staff absentee reporting (S.A.R.) from each department to assist in determining the level of impact the pandemic is having on City services.
2. Employees who have influenza or are experiencing flu-like symptoms are prohibited from coming to work. An employee should not report to work if they are feeling ill and are in doubt as to why. If the employee is in doubt, they should not report to work and are encouraged to consult their physician.

12.4 Emergency/ Disaster/ Inclement Weather and Pandemic Influenza Preparedness

Page 3 of 3

Employees reporting to work who exhibit symptoms of influenza will be sent home and encouraged to consult their physician. The employee shall be required to utilize accrued leave pursuant to the Personnel Policies or applicable collective bargaining agreement if they are sent home due to symptoms of influenza.

- a. If you, your spouse's/domestic partner's, or dependent's illness from influenza prevents you from reporting to work or on time, you are responsible for notifying your supervisor pursuant to the provisions of the Personnel Policies or applicable collective bargaining agreement. Employees must not return to work until they have been free of influenza symptoms for at least 24 hours (fever, chills, sore throat, etc.)
- b. Employees are required to utilize their accrued sick or vacation leave, compensatory time, floating holidays, management or professional leave, or merit leave for absences when recovering from or caring for a spouse/domestic partner or dependent recovering from influenza.
 - i. Pandemic Influenza Sick Leave Advancement:
Regular full-time and part-time employees who have no accrued leave and contract influenza during a pandemic may request an advancement of up to twenty-four (24) hours sick leave to compensate for work hours missed due to the employee's personal illness. The sick leave advancement shall be applied hour for hour of work missed up to a total of 24, and shall be deducted from the employee's regular accrual until the hours advanced are repaid.
 1. The City Manager may review and approve additional hours of sick leave advancement for individual employees when extenuating circumstances exist. These requests must be approved by and submitted in writing to the City Manager by the Department Director.