City Manager’s Message

On March 13, 2020, the City of Lacey declared an emergency in response to the COVID-19 virus. Our State suddenly became the focal point, or “hotspot,” for COVID-19 within our country. As a City, we had never faced a health pandemic before. It was wholly unexpected, and the magnitude of which was impossible to imagine based on limited data and information about the virus at the time. The focus of our City shifted in a matter of days from normal operations of government to the closure of all City facilities to the public on March 17. At the same time, continuity of critical operations were maintained as our City workforce transitioned its approach to serve the public in response to COVID-19. All these actions were essential to provide for the safety and health of everyone working on behalf of the City of Lacey.

The following weeks and months required further adjustments based on new information and guidance from the Governor’s Office, the Center for Disease Control and Prevention (CDC), the State and Thurston County Health Departments. Employees adopted staggered shifts, remote work through teleworking, and other flexible working arrangements to promote physical distancing and minimize the potential of COVID-19 exposure.

With your help and the leadership of the organization, we have been able to succeed in maintaining continuity of operations. We have also been fortunate to have experienced minimal confirmed cases of COVID-19 within the City workforce at this time. Everyone should be credited for taking health precautions seriously by wearing masks, practicing good hygiene and social distancing.

We still have a lot of unknowns as we look ahead and reopen City facilities to the public under the new “Healthy Washington – Roadmap to Recovery” guidelines implemented on January 11, 2021 and updated January 28, 2021. With everyone’s help, I am confident that we will successfully transition to in-person services to the public again. More importantly, I am committed to maintaining a safe work environment and promoting the health of our workforce during this public health crisis.

Scott Spence
City Manager
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Background

Coronaviruses are a large family of viruses that are common in humans and in many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with SARS-CoV, MERS-CoV, and now with SARS-CoV-2, also known as COVID-19.

Published and early reports suggest spread from person-to-person most frequently happens during close exposure to a person infected with COVID-19. Person-to-person spread appears to occur similar to other respiratory viruses, mainly via respiratory droplets produced when an infected person speaks, coughs or sneezes. These droplets can land in the mouths, noses or eyes of people who are nearby or possibly be inhaled into the lungs. Although not likely to be the predominant mode of transmission, it is not clear the extent to which touching a surface contaminated with the virus and then touching the mouth, nose or eyes contributes to transmission.

The most common symptoms* of COVID-19 are fever, cough, shortness of breath, fatigue, muscle/body aches, headaches, new loss of taste/smell, sore throat, congestion/runny nose, nausea or vomiting and/or diarrhea. If you have been exposed to someone with laboratory confirmed COVID-19 and are experiencing fever with either cough or shortness of breath or other COVID-19 symptoms, you might have COVID-19. Please contact your doctor to see if you need to be tested.

COVID-19 can spread rapidly in a work setting, particularly when physical distancing is not possible. It is therefore important to have and implement a phased reentry plan.

*Note: This does not include all possible symptoms of COVID-19. For further information, please see the Center for Disease Control (CDC) website at: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
Purpose

This plan is being implemented to prevent the spread of COVID-19 to employees and the public.


The regions are largely based on the Emergency Medical Services (EMS) regions used for evaluating healthcare services given the concern for COVID-19’s potential impact on the healthcare system. There are eight regions in Washington that fall along county lines. Most regions in Washington have four or more counties. Thurston County, and thus the City of Lacey, is in the “West” region. These regions are designed based on the available health care services in the area, which has a strong connection to the metrics used for COVID-19 hospitalizations, case data, and general mobility of individuals.

All regions began in Phase 1 of the Healthy Washington plan. The Washington State Department of Health (DOH) notifies the local health jurisdictions (LHJs) within a region once they have met the criteria to move into Phase 2. Beginning on January 29, 2021, DOH will update the Healthy Washington – Roadmap to Recovery dashboard with the latest data and region phase designations every two weeks. A region may move into a new phase (forward or backward) if their metrics meet the criteria using the most recent complete data. This move will take effect the Monday after the dashboard is updated. In the Roadmap to Recovery, there are four metrics in total – two metrics that measure community disease levels (i.e., trends in case rates, test positivity) and two that measure health system capacity (i.e., trends in COVID-19 hospital admission rates, ICU occupancy). Three of the four of these metrics must be met in order to move forward.

The City of Lacey will follow this phased approach as well as the supplemental guidance provided by the Washington Department of Health and Labor and Industries, OSHA, and the CDC. This guidance document outlines Lacey’s approach to open City facilities to the public and resume person-to-person services in a safe manner.

As such, this plan intends to outline safety measures already implemented as well as provide specific and clear direction for all City employees and the public in accordance with the aforementioned WA State guidance. This plan will be updated as WA State guidance is updated.
Washington’s Phased Approach

Governor Inslee, in collaboration with the Washington State DOH, has established a data-driven approach to reopen Washington and modify physical distancing measures while minimizing the health impacts of COVID-19.

The State of Washington will begin the “Healthy Washington – Roadmap to Recovery” plan with only two phases while it continues to assess the evolving pandemic. Additional phases may be added in the future as the impact of continued vaccine distribution and other changes in COVID-19 response require.

In the Roadmap to Recovery, there are four metrics in total – two metrics that measure community disease levels (i.e., trends in case rates, test positivity) and two that measure health system capacity (i.e., trends in COVID-19 hospital admission rates, ICU occupancy). Three of the four of these metrics must be met in order to move forward to a new phase.

- Decreasing trend in 14-day rate of new COVID-19 cases per 100K population;
- Decreasing trend in 14-day rate of new COVID-19 hospital admissions per 100K population;
- Average 7-day percent occupancy of ICU staffed beds less than 90%; and,
- 7-day percent positivity of COVID-19 tests less than 10%.

In order to remain in Phase 2, a region must continue meeting at least three of these four metrics.

- Decreasing or flat trend in 14-day rate of new COVID-19 cases per 100K population;
- Decreasing or flat trend in 14-day rate of new COVID-19 hospital admissions per 100K population;
- Average 7-day percent occupancy of ICU staffed beds less than 90%; and,
- 7-day percent positivity of COVID-19 tests less than 10%

If a region in Phase 2 regresses and no longer meets any three or more of the metrics, the region – including all the counties within – will move back to Phase 1 on the following Monday.

In sum, a region that meets three or four of the Phase 2 metrics will remain in phase 2. A region that meets zero, or only one or two of the Phase 2 metrics will move back to phase 1. While DOH has made every effort to advance clear and simple metrics, DOH and the LHJs within the regions reserve the right to move a region backward (e.g., from Phase 2 to Phase 1) outside of these planned metrics in situations where rapid COVID-19 spread requires more immediate action.
# Healthy Washington - Roadmap to Recovery

<table>
<thead>
<tr>
<th>Activities</th>
<th>Phase 1</th>
<th>Phase 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social and At-Home Gathering Size — Indoor</td>
<td>Max of 10 people from outside your household, limit 2 households</td>
<td>Max of 5 people from outside your household, limit 2 households</td>
</tr>
<tr>
<td>Social and At-Home Gathering Size — Outdoor</td>
<td>Indoor maximum 25% capacity</td>
<td>Indoor maximum 25% capacity</td>
</tr>
<tr>
<td>Worship Services</td>
<td>Indoor maximum 25% capacity</td>
<td>Indoor maximum 25% capacity</td>
</tr>
<tr>
<td>Retail Stores (includes farmers markets, grocery and convenience stores, pharmacies)</td>
<td>Maximum 25% of capacity, encourage curbside pick-up</td>
<td>Maximum 25% of capacity, encourage curbside pick-up</td>
</tr>
<tr>
<td>Professional Services</td>
<td>Remote work strongly encouraged, 25% capacity otherwise</td>
<td>Remote work strongly encouraged, 25% capacity otherwise</td>
</tr>
<tr>
<td>Personal Services</td>
<td>Indoor maximum 25% capacity</td>
<td>Indoor maximum 25% capacity</td>
</tr>
<tr>
<td>Eating and Drinking Establishments (establishments only serving individuals 21+ and no food remain closed)</td>
<td>Indoor dining prohibited, Outdoor dining, 11 PM close, maximum 6 per table, limit 2 households per table</td>
<td>Indoor dining available 35% capacity, 11 PM close, Outdoor dining available, maximum 6 per table, limit 2 households per table</td>
</tr>
<tr>
<td>Weddings and Funerals</td>
<td>Ceremonies are limited to a total of no more than 30 people. Indoor ceremonies, wakes, or similar gatherings in conjunction with such ceremonies are prohibited.</td>
<td>Ceremonies and indoor receptions, wakes, or similar gatherings in conjunction with such ceremonies are prohibited.</td>
</tr>
</tbody>
</table>

**Indoor Recreation and Fitness Establishments**
- Includes gyms, fitness organizations, indoor recreational sports, indoor pools, indoor K-12 sports, indoor sports, indoor personal training, indoor dance, no contact, martial arts, gymnastics, boxing, and climbing.
- Low-risk sports (including dance, no-contact martial arts, gymnastics, and climbing) permitted for practice and training only in stable groups of no more than 1 athlete. Appraisal-based fitness/training: 45-minute max session, no more than 1 customer/athlete per room or per 500 sq. ft. for large facilities.
- Low and moderate-risk sports competitions permitted (no tournaments). Fitness and training maximum 25% capacity.

**Outdoor Sports and Fitness Establishments**
- Includes outdoor sports organizations, outdoor recreational sports, outdoor pools, outdoor parks and hiking trails, outdoor camps, outdoor K-12 sports, outdoor sports, outdoor personal training, outdoor dance, outdoor recreation, outdoor fitness, and climbing.
- Low and moderate-risk sports permitted for practice and training only (no tournaments). Outdoor guided activities, hunting, fishing, motor sports, parks, camping, hiking, biking, running, snow sports, and paragliding.
- Low, moderate, and high-risk sports competitions allowed (no tournaments), maximum 200 including spectators.

**Indoor Entertainment Establishments**
- Includes arcades, indoor theaters, indoor arenas, indoor concert halls, indoor gambling, indoor bowling, indoor type 1 arcade, indoor arcades, indoor entertainment activities of any kind, and indoor event spaces.
- Private rentals/tours for individual households of no more than 6 people permitted. General admission prohibited.
- Maximum 25% capacity, if food or drinks are served, eating and drinking requirements apply.

**Outdoor Entertainment Establishments**
- Includes zoos, outdoor gardens, outdoor museums, outdoor theaters, outdoor stadiums, outdoor event spaces, outdoor arenas, outdoor concert venues, and indoor type 1 arcades.
- Ticketed events only: Groups of 10, limit 2 households, timed entry is required.
- Groups of 15, limit 2 households per group, maximum 200 including spectators.

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**NOTE:** Live entertainment is no longer prohibited but must follow guidance above for the appropriate venue. Long-term care facilities, professional and collegiate sports remain governed by their current guidance/proclamations separate from this plan.
City Facilities

The City of Lacey will follow “Healthy Washington – Roadmap to Recovery” plan and OSHA’s recommended guidance for employees returning to work as we move through phases. We will update guidance to City employees as the Governor and DOH update guidelines and phases for the State of Washington.

General safety measures include:

- Continued use of high efficiency air filters and a robust ventilation system in City buildings.
- Physical barriers have been installed in high contact areas.
- Physical distancing (maintaining six-feet of distance) will also continue to the extent possible in City buildings.
- Beginning June 8, facial coverings must be worn by all employees except when working alone or when the job has no in-person interaction; and, further, employers must provide cloth facial coverings to employees, unless their exposure dictates a higher level of protection.
- Beginning June 26, per Governor Inslee’s proclamation under Order 20-60, and the Secretary of Health Order 20-03, all members of the public are required to wear a facial covering when in public, including when visiting the City (public) facilities.

Disinfecting

Disinfectants will be available to employees at all City facilities, including through issuance of individual spray or gel bottle hand sanitizer. Cleaning supplies will be frequently replenished. Contact your department logistics point of contact or HR to request additional supplies. Soap and running water will be abundantly provided at all locations for frequent handwashing.

Cleaning schedule

- The City will continue to use its regular custodial services and ensure services are in line with CDC daily cleaning and disinfecting guidelines.
- Disinfectant sprays, and wipes as they become available, will be provided to departments for employees to sanitize offices/cubicles a minimum of once in the morning and at the end of the day (throughout the day is preferred).
- Customer facing employees should clean the customer touchpoints after customer interactions as they are able.
- All employees should assist with cleaning in common areas as they are able.
- Help clean/disinfect high-touch areas in your general work area (e.g. customer kiosks, elevator buttons, copier buttons, kitchen, conference rooms and breakrooms).

Physical barriers
• Plexi-glass barriers have been installed at front counters to protect the public and employees that must engage in in-person business and physical distancing is not possible. Face masks or cloth face coverings must still be worn.

Signs have been placed throughout all City facilities reminding employees and members of the public about COVID-19, physical distancing, hygiene, and proper face mask/cloth covering usage.
Masks

The City of Lacey will provide all employees with personal protective equipment in the form of face masks or cloth face coverings and that must be used in accordance with the guidance provided in the Supervisor Bulletin - Guidance on Safety and Face Masks/Coverings in Response to COVID-19 (No. 5, issued May 8, 2020). Employees may use their own face masks or cloth face coverings so long as they are business appropriate. The City will make every effort to accommodate employees with a medical condition that prevents them from wearing a face mask or covering. Note: the information in this section is intended to supplement and not replace the guidance issued in Supervisor Bulletin No. 5 regarding masks.

Beginning June 26, all members of the public must also wear a face mask or covering when visiting City facilities.

- Employees will wear face masks or coverings in all city facilities and on all city properties in accordance with the Governor’s guidelines and the Order of the Secretary of Health.
- Employees must keep their face masks or cloth face coverings on their person and/or within reach at all times.
- Employees who provide services to the public at front counters must wear face masks or coverings and are required to do so even when the employee is behind a glass, plexi-glass or similar barrier.
- Employees with respiratory issues should exercise caution when using cloth face coverings for significant periods of time.
- Public visitors to City Hall must also wear a face mask or covering, per Order of the Secretary of Health 20-03. The City will have disposable masks available should an individual forget to wear their mask.

Per the Governor’s Safe Start Washington Phased Reopening Plan, beginning on June 8, 2020, when on the job, all employees must wear a facial covering except when working alone or when the job has no in-person interaction as detailed in the Safe Start Washington Phased Reopening Plan; and, further, that employers must provide cloth facial coverings to employees, unless their exposure dictates a higher level of protection.

- Per the Governor’s orders, the use of face coverings is also required for all employees at all times on construction projects.
- Employees will wear face masks or coverings in accordance with current WA State guidelines.
- N95 masks have a fit test requirement that will continue to apply for all uses of N95 masks.

Per the Secretary of Health Order 20-03, every person in Washington State must wear a face covering that covers their nose and mouth when in any indoor or outdoor public setting.
Per the Thurston County Health Officer’s orders, all individuals must wear face coverings over their noses and mouths except when eating or drinking when they will be at (1) indoor public settings, or (2) outdoor public locations and cannot maintain distancing of approximately six feet from another individual who does not share their household. At this time, because it is still important to conserve medical-grade or N95 respirators for health care workers, unless a particular health reason requires it, individuals should use fabric coverings, such as cloth face masks, scarves and bandana coverings or other material as recommended by CDC. This directive applies to any indoor public setting or outdoor public location where a person will be within six feet of another individual, who does not share the same household, including City of Lacey facilities.

The following individuals do not need to comply with this directive:

- Any child aged three years or less.
- Any child aged 4-12 years unless parents and caregivers supervise the use of face coverings by children to avoid misuse.
- Any individual who has any type of disability that prevents them from comfortably wearing or removing a face covering.
- Any individual who is deaf and uses facial and mouth movements as part of communication.
- Any individual who has been advised by a medical, legal or behavioral health professional that wearing a face covering may pose a risk to that individual.
- Any individual who has trouble breathing or is unconscious, incapacitated or otherwise unable to remove the face covering without assistance.
Thermometers

All employees should stay home when sick, particularly when showing signs or symptoms of COVID-19. A fever is one of the primary symptoms of COVID-19; therefore, thermometers will be available for use as detailed in the Supervisor’s Bulletin - Guidance on Wellness and Usage of Thermometers in Response to COVID-19 (No. 6, issued May 8, 2020).

- A fever is a temperature of 100.4 degrees or above. To ensure adequate ability to test for a fever, a temporal (no-touch) thermometer will be made available for supervisors in every work group.

- Supervisors will be responsible for reading the thermometer instructions for proper usage and wearing a face covering or mask when using the thermometer.

- Supervisors will be responsible for using the thermometers to take the temperature of any department employees who they suspect may be running a temperature and have other illness symptoms (as noted above).

- Supervisors are also responsible for keeping the thermometer in a designated spot to be easily accessed for use, as well as the proper accounting for, care, usage and storage of the thermometer they are issued.

Members of the public will not be subject to mandatory temperature checks, but should also stay home when sick. Signs reminding members of the public to stay home when sick will be posted at the main entrances to City Hall, Police Department, and Animal Shelter.
Physical Distancing

The CDC and the State Department of Health have recommended that physical distancing measures be practiced to avoid the spread of COVID-19. This includes maintaining a distance (whenever possible) of six-feet between every individual as provided in *Supervisor Bulletin - Physical distancing Guidelines* (No. 3, issued March 23, 2020)

Physical distancing means:

- Avoid participating in group meetings (with the number of participants in line with the latest guidance from Governor Inslee and current phase of “Healthy Washington – Roadmap to Recovery” plan).
- Avoiding mass gatherings.
- Maintaining distance (approximately six-feet) from others.

Good Physical distancing practices

The City has taken measures to practice physical distancing in order to help maintain a safe workplace, including teleworking and using electronic communications as appropriate.

Aside from physical distancing, other good practices to reduce the likelihood of the spread of the virus include:

- Generally, maintaining a distance in the workplace (at least six-feet of separation) from others whenever possible to include:
  - Work-related interactions.
  - One-on-one meetings.
  - All other in-person exchanges.

Whenever possible, electronic communications need to be used to hold meetings in order to reduce in-person meetings.

- When driving in City vehicles, maintaining one occupant per vehicle if possible.
- If the job is determined to be an essential service so that service cannot stop, physical distancing, mask wearing, and cleaning/sanitizing processes are also lines of defense.

Other Physical distancing measures

- COVID-19 and health and hygiene reminders will be posted in public areas such as elevators, lobbies and public common areas.
- All employees and members of the public must maintain six-feet of distancing from other people to the maximum extent possible within City facilities.
- Meetings will be held via teleconference whenever feasible.
• The small employee gym will remain closed until further notice.
• Signage shall be posted at entrances notifying the public face coverings are required.
Teleworking

As recommended by Governor Inslee and the CDC, teleworking has been utilized at the City since March 2020 to help provide proper physical distancing and to prevent the spread of the virus in those departments that are able to accomplish their work from a remote location, typically at home (outside of the workplace) whenever feasible. The City has a teleworking policy in place for emergencies and exceptional events.

Teleworking policy for emergencies and exceptional events

PURPOSE: To define the teleworking program and the guidelines and rules under which it will operate.

ORGANIZATIONS AFFECTED: All Departments/Divisions.

POLICY: It is the policy of the City of Lacey to provide for the use of teleworking as a work option in an emergency or under exceptional events. This would include, but is not limited to, situations in which the City Manager must close City facilities that employees work at due to a: 1) serious public health hazard, 2) natural disaster and/or, 3) serious significant safety condition in the workplace that impacts City operations or the public.

Additionally, teleworking must be feasible for the employee to be able to perform their essential work functions through remote capability (such as by phone or computer).

- Teleworking does not change salaries, benefits, job responsibilities, combination leave, major medical leave or any other basic terms of employment.
- Teleworking is only feasible for those tasks within a job which are amenable to being performed away from the regular office. Selection of employees shall not be arbitrary, but shall be based on the ability for the employee to be able to perform essential functions of work remotely through telework. Selection may be based upon reasonable accommodation provisions for employees with disabilities.

Employees eligible to telework will submit a plan of their telework duties to their department director or designee for approval. Each department will provide the HR Director an updated list of employees that are teleworking. The following employees will be eligible for teleworking whenever feasible, provided that the position that is permitted to telework does not: 1) unduly affect the department’s ability to effectively serve the public, 2) there is available City equipment and resources (such as laptops and/or through VPN accounts), and 3) the employee is physically able to perform the essential functions of their position via telework. In addition, supervisors may allow telework for the following:

- Those individuals who have a confirmed exposure to a CDC or county health department
recognized serious public health condition.

- Those with compromised immune systems.
- Those that have family members living in their residence with compromised immune systems with whom they are exposed to.
- Those who have children and are impacted by daycare and/or school closures such that they are not able to be at work in order to provide care for their children.
- Those identified personnel that, by working remotely, do not unduly affect the continuity of the business operations of the City.

It is expected that the above referenced teleworkers who are able to physically perform the essential functions of their work during an emergency situation or unusual circumstance will perform their work remotely. Teleworkers need to work through a schedule with their supervisor and be available by phone and regular contact with supervisors and any appropriate co-workers. The supervisor will work out a telework schedule with the employee for the workweek.

The supervisors must authorize overtime and compensatory time off if still applicable (such as with a call back or call out situation) as per City policy and any applicable collective bargaining agreement.

As with any work schedule, changes in work schedules may be made to meet management needs or to accommodate an employee’s request and shall be at the discretion of the department director.

Leave policies apply to any instance where the teleworker does not perform work either at the workplace or at the alternative workplace as scheduled. Applicable leave banks must be used when appropriate.

Employees shall complete and sign an Interim Teleworking Agreement form and complete a weekly “Telework Activity Log” and provide a copy to their supervisor.

Employees who are teleworking should be prepared to report to City Hall or the Maintenance Center when requested by their supervisor.

Employees who are teleworking will not rely on employees working at City Hall or the Maintenance Center to print documents for them, distribute printed documents for them, or make requests that increase the administrative work load of employees working at City Hall. If needed, teleworking employees will plan a time to come into City Hall to perform those duties.

Effective 1/1/21, the City has chosen to voluntarily extend partially paid public health emergency leave (Emergency City Leave) at 2/3s the employee’s rate of pay. Employees will need to complete a request form to submit to HR.
• The use of this leave is for employees caring for children (eighth grade and below) without a childcare resource due to COVID and/or for those dependents who are impacted by school closures due to COVID.
• This leave may be used through March 31, 2021 (maximum of 480 hours).
• This leave benefit will apply only after all flexible work arrangements have been exhausted. For specific questions, please discuss this with your direct supervisor or Human Resources.
Workforce

It is important to know the signs and symptoms of COVID-19 and what to do if symptomatic as outlined in Supervisor Bulletin - What to do if an employee has COVID-19 or direct COVID-19 exposure/contact (No. 1, revised April 17, 2020). Please stay home when sick! If an employee will be in an office space alone, they should check in with their supervisor to self-report the onset of any COVID-19 indicators. Reporting to work will be considered self-certification that the employee is asymptomatic.

Employees considered to be at “high risk” for COVID-19 infection

Governor Inslee’s Proclamation 20-46 High Risk Employees - Workers’ Rights provides additional guidance for employers for those employees who are considered “high risk” for severe illness from COVID-19. Per CDC guidance, and Supervisor Bulletin - High risk for severe illness from COVID-19 (No. 3, issued March 23, 2020):

Based on current available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

According to the CDC (based upon available information to date) those at high risk for severe illness from COVID-19 include:

- People aged 65 years and older.
- People who live in a nursing home or long-term care facility.
- Other high-risk conditions could include:
  - People with chronic lung disease or moderate to severe asthma.
  - People who have heart disease with complications.
  - People who are immunocompromised including cancer treatment.
  - People of any age with severe obesity (body mass index \((BM\\text{I})\geq 40)\) or certain underlying medical conditions, particularly if not well controlled, such as those with diabetes, renal failure or liver disease might also be at risk.
- People who are pregnant should be monitored since they are known to be at risk to severe viral illnesses, however, to date data on COVID-19 has not shown increased risk.

Many conditions can cause a person to be immunocompromised, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications or recovering from a major medical procedure. However, it is best to follow the advice of your healthcare provider if you feel that you are in a high risk category for severe illness from COVID-19.

The City (through HR) will work with employees who identify as “high risk,” based on the above criteria, in order to comply with Proclamation 20-46 which states that:
1. Employers will utilize all available options for alternative work assignments to protect high risk employees, if requested, from exposure to the COVID-19 disease, including but not limited to telework, alternative or remote work locations, reassignment (if vacant positions are available) and physical distancing measures.

2. Employers cannot deny any high risk employee in a situation where an alternative work arrangement is not feasible to use any available employer granted accrued leave or unemployment insurance in any sequence at the discretion of the employee.

3. In the event the employee’s paid time off exhausts during the period of leave, employers must fully maintain all employer-related health insurance benefits until the employee is deemed eligible to return to work.

4. Employers are prohibited from taking adverse employment action against an employee for exercising their rights under this proclamation that would result in loss of the employee’s current employment position by permanent replacement.

Isolation precautions & potential exposures

Employees must follow all normal departmental notification procedures if they will be absent.

If an employee believes they are exposed to COVID-19, the employee must first notify their supervisor, who must then notify Human Resources. Some instances of exposure are also FMLA qualifying events that HR will need to work directly with the employee. Please refer to the Employee Illness and/or Exposure Protocols for additional details and City policy, and as always, consult with your healthcare provider on concerns related to health:

- If an employee has symptoms and has had close contact with a person confirmed to have COVID-19, that employee should begin home isolation immediately, and should remain under home isolation precautions for 14 days since last contact with someone who has COVID-19. Employee may be able to use some leave types. This is most likely an FMLA qualifying event.

- If an employee has no symptoms but has had close contact with a sick person or contact with a person confirmed to have COVID-19, that employee should begin home self-quarantine immediately. They must remain under home quarantine for 14 days following last contact with the ill person, self-monitor for symptoms, and follow their healthcare provider’s guidance. Employees should telework whenever possible prior to using any leave types. This is not an FMLA qualifying event.

- If an employee is sick with fever or respiratory (cold or flu-like) symptoms but has had no known exposures to a person with COVID–19, that employee should stay home and away from others until 72 hours after the fever is gone and symptoms get better. They should talk with their healthcare provider about whether testing is needed based on their symptoms. As always, employees should notify their supervisor and stay home if they are
sick. Employee may use all leave types they have available. This may be an FMLA qualifying event.

- If an employee has had secondary close and prolonged contact with a person who has had first close and prolonged contact with a confirmed COVID-19 case and neither the employee nor the person they had contact with are showing symptoms, that employee should continue to work as regularly assigned.

*Note: If traveling out of state, a 14 day quarantine is required upon your return, per the Governor’s order. Consult with your supervisor prior to any out-of-state travel. If you are unable to work from home, please isolate yourself from others at work to reduce the risk of spreading COVID-19. If unable to telework or isolate while at work, employees will be required to use vacation for their 14 day quarantine. The only exception to this requirement is if an employee is fully vaccinated against COVID-19 (see vaccine information below).

**Note: What counts as close contact?**

- Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

If the employee believes they have had prolonged contact and/or exposure to someone with COVID-19, they need to: 1) first notify their supervisor (who must then notify Human Resources) and, 2) contact their health care provider immediately for further direction.

**Please keep in mind that Human Resources cannot provide medical advice or direction.**

**Paid Leave**

Employees may use paid leave for COVID-19 related illness and absences as follows:

- Emergency City Leave. *This should be requested directly through Human Resources. Requires a request form (available from Human Resources) and appropriate documentation (to be provided to Human Resources).*
- Vacation, compensatory time, holiday hours (all leave types do not apply to all employees, check with HR if you are unsure of the leave available to you) – may be used per normal and customary use and has the broadest ability to be used. Where possible, employees should follow all established procedures for requesting use and notifying absences.
• **Sick leave** – Available for employees use for all authorized purposes covered under Lacey sick leave and/or the Washington State sick leave law. Additionally, employees are authorized to use sick leave if their child’s place of care or school has been closed by order of a public official for any health related reason.

• **Shared leave** – Employees may be eligible for shared leave per the shared leave policy. Employees must first apply for leave benefits through the Washington Paid Family & Medical Leave Program to be eligible for shared leave. *Employees with questions should contact Human Resources.*

**After receiving the COVID-19 Vaccine**

Once an employee is fully vaccinated, that person does not need to quarantine, even if exposed to COVID-19, if they meet the following guidelines:

- Is **fully** vaccinated (i.e., more than two weeks following receipt of the second dose in a 2-dose series, or more than two weeks following receipt of one dose of a single-dose vaccine).
- Is **within** three months following receipt of the last dose in the series.
- Has remained **asymptomatic** since the current COVID-19 exposure.

Persons who do not meet all 3 of the above criteria should continue to follow current quarantine guidance after exposure to someone with suspected or confirmed COVID-19. Even if an employee has been fully vaccinated, if they develop symptoms of COVID-19 they should consult with their healthcare provider on whether a test is needed.

**To prevent exposures in the workplace**

The following measures are being taken to prevent exposures in the workplace:

- Soap and running water will be abundantly provided at all facilities for frequent handwashing.
- Personal Protective Equipment (PPE) will be provided to each employee (PPE includes face masks/coverings, personal sanitizer, etc.) Hand sanitizer will be placed at strategic locations around City Hall. All containers should be saved for refill.
- Fleet vehicles will have extra face masks/coverings, gloves, hand sanitizer and cleaning spray.
- Trash receptacles will be at strategic locations around City facilities. Supplies not needed for the immediate activity should be stored.
- Drinking fountains will be turned off.
- All employees will abide at all times by State and Department of Health recommendations currently in place.
- If an employee or member of the public reports feeling sick at a City facility, their/a supervisor should be notified (who would then contact HR) and the area where that
person worked or visited will be disinfected. Contact tracing will be completed by the local health department.

It is critical that employee confidentiality be maintained for potential exposures (including not identifying the name of the individual exposed to other staff). Due to the sensitivity of this medical information, HR can provide further guidance on maintaining privacy in communications. Safety training will be offered on the first day of returning to work, and weekly thereafter, to explain the protective measures in place for all employees. Physical distancing must be maintained.
Public Access

What visitors should know when visiting City Hall or other City facilities:

In an effort to maintain physical distancing and the safety of everyone at City Hall or other City facilities, there will be some noticeable changes of which visitors should be aware. Public access to City Hall and other City Facilities resumed in Phase 3 of “Safe Start Washington” and will continue in a limited capacity under the “Healthy Washington – Roadmap to Recovery” plan.

- All City employees must wearing face masks or cloth coverings in accordance with Supervisory Bulletin no. 5 which is based on policy and recommendations from the Thurston County Health Department and Governor Inslee’s guidance. All visitors to City Hall or other City facilities are also required to wear a face mask or covering per Secretary of Health order 20-03. Signs will be posted throughout the facilities with information about masks and other face coverings.
- Entrance to City Hall, the Police Department and Maintenance Center will continue to be via the main entrances.
- Visitors will not be subject to temperature checks, but all individuals feeling sick or having any symptoms of COVID-19 should remain home. Signs will be posted in City Hall and other City facilities with the signs and symptoms of COVID-19. If you know you have or have had a temperature, please wait at least 72 hours before visiting.
- Visitors should complete their business as quickly as possible.
- Visitors are strongly encouraged to check department websites for the latest information and schedule an appointment if able; business should also be completed online whenever possible. Because of State limits on group sizes, depending on the Phase, there may be restrictions on the number of individuals allowed into a City facility at any given time.

Everyone will be encouraged to physically distance at all times.

The following measures are also being taken to prevent exposures in City facilities:

- Hand sanitizer will be placed at strategic locations around City Hall. All containers should be saved for refill.
- Trash receptacles will be at strategic locations around City facilities.
- All visitors should abide at all times by State and Department of Health recommendations currently in place.
- If an employee reports feeling sick, the area where that person worked will be disinfected and appropriate steps will be taken to prevent any potential exposure.
- The Police Department will no longer have a public phone in the lobby and all soft surface furniture has been replaced with hard surface chairs.
- Elevator use should be reserved for individuals with mobility concerns and physical distancing observed.
Lacey’s Response to a Positive Case of COVID-19

If a City of Lacey employee tests positive for COVID-19, and is in the workplace, that individual will immediately be sent home and asked to isolate until recovered (more details below). If the employee is at home and has tested positive, they will not return to work until they are recovered from COVID-19.

In the workplace, all work areas, vehicles and equipment that the employee may have come into contact with will be closed or remain unused until thoroughly disinfected.

Employees are eligible to use Emergency Paid Sick Leave (EPSL), provided they have not already exhausted this leave, for the first 80 hours of their recovery away from work due to COVID-19. Employees may coordinate with HR for further available accrued leave usage, if needed, for recovery after this period.

Notification will also be sent out to all employees within the workgroup that would most likely have the highest probability of direct exposure. The vehicle number of a potentially exposed/contaminated City vehicle will be provided to Equipment Rental. No personal identifying information will be provided about the employee and privacy will be maintained.

Employees that test positive should:

Stay home except to get medical care

- You should restrict activities outside your home, except for getting medical care. Do not go to work, school or public areas. Avoid using public transportation, ride-sharing or taxis.

Separate yourself from other people and animals in your home

- People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.
- Animals: You should restrict contact with pets and other animals while sick. Whenever possible, have another member of your household care for your animals while you are sick; if you must care for your pet, wash your hands before and after you interact with pets and wear a face mask/covering, if possible. See COVID-19 and Animals for more information.

Clean all “high-touch” surfaces every day

- High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables. Also, clean any surfaces that may have blood, stool or body fluids on them. Use a household cleaning spray or wipe according to the label instructions. Labels contain instructions for safe and effective use of the
cleaning product, including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Discontinuing home isolation

For individuals with symptoms who are confirmed or suspected cases of COVID-19 and are directed to care for themselves at home, discontinue home isolation under the following conditions:

- At least three days (72 hours) have passed since recovery, defined as resolution of fever, without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath).

- **And at least 14 days** have passed since symptoms first appeared.

- Individuals with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue home isolation when **at least 14 days** have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

It is critical that employee confidentiality be maintained for confirmed cases (including not identifying the name of the individual exposed to other staff) due to the sensitivity of this medical information. HR can provide further guidance on maintaining privacy in communications.
Lacey’s Stages to Reopening to the Public

The City of Lacey, along with all local governments, fell under Phase III of Governor Inslee’s “Safe Start Washington” approach to reopening the economy. However, under the “Healthy Washington – Roadmap to Recovery” plan local government is not identified in a phase, and only two phases have thus far been identified. The City of Lacey will implement a staged approach to reopening consistent with the Governor’s guidance and the “Healthy Washington – Roadmap to Recovery” plan.

Stage 1 (“Stay Home, Stay Healthy”):

Public access – City facilities will remain closed to the public with the exception of limited appointments only. The public should be encouraged to conduct business electronically when feasible, or utilize other available means to transact requests for services not requiring personal contact.

In-person services – No direct City services will be available except for building and development related services.

Teleworking – Authorized by supervisors, so long as there is no undue burden to the City, for the following reasons: Employees or someone in their household has an underlying health condition deemed more susceptible to Covid-19 and/or no childcare is available due to school and daycare closures.

Rotating and staggered work shifts – Supervisors should also consider implementing rotating work schedules and staggered shifts to minimize potential exposure within a workgroup (ex. half the team works remotely for two or three days then rotate, assign teams for full week rotations, etc.).

Meetings/gatherings – Internal meetings should be conducted over Microsoft Teams, Zoom, or similar means. If in-person meetings occur, participants will abide by physical distancing requirements.

Health precautions – Use of PPE and deep cleaning will continue in the workplace. Face masks and cloth coverings should be worn at all times when physical distancing of six-feet between individuals is not possible. Shaking hands should be avoided at all times. There will be regular janitorial cleaning, including one deep clean each week.

Public messages – City facilities closed under Stage 1. Public required to use alternative methods to conduct City business that does not require in-person contact (exception granted to building and development services).
Stage 2 ("Safe Start Washington" and "Healthy Washington" guidelines):

Public access – City facilities may be accessed by the public; however, alternative methods to conduct City business will be highly encouraged and in-person services may require an appointment, if feasible. All visitors to City facilities must wear a face mask or covering.

City facilities –

City Hall Facility: Public Access Hours

- Monday – Wednesday – Friday • 10 am – 5 pm (note: schedule will continue until new phases identified)
- Monday through Friday • 10 am – 5 pm (note: schedule will be implemented in future, as yet unidentified phase)

Public Works Maintenance Facility: Public Access Hours

- Monday – Wednesday – Friday • 9 am – 3 pm (note: schedule will continue until new phases identified)
- Monday through Friday • 9 am – 3 pm (note: schedule will be implemented in future, as yet unidentified phase)

Services by appointment only

- Concealed Weapons License
- Fingerprinting
- Hydrant Meter Checkout
- Notary Services
- Passport Applications
- Utility Billing Services

Note: This list may not include all services requiring an appointment. Supervisors have the ability to respond to customer requests without an appointment, if feasible.

Alternate work schedules – Supervisors should continue to create rotating work schedules and/or staggered shifts to minimize potential exposure within a workgroup (ex. half the team works remotely for two or three days then rotate, assign teams for full week rotations, etc.). Telework may continue to be an option.

Meetings/gatherings – Internal meetings to be conducted over Microsoft Teams, Zoom, or similar. In-person meetings will continue to abide by physical distancing requirements.

Health precautions – Use of PPE and deep cleaning will continue in the workplace. Face masks and cloth coverings should be worn at all times when physical distancing of six-feet in between
individuals is not possible. Shaking hands should be avoided at all times. There will be regular janitorial cleaning, including one deep clean each week.

**Public messages** – City facilities will open to the public. Public is encouraged to use alternative methods to conduct City business that does not require in-person contact (exception granted to building and development services). Appointment only services identified in City communication channels. Mask required when accessing City facilities.

**Stage 3 (will follow future, as yet unidentified guidance provided by Governor Inslee):**

**Public access** – City facilities open to the public, but physical distancing is strongly encouraged. An appointment for certain City services may still be required, if feasible.

**City facilities** –

City Hall Facility: Public Access Hours

- Monday through Friday • 9 am – 5 pm

Public Works Maintenance Facility: Public Access Hours

- Monday through Friday • 8 am – 3 pm

**Potential Services by Appointment Only**

- Concealed Weapons License
- Fingerprinting
- Hydrant Meter Checkout
- Notary Services
- Passport Applications
- Utility Billing Services

Note: This list may not include all services requiring an appointment. Also, Supervisors have ability to respond to customer requests without an appointment, if feasible.

**Alternate work schedules and telework** – Alternative schedules and remote work may continue as needed, and at the supervisor’s discretion.

**Meetings and large gatherings** – Activities will be allowed consistent with the Governor’s guidance. Physical distancing must be maintained in the workplace consistent with health guidelines.

**Health precautions** – Use of PPE and deep cleaning will continue in the workplace. Face masks and cloth coverings shall be worn at all times when physical distancing of six-feet in between individuals is not possible. Shaking hands should be avoided at all times. There will be regular janitorial cleaning, including one deep clean each week.
Public messages – City facilities open to the public. Specific services may remain as appointment only and identified in City communication channels. Masks required when accessing City facilities.

The above stages may be subject to changes and/or modifications as needed based on the most recent information provided from the Governor’s Office, the CDC and WA DOH. Physical distancing and use of face masks or coverings will continue until instructed otherwise by the Governor and/or DOH.
Appendices – References

Washington Department of Health COVID-19 Resources:  
https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020/HealthEducation

Centers for Disease Control (CDC) communication documents:  
https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc

OSHA Guidance for COVID-19 and Return to Work:  


Secretary of Health Order 20-03 Face Coverings – Statewide:  

CDC Poster “How to Protect Yourself and Others” (included below)  

King County Poster “Which Face Covering Should You Wear?” (included below)

Washington Department of Health Flyer (included below)

Telework Log (included below)

COVID-19 Work Guidance (included below)
How to Protect Yourself and Others

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
  » Between people who are in close contact with one another (within about 6 feet).
  » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- Avoid close contact with people who are sick.
- Stay at home as much as possible.
- Put distance between yourself and other people.
  » Remember that some people without symptoms may be able to spread virus.
  » This is especially important for people who are at higher risk of getting very sick. [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)

[cdc.gov/coronavirus](http://cdc.gov/coronavirus)
Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.

[cdc.gov/coronavirus](http://cdc.gov/coronavirus)
COVID-19/Coronavirus Announcement

Thank you for coming to visit today. As you may know, the world is experiencing an expanding outbreak of respiratory illness (COVID-19) caused by a new coronavirus.

- The virus can spread from person-to-person.
- Older adults and those with underlying medical conditions are considered high risk.

We take our role in protecting the health of our residents very seriously.

Before entering our facility, we respectfully ask all visitors confirm:

- [ ] You are not currently sick.
- [ ] You have not been in close proximity - within the last 14 days - with someone who is currently sick with:
  - COVID-19
  - Any other respiratory illness

We are taking extra measures to keep our facility clean. During your time here today, we respectfully ask that you:

- [ ] Clean your hands often by applying alcohol-based hand sanitizer or washing with soap and water.
- [ ] Disinfect all shared surfaces before and after use.
- [ ] Please reach out to a staff member if you have any questions or concerns.

Thank you!

Updated 3/27/2020
# TELEWORK ACTIVITY LOG

<table>
<thead>
<tr>
<th>Period</th>
<th>5/1 - 5/31/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Start Time</td>
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</table>
The City reserves the right to change stages (forward or backward) based on data and science, including information about the spread of the virus, healthcare capacity and our public health system’s ability to test and isolate rapidly.

<table>
<thead>
<tr>
<th>STAFFING AND REMOTE WORK</th>
<th>Governor’s “Stay Home, Stay Healthy” order:</th>
<th>Governor’s “Safe Start” plan:</th>
<th>Governor’s “Healthy Washington” plan:</th>
<th>Future, as yet unidentified plan/order:</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-site work minimized to extent possible to maintain continuity of operations. Supervisors should implement staggered shifts, job rotation, etc.</td>
<td>Staff should work remotely wherever possible. Supervisors should implement staggered shifts, job rotation, etc.</td>
<td>Staff should continue to work remotely when feasible. Supervisors should consider continuing implementing staggered shifts, job rotation, etc. Staff returning to City facilities must have prior approval from their supervisor.</td>
<td>Consider some longer-term remote work arrangements. Potential for permanent changes to work practice and public meetings (i.e., remote options). Options may include offer for persons to attend remotely during a public meeting.</td>
<td></td>
</tr>
</tbody>
</table>

| STAFF ACCOMMODATIONS | Special accommodations may be available for higher risk employees. Contact supervisor and HR for information. | Special accommodations may be available for higher risk employees. Contact supervisor and HR for information. | Special accommodations may be available for higher risk employees. Refer to the Safe Start Lacey plan for information. | Special accommodations may be available for higher risk employees. Refer to the Safe Start Lacey plan for information. |
| **STAFF PHYSICAL DISTANCING AND FACE COVERINGS** | Staff working in person will be required to wear a face covering and physically distance from others. Refer to Supervisory Bulletins 2 & 5 and the Local Health Officer’s Face Covering directive for Thurston County for further information. | Staff working in person will be required to wear a face covering and physically distance from others. Refer to Supervisory Bulletins 2 & 5 and the Local Health Officer’s Face Covering directive for Thurston County for further information. | Staff working in person will be required to wear a face covering and physically distance from others. Refer to Supervisory Bulletins 2 & 5 and the Local Health Officer’s Face Covering directive for Thurston County for further information. | Staff working in person may be required to wear a face covering and physically distance from others. Refer to Supervisory Bulletins 2 & 5 and the Local Health Officer’s Face Covering directive for Thurston County for further information. |

| **EMPLOYEE EVENTS** | Should be conducted over Microsoft Teams, Zoom or similar. | Should be conducted over Microsoft Teams, Zoom or similar. | In-person employee events allowed if can physically distance and abide by Safe Start Washington guidance. | In-person employee events allowed if can physically distance and abide by Safe Start Washington guidance. |

| **INTERNAL MEETINGS** | All internal meetings conducted over Microsoft Teams, Zoom or similar. | All internal meetings encouraged to be conducted over Microsoft Teams, Zoom or similar. In person meetings allowed if physical distancing can be maintained. | All internal meetings encouraged to be conducted over Microsoft Teams, Zoom or similar. | In person meetings allowed if physical distancing can be maintained. |

<p>| <strong>STAFF BUSINESS TRAVEL</strong> | All business travel is suspended. | All business travel is suspended. | In-state business travel can resume to locations that allow it and do not have ongoing | In-state business travel continues, and out-of-state business travel can resume to locations that allow it and do |</p>
<table>
<thead>
<tr>
<th>LUNCH BREAKS</th>
<th>Taken remotely or staggered while observing physical distancing.</th>
<th>Taken remotely or staggered while observing physical distancing.</th>
<th>Taken remotely or staggered while observing physical distancing.</th>
<th>Staggered while observing physical distancing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOLUNTEERS</td>
<td>No new volunteers allowed.</td>
<td>No new volunteers allowed.</td>
<td>No new volunteers allowed.</td>
<td>New volunteers allowed.</td>
</tr>
<tr>
<td>INTERNS</td>
<td>No new interns allowed.</td>
<td>No new interns allowed.</td>
<td>No new interns allowed.</td>
<td>New volunteers allowed.</td>
</tr>
<tr>
<td>PROTOCOL IF STAFF HAVE PROLONGED CONTACT OR EXPOSURE TO SOMEONE WITH COVID-19 - Please also see “Employee Illness and/or Exposure Protocols” for full details and example scenarios</td>
<td>Notify the supervisor and employee to contact their health care provider immediately for further direction. HR may issue a letter to medical providers to expedite testing for essential workers. Any need for contact tracing and/or notification of contacts will be conducted by the health department.</td>
<td>Notify the supervisor and employee to contact their health care provider immediately for further direction. HR may issue a letter to medical providers to expedite testing for essential workers. Any need for contact tracing and/or notification of contacts will be conducted by the health department.</td>
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</tr>
<tr>
<td>LEAVE BENEFITS FOR COVID-19 RELATED ILLNESS AND ABSENCES</td>
<td>Use of FFCRA when applicable. Sick leave –or employees use for all authorized purposes covered under Lacey sick leave and/or the Washington State sick leave law.</td>
<td>Use of FFCRA when applicable. Sick leave –for employees use for all authorized purposes covered under Lacey sick leave and/or the Washington State sick leave law.</td>
<td>Use of Emergency City Leave when applicable. Sick leave –for employees use for all authorized purposes covered under Lacey sick leave and/or the Washington State sick leave law.</td>
<td>Sick leave –for employees use for all authorized purposes covered under Lacey sick leave and/or the Washington State sick leave law.</td>
</tr>
<tr>
<td>LEAVE BENEFITS FOR EMPLOYEES WITH CHILDCARE CONCERNS DUE TO SCHOOL OR PLACE CLOSURE DUE TO COVID-19</td>
<td>Request teleworking arrangement from supervisor if available. Use of FFCRA if teleworking is unavailable.</td>
<td>Request teleworking arrangement from supervisor if available. Use of FFCRA if teleworking is unavailable.</td>
<td>Request teleworking arrangement from supervisor if available. Use of FFCRA or Emergency City Leave if teleworking is unavailable.</td>
<td>Request teleworking arrangement from supervisor if available.</td>
</tr>
<tr>
<td>USE OF VACATION/COMPENSATORY TIME OR FLOATING HOLIDAYS</td>
<td>On hold. Allowed if minimum staffing is met.</td>
<td>Allowed if minimum staffing is met.</td>
<td>Allowed if minimum staffing is met.</td>
<td>Allowed if minimum staffing is met.</td>
</tr>
<tr>
<td>VACATION ACCRUAL CAPS</td>
<td>Suspended.</td>
<td>Suspended.</td>
<td>Suspended.</td>
<td>Dependent on the ability of the employee to use vacation before year end based on timing of Phase 4.</td>
</tr>
<tr>
<td>PERSONNEL ACTION FORMS</td>
<td>On hold except if it is a change in benefits, new hires, termination or</td>
<td>On hold except if it is change in benefits, new hires, termination or</td>
<td>On hold except if it is change in benefits, new hires, termination or</td>
<td>Resume.</td>
</tr>
<tr>
<td>Event</td>
<td>UNEMPLOYMENT</td>
<td>EAP SUPPORT ONSITE</td>
<td>CITYWIDE PROFESSIONAL DEVELOPMENT TRAININGS</td>
<td>WEEKLY MANAGEMENT DISCUSSION WITH INDIVIDUAL WORKGROUPS (similar to PW Ops Wed Mtgs)</td>
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<tr>
<td>correction of payroll error.</td>
<td>Available for layoffs and reduction in hours.</td>
<td>Available for layoffs and reduction in hours.</td>
<td>Instructor-led with social distancing.</td>
<td>Online or conducted while observing physical distancing.</td>
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<tr>
<td>OPEN ENROLLMENT</td>
<td>Online.</td>
<td>Online.</td>
<td>Online.</td>
<td>Online or in-person with social distancing.</td>
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<tr>
<td>PUBLIC ACCESS TO CITY FACILITIES</td>
<td>City facilities closed to general public access.</td>
<td>City facilities closed to general public access.</td>
<td>City Hall Open: M-W-F 10 am to 5 pm PW Main. Flty: M-W-F 9 am to 3 pm</td>
<td>City Hall Open: MTWThF 9 am to 5 pm PW Main. Flty: MTWThF 8 am to 3 pm</td>
</tr>
</tbody>
</table>