



ADMINISTRATIVE ORDER

Date: May 21, 2021

To: City Employees

Through: Stephanie Johnson, Human Resources Director

From: Wally Bobkiewicz, City Administrator
Mary Lou Pauly, Mayor

CC: NScott Stewart, Municipal Court Judge
AFSCME Council 2
IPOA
IPSSA
Teamsters 117
Teamsters 763

Re: **COVID-19 (Coronavirus) Protection Plan & Policy Updates**

Due to the COVID-19 (coronavirus) pandemic, the City has adopted policies and practices to ensure the health and safety of our employees. These policy decisions have been made in response to the Governor's Stay Home, Stay Healthy Order and in consideration of the guidance of the Centers for Disease Control and Prevention (CDC) and Public Health – Seattle & King County.

On May 13, the CDC updated their guidance on mask use. In response King County Public Health issued a directive on May 20 urging continued use of face masks to slow the spread of COVID-19. In addition, the Governor's Office announced removal of the Stay-Home, Stay Healthy Order effective June 30, 2021.

The purpose of this Administrative Order is to inform employees of the City's continued COVID-19 (coronavirus) protection plan and reinforce policy updates effective as of May 21, 2021. The City will work with its labor representatives to discuss/bargain the items presented below on behalf of represented employees as needed.

Mask Use

Face coverings (covering one's nose and mouth) will continue to be required in all City buildings. Our vaccination levels in the City are climbing, but we're still not at a point that we feel we can safely relax mask requirements.

This includes but is not limited to entry and exit from a building, hallways, restrooms, lunchrooms and conference rooms. Employees may remove their face covering in an individual workstation or office indoors or outdoors where social distancing* of six (6) feet or greater can be maintained.

59% of City employees have reported vaccination to Human Resources. Once the vaccination rate across city departments reaches 70%, we will reconsider the face covering requirement.

Employees not following this mask directive will be subject to disciplinary action, up to and including termination of employment.

City Vehicles

City employees may ride two (2) occupants per City vehicle; 3 per carpool van so long as the following can be ensured:

Employees must be seated with at least 3 feet of separation in all directions. This is measured between breathing zones, the space within about 12 inches of their mouths and noses. For example, it is OK for an employee's feet to extend under the seat of another worker as long as they are not breathing the same air.

- Ventilation must be operated at full force, drawing in outside air, or all windows that can be opened should be fully open to provide as much fresh air as possible.
- Vehicles must be cleaned between trips, focusing on high-touch surfaces around seating positions.
- Employees must wear non-cloth disposables, which include dust masks; KN95 or other non-approved, foreign system, NIOSH-style filtering face-piece respirators; or non-FDA-approved procedure masks

Employees not following these City vehicle directives will be subject to disciplinary action, up to and including termination of employment.

Vaccinations & Incentives

The City strongly desires for all employees to be inoculated with the COVID-19 vaccination.

In recognition of employees who have already made this important decision to help end the COVID-19 pandemic and as an incentive to increase the number of fully vaccinated employees before the City's intended soft reopening July 6, 2021, the City will be offering a City closure day and eight (8) hours of pay on July 2, 2021 for fully vaccinated** regular full employees and a pro-ration of the hours for part time employees.

On July 2, 2021, the City will close most facilities and operations. Due to the nature of City services and programming, some employees may be required to work this date, including those who have opted not to report verification of vaccination (or use their own leave time to observe the day). Employees who qualify for the incentive day, but must work or employees who have this day as a regularly scheduled day off will be provided the equivalent number of hours to be used at a different time to be determined by the employee and their supervisor.

Recording Hours and Time Entry in Employee Self Service (ESS)

Employees incentivized for vaccination will be credited annual hours for use by the time July 15, 2021 timesheets are due. In accordance with the normal terms and conditions of annual hours, these hours must be used by December 15, 2021 or will be forfeited.

Employees who work flexible or shift schedules will need to account for their total workday hours using vacation, comp or other annual leave. For example, an employee on a 4/10's work schedule will be required to use 2 hours from other leave banks in correlation with the 8 hours vaccination incentive pay. Employees on a 12 hour shift schedule will be required to use 4 hours from other leave banks in correlation with the 8 hours vaccination incentive pay. Employees on a 9/80 work schedule will be required to use 1 hour from other leave banks in correlation with the 8 hours vaccination incentive pay.

Verification of Vaccination

To date, we have not asked employees for verification of vaccinations although many employees have provided them or provided verbal reports of vaccination dates to Human Resources.

For employees to qualify for the City incentive closure day/pay, employees must upload a copy of their vaccination card using [this confidential link](#). Upload your Vaccination Card by June 30, 2021.

New Hires

Effective July 1, 2021 New Hires to the City will be required as a condition of employment to be fully vaccinated for COVID-19.

Vaccination Exemptions

Employees with a medical or religious reason for not vaccinating, please contact [HR](#) for required documentation.

FFCRA-Sick Leave

The FFCRA leave law expired December 31, 2020, but the City continued to authorize this leave type to employees for various reasons related to quarantine and time to vaccinate or recover for up to eighty (80) hours. The City will cease authorization of use of this leave type June 30, 2021 for unvaccinated employees.

Protocols for Confirmed Cases

If an employee is confirmed to have COVID-19, Human Resources will work with the employee to identify and notify those who may have been exposed to the virus based on close contact*** with the diagnosed individual, while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

Human Resources will work with employees, supervisors, medical providers and recommendations of the CDC to determine appropriate isolation periods on a case-by-case basis dependent upon the facts of the circumstance.

If an employee is at work when they learn they have been in close contact with someone diagnosed with COVID-19, that employee should contact their supervisor, Department Director and Human Resources, proceed home immediately and begin home isolation until further direction is provided.

Fully vaccinated employees who were in close contact to someone with COVID-19 are not exempt from requirements to quarantine at this time.

Definitions

*Social Distancing – Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet (about 2 arm lengths) from other people who are not from your household in both indoor and outdoor spaces.

**Fully Vaccinated Employees - For the purpose of the incentive pay, fully vaccinated employees are employees who have received their second dose in a 2-dose series, such as Pfizer or Moderna or after a single-dose vaccine such as Johnson & Johnson’s vaccine on or before June 30, 2021.

***Close Contact – Someone who has been within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes in one day). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation.

Miscellaneous

To the extent this Administrative Order conflicts with any provisions of the City’s existing [Personnel Policies](#), procedures or practices, this Administrative Order shall control from May 21, 2021.

The City’s labor representatives have been informed of this Administrative Order and have been invited to discuss/bargain on behalf of represented employees.

Any questions related to the application or implementation of these guidelines shall be forwarded to the City’s Human Resources Department. Final decisions related to the application or interpretation of the above administrative guidelines shall be made by the Mayor, City Administrator or designee.