



CITY OF PACIFIC'S
PREVENTATIVE AND EMERGENCY PLAN IN RESPONSE TO THE COVID-19 PANDEMIC

The City of Pacific has been closely monitoring the developing circumstances relating to the coronavirus (COVID-19). The City desires to be proactive in maintaining a healthy workplace for its employees and in helping prevent the spread of the virus within the community. In this endeavor, the City needs the cooperation of all its employees.

The purpose of this plan is to provide guidance and to establish temporary and emergency measures and procedures in response to the COVID-19 pandemic, in furtherance of the City's continuing smooth and effective operations and customer service.

i. Individual Employee Preventative Measures

Employees are strongly encouraged to take individual preventative and precautionary measures to prevent the spread of the virus. Towards this end, both the Center for Disease Control and the Washington State Department of Health have posted helpful information and tips to their respective websites:

<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>

<https://www.doh.wa.gov/emergencies/coronavirus>

Employees are encouraged to consult these sites, to adopt the recommended preventative measures and guidelines set forth therein and to exercise diligence and caution in preventing the spread of disease.

With respect to City employment, employees ***must not report to work*** under any of the following circumstances:

- If you seek testing for the COVID-19 virus, or test positive for the COVID-19 virus.
- If you have come into close contact (within six (6) feet and for a duration of longer than ten (10) minutes) of someone you know to have tested positive for the virus.
- If you and/or anyone in your household is feeling unwell and/or is showing signs of the virus (i.e., flu-like symptoms—fever of 100.4° or higher, coughing, shortness of breath, etc.), regardless of whether COVID-19 has been confirmed.
- If you and/or someone with whom you have had close contact has recently returned from an international high risk area, as defined by CDC or World Health Organization (WHO).

In each case, you should self-quarantine. Please consult the above-referenced resources, the Washington State Department of Health (1-800-525-0127) and/or your medical care provider for additional information and recommendations.

Employees are asked to exercise personal accountability and responsibility: when in doubt, please do not

report to work. Please be advised that if you exhibit symptoms while at work, you will be sent home.

While at work, and in an effort to keep us all healthy, employees are encouraged to avoid directly touching those “high contact areas,” such as door handles, refrigerator door handles, coffee pots, water coolers, etc.—rather, use paper towels or take other means to avoid direct contact. Sneeze or cough into a tissue or your elbow (if a tissue is not available). Please wash your hands thoroughly and often, especially after sneezing, blowing your nose or coughing (taking care not to directly touch high contact areas prior to washing). If you have hand sanitizer, use it frequently. Practice “social distancing,” which includes avoiding shaking hands or sharing food/drink and/or electronic equipment. Avoid touching your eyes, nose and mouth.

II. City Preventative Measures

A. Social Distancing

In furtherance of “social distancing,” the City may consider measures designed to reduce overall “direct contact,” including but not limited to:

- Suspending/canceling business travel
- Suspending/canceling employee participation in group functions, such as conferences, outside trainings, social events, etc.
- Substituting teleconferences for in-person meetings
- Increasing indirect communications through telephone and email
- Reduced reception and front counter service

B. Cleaning

The City’s janitorial staff have been directed to take additional appropriate measures to clean and sanitize “high contact” areas within the City’s facilities. Employees are likewise encouraged to regularly wipe down their work areas with sanitizing wipes and/or cleaners.

C. Alternate Work Schedules

Per CDC recommendations, and as an accommodation to employees, the City will consider and implement, in the Mayor’s discretion, alternate work schedules. Alternative schedules may include, but are not limited to, establishing 4/10 schedules, adjusting normal shift hours and/or shift days, reduced schedules, etc.

Employees who wish to request an alternate work schedule must complete and submit to their department head (Manager) that “Work Schedule/Shift Change Request” form, attached to this plan. All requests will be considered based upon the specific position and the City’s operational needs.

Additionally, in the event of an emergency, the City may adjust employee schedules as needed to meet operational needs.

Employees whose schedules are adjusted pursuant to this plan shall not be eligible for premium pay for hours worked outside their normal work schedule. For example, an employee working 4/10’s will not receive overtime premium pay for working more than 8 hours in a shift, and employees will not receive double time premium pay for working on a weekend (call-backs and normal overtime work shall be compensated as usual).

D. Work from Home

Employees whose job duties may be reasonably and practicably performed remotely, as determined by the Mayor, or the Mayor’s designee, in the Mayor’s or designee’s discretion, may be allowed to work from home. Decisions will be based on not only the employee’s position and City operations, but also on limitations

related to VPN licensing and/or slowdown of the City's internet speed and other practical considerations.

For those employees who are eligible to work from home, priority shall be afforded to the following groups:

- Employees whom the CDC has identified as being at "higher risk" (60 years or older, pregnant or having an underlying health condition that puts them at risk).
- Employees who have a household member falling into this "higher risk" category.
- Employees whose dependent child(ren)'s school or daycare is closed due to COVID-19.

Employees who are permitted to work from home must have a plan in place that has been approved by the supervisor and Mayor, and proper arrangements must be made. Employees are expected to be productive from home, and to work their normal schedule hours. Employees must accurately track and report their time, and their remote usage may be monitored to ensure accurate time reports. Employees are reminded that falsification of time records (including a misrepresentation of time actually worked) is grounds for disciplinary action, up to and including termination of employment.

If there is not enough work for an employee to work their full schedule from home, the employee may be allowed to take paid time off and/or leave without pay to account for the time not worked.

Work from home arrangements shall be on a temporary and trial basis, as determined by the City, and may be revoked or amended at any time. An employee may be called back to work at any time.

All work performed at home will be performed on City provided electronic devices. No employee will use personal electronic devices for City business.

III. City Responsive Measures

A. Work from Home/Alternate Work Schedules

As outlined above, employees who may be required or advised to self-quarantine due to the COVID-19 virus may be permitted to work at home, as an accommodation to the employee, if reasonably feasible and practicable under the particular circumstances, at the Mayor's discretion.

Alternate Work Schedules may be available to accommodate an employee whose dependent child(ren)'s daycare or schools are closed due to the virus.

B. City-Provided Leave

Employees who are absent for a reason associated with the COVID-19 virus must (unless otherwise provided by law) use their accrued sick leave in connection with such absences. The City is temporarily suspending its standard practice of requiring a medical certification for sick leave absences lasting more than three days.

If the employee does not have enough accrued sick leave, the employee must (unless otherwise provided by law) use other accrued paid time off, including vacation, compensatory time, floating holidays, etc.

However, as an alternative to using other paid time off, the City will advance up to 80 hours of unaccrued sick leave (prorated for part-time employees, based upon their normal work schedule) for absences associated with the COVID-19 virus. This sick leave advancement shall be applied hour-for-hour of work missed, up to a total of 80 hours. The advanced sick leave shall be credited at fifty percent (50%)

against the employee's subsequently-accrued sick leave hours, until repaid in full (the employee shall bank fifty percent (50%) of their sick leave, and the remaining fifty percent (50%) shall be to repay the advanced sick leave). By accepting a sick leave advance, the employee acknowledges and agrees that this constitutes a debt to the City, for the benefit of the employee. If the employee's employment is terminated for any reason prior to the employee's repayment of the advanced sick leave, the employee shall promptly repay the outstanding amount, and the employee expressly authorizes the City to deduct the amount owed from the employee's final paycheck. If the employee's final paycheck amount is insufficient to repay the entire amount owed, the employee shall promptly pay to the City the remaining balance owed. To this end, as a condition to receiving an advance of sick leave, the employee shall be required to execute the Paycheck Deduction form attached to this plan.

Once an employee has exhausted all accrued and/or advanced leave, the employee shall be placed on an unpaid leave status for the duration of any absence associated with the COVID-19 virus. The City's standard policies and procedures with respect to such unpaid leave status shall apply.

C. Emergency Paid Sick Leave

Effective April 2, 2020, the City will comply with the emergency paid sick leave provisions set forth in the Families First Coronavirus Response Act (the "Act"); provided, that the City reserves the right to exempt emergency personnel and to apply to the Department of Labor for a hardship exemption to this requirement for other essential personnel, as the Mayor deems appropriate or necessary.

All employees (subject to the City's right to seek a hardship exemption with respect to certain employees) are eligible for emergency paid sick leave if they:

1. Are subject to a local, federal, or quarantine or isolation order related to COVID-19;
2. Have been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. Are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. Are caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns;
5. Are caring for a minor child whose school has been closed, or whose child care provider is unavailable, due to a public health emergency related to COVID-19; or
6. Are experiencing any other "substantially similar condition" specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Full time employees are eligible for up to 80 hours of paid sick leave; paid sick leave for part-time employees or employees who work irregular schedules will be based on the average number of hours the employee worked for the six months prior to taking paid sick leave. Employees who have worked for the City for less than six months prior to leave are entitled to the average number of hours the employee would normally be scheduled to work over a two-week period.

Employees using emergency paid sick leave for reasons (1) – (3) above shall be paid their regular rate of pay, up to a maximum of \$511 per day and \$5,100 total. Employees using leave for reasons (4) – (6) above will be paid 2/3 of their regular rate, up to a maximum of \$200 per day and \$2,000 total.

Emergency sick leave does not carry over and may not be cashed out upon termination of employment for any reason.

D. Emergency Family and Medical Leave

Effective April 2, 2020, Employees who have worked for the City for at least 30 days and are unable to report

to work because their minor child's school or daycare is closed due to a public health emergency, and cannot otherwise telework, are eligible for up to 12 weeks of protected Emergency Family and Medical Leave ("EFML").

The first 10 days of EFML are unpaid. However, an employee may elect, but is not required, to use any other available paid leave (including emergency paid sick leave).

After 10 days, employees will be paid 2/3 of their regular pay during the leave, up to a maximum of \$200/day and \$10,000 total. (Part-time employees and those with irregular schedules will be paid based on the average number of hours the employee worked during the prior six months—if the employee worked less than six months, the calculation will be based on the average number of hours the employee normally would have been scheduled to work).

The City reserves the right to exempt emergency personnel and/or to seek a hardship exemption from this leave requirement, as it deems appropriate or necessary.

E. Emergency Closure

In the event that the City's offices and/or facilities are closed, by declaration of the Mayor or other governing authority, the following shall apply during such closure:

FLSA-exempt employees, including Department Heads, managers, supervisors and certain professional employees, will be generally expected to continue to perform their normal duties, and may be asked to report to work, as needed and legally permitted, to ensure the continued effective operations of the City. To the extent they are not legally permitted to report to the City's offices, exempt employees will be expected to telework, and to be generally available to their employees and to the City Administrator and Mayor during normal business hours. Exempt employees shall continue to receive their normal salary during any such closure; provided, the City's normal leave policies (as supplemented herein) shall apply to any absences/time not worked by them.

"Essential" personnel, including law enforcement/police employees, certain public works employees and other personnel identified as such by the Mayor or governing authority, as applicable, shall be expected to report to work as scheduled and to continue to perform their duties (as such duties may be altered, expanded or amended in response to the pandemic or emergency closure); provided, that the Public Works Director, in consultation with the Mayor, may establish an alternate shift schedule arrangement for essential public works employees. Normal attendance and leave policies (as supplemented herein) shall continue to apply to these employees.

All "non-essential" personnel who are able to work from home, either in full or partial shifts, shall be allowed and will be expected to do so, and the Mayor and supervisor will coordinate this directly with the subject employees. These employees shall receive their regular compensation for all hours worked.

The Mayor, Department Head and/or supervisor may assign additional duties that may be performed at home to "non-essential" employees.

Employees who are not able to telework, or do not have enough work to telework for their full work schedule, and who are otherwise legally prohibited from reporting to work at the City's offices, shall receive "Closure Pay" at their regular rate of pay for those hours they normally would have been scheduled to work, but could not work, due to the emergency closure. Closure Pay will only be made available to non-exempt employees who are scheduled to work on the day(s) in which the City's office is closed. Employees on a planned absence will not receive Closure Pay.

Notwithstanding the foregoing, employees who are unable to work during an office closure due to a qualifying COVID- 19 reason (listed above), and who are eligible for emergency paid sick leave and/or emergency paid family and medical leave (as applicable) shall only be eligible for Closure Pay to the extent that the emergency leave available to the employee does not compensate the employee at 100% of the employee's regular rate of pay, in which case, the employee shall receive Closure Pay equal to the difference between the employee's emergency leave benefits and regular rate of compensation, so that the employee receives 100% of their regular compensation during the closure. Employees must promptly report to their supervisor their inability to work due to a qualifying COVID – 19 reason.

Immediately upon the full or partial opening of the office, the City's standard policies and procedures with respect to paid and unpaid leave shall apply.

F. Temporary Suspension of Inconsistent Policies

To the extent the City's existing policies and procedures are inconsistent or conflict with the preventative and responsive measures taken in response to the COVID-19 pandemic, those policies and procedures are temporarily suspended, due to a declared emergency, until further notice by the Mayor.

G. Temporary Emergency Measures

The measures taken by the City in response to the COVID-19 pandemic are temporary and emergency measures and may be cancelled, revoked, amended or changed at any time, in the City's sole discretion.

Work Schedule/Shift Change Request

Form must be completed and approved prior to schedule effective date.

Workweek: A fixed block of seven consecutive 24-hour periods. The City’s “workweek” commences on Sunday at 12:00 a.m. and runs through 11:59 p.m. on the following Saturday.

Work Schedule: Description of the days and hours within the workweek an employee is scheduled to work.

IMPORTANT INFORMATION: Please note that regular workdays that fall on a Saturday or Sunday are not subject to double time and regular shifts of longer than 8 hours, such as 4/10’s, are not subject to overtime over 8 hours.

Name (Last, First, Middle Initial)				Department			
Effective Date (First day of Workweek)				End Date (Last day of Workweek)			
Proposed Work Schedule							
Workweek 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Daily Shift Start Time							
Daily Shift End Time							
Length of Lunch Break							
Workweek 2 (If applicable)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Daily Shift Start Time							
Daily Shift End Time							
Length of Lunch Break							
Reason for Work Schedule/Shift Change and Comments.							

Check All That Apply: Emergency Response For Training Purposes Employee's Request To Supervisor
Mutually Agreed Change Permanent Change Temporary Change

Date	Employee Signature
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Date	Supervisor/Mayor Signature
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For Payroll/Human Resources Use

Employee's Work Week	Copies Distributed To Payroll (original) <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/>
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Date	PR Designee's Signature
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PAYCHECK DEDUCTION AUTHORIZATION

I, the undersigned employee, hereby authorize _____ City (the "City"), to deduct from my final paycheck, as necessary, any and all debts, charges and expenses that I may owe to the City as of the date of my employment termination, specifically including the value of any sick leave advanced to me that has not been repaid as of the date of my termination. I understand that the sick leave advanced to me constitutes a debt, extended for my benefit that must be repaid by me in full.

Accordingly, the City is authorized to deduct the value of my outstanding debt from my final paycheck. I understand that the City will provide me with an accounting of all deductions made to my final paycheck and that I should contact _____ if I have any questions regarding the same.

Dated: _____

Signed: _____