



## **Pandemic and Public Health Emergency Response and Recovery**

1. **PURPOSE:** The purpose of this policy is to provide guidance and establish procedures in the event a pandemic illness or public health emergency is expected to, or currently is taking place, which may affect the operations of the City of Kenmore and/or pose a risk to the health or safety of staff and the community at large.
2. **SCOPE:** This policy applies to all City of Kenmore departments and employees.
3. **DEFINITIONS:**
  - A. Closure Pay: Payment of regular wages and benefits during closure of City Hall or other City facilities in the event of a pandemic, outbreak, or proclamation of a public health emergency.
  - B. Outbreak: a widespread occurrence of an infectious disease in a community at a particular time with a hospitalization and/or mortality rate significantly higher than the common flu.
  - C. Extra Duty Pay: An increase in regular wages of 5% for non-managerial FLSA-exempt employees (as defined below) who are called into City Hall to perform essential work during a closure of City Hall.
  - D. Pandemic: a disease that is prevalent over a region, country, or the world.
4. **REFERENCES:**
  - A. Chapter 7.05 RCW – Local Health Departments
  - B. Chapter 7.08 RCW – Combined City-County Health Departments
  - C. Chapter 70.26 RCW – Pandemic Influenza Preparedness
  - D. RCW 38.52.070 – Emergency Powers
  - E. Chapter 8.30 KMC – Emergency Operations Plan
  - F. City of Kenmore Comprehensive Emergency Management Plan
  - G. City of Kenmore Personnel Policies
  - H. Washington Department of Health: [doh.wa.gov](http://doh.wa.gov)
  - I. Public Health – Seattle & King County: [www.kingcounty.gov/depts/health.aspx](http://www.kingcounty.gov/depts/health.aspx)
5. **POLICY:** It is the policy of the City of Kenmore to take all appropriate measures needed to address a pandemic and protect public health. Protecting the community and City staff is a top priority and this policy establishes some of the actions that may be taken, and the

authority, granted to address a pandemic.

6. **PROCEDURES:** The following procedures are established to minimize disease exposure and maintain continuity of City operations in the event that a pandemic becomes a threat to the health or safety of City employees, their families, and the community at large.
  - A. Declaration of Pandemic and/or Public Health Emergency: Public health professionals at organizations such as the Centers for Disease Control and Prevention (CDC), Washington State Public Health Department, Washington State Governor, and/or King County/Seattle Public Health Department may declare that a pandemic, outbreak, or public health emergency exists. Such declarations may contain instructions or recommendations to both private and public sector entities. The City will follow all mandatory instructions and will implement recommendations to the extent it determines these to be applicable and/or feasible or practicable under the particular circumstances.
  - B. Procedures to help minimize the spread of germs: Employees are urged to practice standard Non-Pharmaceutical Interventions (“NPI’s”), including covering coughs by coughing into a tissue or, if a tissue is not available, into their elbows, regular hand washing, regular use of alcohol hand sanitizer, and avoiding touching eyes, nose, or mouth. Hands and work surfaces should be disinfected frequently. Employees are also urged to utilize social distancing such as maintaining a distance of six feet from others when practical to do so.
  - C. Proclamation of Emergency/Disaster Due to Pandemic: Upon the City’s proclamation of emergency/disaster due to pandemic, the following shall apply:
    - i. Employees who have a communicable illness or are experiencing flu-like symptoms (as then-defined by the applicable health authorities), are prohibited from coming to work and are encouraged to consult their physician.
    - ii. Employees reporting to work who exhibit symptoms of a communicable illness will be sent home and encouraged to consult their physician. Unless otherwise prohibited by law, the employee shall be required to utilize accrued leave, if any, pursuant to adopted Personnel Policies or applicable collective bargaining agreement if they are sent home due to symptoms of an illness.
    - iii. If the illness of an employee or member of an employee’s household interferes with reporting to work in a timely manner, the employee is responsible for notifying their supervisor pursuant to the provisions of the Personnel Policies or applicable collective bargaining agreement. Employees must not return to work until they have been free of illness symptoms (fever, chills, sore throat, etc.) for at least 24 hours (or any longer applicable incubation period determined by the appropriate health authority) or are deemed no longer infectious by a medical professional.

- iv. Except as otherwise prohibited by law, employees are required to first utilize their accrued sick leave and then any other accrued paid time off (vacation leave, compensatory time, or floating holidays) while recovering from, or caring for a spouse or dependent recovering from, illness.
- v. If the school or place of care of an employee's child is closed due to pandemic, the employee may use accrued sick leave (or other accrued paid time off, to the extent the employee does not have sufficient sick leave), to care for the child.
- vi. Employees may donate accrued sick leave to employees who do not have enough accrued leave balances to cover their absence, in accordance with the City's shared leave policy.
- vii. When quarantine of an employee is ordered by State or County Health Officials due to a pandemic illness, employees may use accrued sick leave (or other accrued paid time off, to the extent the employee does not have sufficient sick leave) for the period of quarantine.
- viii. At the discretion of the City Manager or designee, City Hall may alter its business practices, hours of business, and services provided. Examples of potential measures that could be taken include but are not limited to:
  - a. The City may implement temporary emergency procedures to minimize in-person contact between employees. Such measures may include greater use of e-mail, phone, and teleconferences as opposed to in-person meetings and contact.
  - b. Reduced Reception and Front Counter Service: The City may alter how it conducts business with the public by limiting or halting services at counters/areas of the City Hall and other facilities where front-line services are typically provided.
  - c. Partial Work from Home Schedules: Some staff may be permitted or assigned to work from home.
  - d. Full or partial City Hall Closure: City Hall may be partially or fully closed. During closure, staff who are able to reasonably work from home, whether in full or partial shifts, will be allowed to do so, and City managers and supervisors will coordinate this directly with the subject employees. To the extent they are not able to fully or partially work from home, staff will be provided Closure Pay in accordance with the provisions in this policy.
    - 1. In the event City Hall is closed, FLSA Non-Exempt staff will receive Closure Pay for those hours in which they are

unable to work from home (fully or partially). Closure Pay will only be made available to staff who are scheduled to work on the day(s) on which City Hall is closed. Those who are on a planned absence, such as vacation leave and were not recalled back to work will not receive Closure Pay. Any employee already on sick leave shall be eligible for Closure Pay in lieu of continued use of sick leave once Closure Pay is in effect.

2. Fair Labor Standards Act (FLSA) Non-Exempt staff who are called into City Hall (or other city work site) during a closure to work for critical city operations will receive pay at a rate of time and a half for work carried out during a closure of City Hall. Such premium pay shall be credited against any overtime pay the employee may earn during the applicable work week (i.e., the employee shall not receive “double overtime”).
3. FLSA Exempt employees shall continue to receive their normal salary during a City Hall closure, regardless of whether they are able to work from home.
4. FLSA Exempt managerial staff who are needed to work during a City Hall closure will not receive any additional compensation for such work. For purposes of this policy, “exempt managerial staff” are those exempt employees who report directly to the City Manager.
5. All other FLSA Exempt employees who are called into City Hall during a closure shall receive Extra Duty Pay for all hours actually worked by the employee at City Hall (or other city work site). These exempt employees shall be required to accurately track and report their hours worked at City Hall for purposes of calculating the Extra Duty Pay.

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