

HUMAN RESOURCES DEPARTMENT

MEMORANDUM

TO: All Employees
FROM: Kim Imboden, Human Resources Manager
DATE: March 14, 2020
SUBJECT: CORONAVIRUS HR RESPONSE PLAN

This memo is sent on behalf of the City Manager to keep you updated on the (changing by the hour) situation. We will continue to keep you updated as much as, and as soon as, possible.

As public employees, our objective is service to the residents and community. We are trying to balance that objective with the health and safety of our employees, which is also extremely important to us.

The following policy/procedure steps are implemented effective today, March 14, 2020. The executive team will be meeting Monday morning to discuss various options and plans and more information will be sent out on Monday. In the meantime, the following applies to employees.

HUMAN RESOURCES POLICIES & PROCEDURES

- If you feel sick, stay home:
 - Employees who have symptoms of acute respiratory illness are recommended to stay home. CDC guidelines recommend employees not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Sick Leave Usage:
 - During this time, employees will not be required to provide a healthcare provider's note if you are sick with acute respiratory illness to validate your illness.
 - Employees should code their time as Sick Leave first.
 - If you do not have any Sick Leave available, you may use any other available paid time off (PTO) category such as vacation, holiday, comp time, management leave or family sick leave.
 - If all PTO is exhausted, employees may take unpaid leave. If taking unpaid leave will create a financial hardship, please contact the Human Resources Department to discuss alternatives.
 - For the time being we will also allow voluntary leave donation whereby an employee can donate leave to another employee. More specific information will be sent early next week on this item.
- Working from home.
 - If the situation warrants and it is operationally effective, as determined by the appropriate Department Director, the City will consider, on a case by case basis, requests from employees to work from home. While not all positions are

conducive to telework, those positions with primary job duties that can be effectively performed remotely will be given consideration.

- What if an employee just wants to stay home to avoid getting sick?
 - Employees may request vacation or other paid time off. Department managers will review requests and coordinate approval of requests.
- If you believe you have been exposed to the virus at work.
 - If you believe you were possibly exposed to the virus at work, inform your supervisor and seek appropriate medical attention immediately.
- If a family member is sick or my child's school closes:
 - You will be allowed to utilize your appropriate paid or unpaid leave to address your family's needs.

CLOSURE OF A WORK SITE:

- Departments are preparing plans to accommodate a work site closure should that become necessary. This may include working from a different location, or possibly working from home.

DISASTER SERVICE WORKER:

As a City of Benicia employee, before you entered upon the duties of your employment, you took and subscribed to the oath or affirmation; as such, all City of Benicia employees are disaster service workers. You may be called upon as a disaster service worker in the event of an emergency. Employees who are permitted to work from home are also required to be "on call" to report to work within a certain time frame to meet staffing needs

The City will notify employees if a formal Emergency is declared.

ETIQUETTE EMPLOYEES SHOULD FOLLOW AT WORK:

- Support your fellow employees who may need to stay home due to their own illness or the illness of a family member – we are a team and we should continue to help each other during times like this. Some work may need to wait, and managers/supervisors may reprioritize and/or redirect certain work assignments.
- Keep your work area clean – the City has increased the cleaning schedule for common areas, but we need your help!
- Keep your vehicle clean – if you drive a city vehicle for your work, please take some time to clean the areas touched such as door handles, steering wheel, knobs, etc.
- Do not share work tools to the extent possible. If you do need to share equipment, please clean it first.
- Wash your hands frequently with soap and water for 20 seconds or more
- Frequently use hand sanitizer that is 60% alcohol based

SOCIAL DISTANCING:

- Always try to keep at least 3 feet (an arm's length) between yourself and others. Six feet is recommended.
- Avoid face-to-face meetings when possible. If possible, use email, phone calls, and video conferencing to conduct necessary business.

- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a larger meeting room where participants can spread out a bit more, and sit at least 3 feet from one another if possible.
- Avoid person-to-person contact (i.e. no shaking hands)
- Consider canceling or postponing non-essential meetings.

EMPLOYEE TRAVEL AND TRAINING:

- **After careful consideration, and out of an abundance of caution, effective immediately all non-essential business-related travel and training is recommended to be canceled for the next three weeks** and will continue on a rolling basis. Please take all necessary steps to cancel employee attendance and obtain refunds (where possible) for conference/training attendance, travel, hotels, etc. We believe this is a prudent decision to protect employees and is consistent with what many other employers have put in place in light of current circumstances. This is a precautionary measure but will be handled on a case by case basis. If you already scheduled business related travel, you should consult your Department Head to determine if it is essential or not. Future updates on business-related travel and training will be provided.

ADDITIONAL CDC INFORMATION:

The City Website has a page dedicated to some COVID19 information.

www.ci.benicia.ca.us/coronavirus

on this page you will find various links to CDC information as well as other updates.

QUESTIONS:

Again, this is a fluid situation and new information is coming out daily. As such, this memo may not cover every employee situation. Therefore, if you have any questions regarding this memo, please contact your supervisor, department head, or me.