

City of Albany

City Manager Administrative Directive

Number: 2020-01-001

Title: Temporary Policy for Response to COVID-19

Purpose:

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, may impact the City of Albany locally. Our employees are at the forefront of our concern as we work to adapt quickly to this emerging public health threat and navigate new temporary operational practices in order to continue to serve our community to the best of our abilities. It is in times like these that our community may need our services the most.

General Policy:

The City of Albany is following the guidance of the Oregon Health Authority (OHA), Centers for Disease Control (CDC), and Linn and Benton County Health Departments. The City is adhering to the recommendations of these agencies regarding preventative measures including social distancing, quarantines, and possible curtailment of non-essential City functions. The City will continue to adjust as the recommendations of these agencies change.

Employees who fall into one of the following categories and cannot telecommute will be provided administrative leave for up to 80 hours:

1. An employee or an employee's dependent or household member who is under observation/being monitored and the employee has been requested to stay home by the City of Albany, the Oregon Health Authority, or a physician.
2. An employee or an employee's dependent or household member who has been diagnosed with COVID-19 and is required to stay home.
3. An employee or a household member who falls into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and has been advised by a medical professional or public health authority not to leave their home or come to work;
4. Supportive services for an employee's FMLA/OFLA-defined dependent (such as medical transportation, in-home care providers, etc.) are unavailable due to COVID-19 which requires them to care for that dependent;

Employees provided administrative leave shall use Payroll Project Accounting Code 100800-10000-1000 and Comment Code 'COVID-19 Absence' to account for the absence.

- a. Administrative leave with Project Accounting Code 100800-10000-1000 will pay an employee's regular wage without utilizing leave accruals. This Comment Code does not identify whether or not an employee is ill; but instead is used for the sole purpose of tracking expenses associated with the City's response to COVID-19.
- b. Employees utilizing Project Accounting Code 100800-10000-1000 must complete the Coronavirus / COVID-19 Absence Form (see attachment A) and turn it in to their direct supervisor before submitting a timecard with this reporting category.
- c. The employee's direct supervisor will then forward the completed form to HR via email: hr@cityofalbany.net. Supervisors shall **not** retain a copy of this form in their supervisor file.



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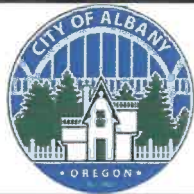
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Employees who fall into one of the following categories must utilize their accruals per the City's existing policies or procedures and applicable Oregon law if they require to be absent from work:

1. The school or daycare center of an employee's FMLA/OFLA-defined dependent (see Definitions section below) has closed due to COVID-19 (Oregon law provides for employee's use of accrued sick leave during this event.)
2. In the event that the CDC or OHA directs the City to take advanced steps such as social distancing, quarantines or curtailment of non-essential City functions, this policy would then pertain to all but a few staff providing essential services. The city shall determine which employees are essentials.

Policy Guidelines:

1. Telecommuting Guidelines. If an employee meets one of the General Policy categories and is not ill:
 - a. The employee shall first attempt to utilize telecommuting in order to serve the public in the best possible manner.
 - b. When an employee is in a position with telecommuting capabilities, they shall talk with their supervisor to gain approval and make appropriate arrangements for temporary telecommuting.
 - c. When telecommuting, employees must be available via computer or phone and provide a contact phone number where they can be easily and readily reached during their regular workday while working remotely from the work site.
 - d. If an employee is not in a position with telecommuting capabilities and is unable to come to work for reasons mentioned in one of the General Policy categories above, Project Accounting Code 100800-10000-1000, and Comment Code 'COVID-19 Absence' should be utilized to account for time away from work.
2. Employees who are diagnosed with COVID-19 will generally be approved for FMLA/OFLA leave for 80 hours (or two weeks of the employee's shifts.) No FMLA/OFLA paperwork will be required for the first 80 hours of this leave. If the employee wishes to request FMLA/OFLA leave in excess of the 80 hours they will be required to complete the appropriate paperwork. In this situation their pay status will be converted to FMLA/OFLA leave.
3. Exceptions: Exceptions to this temporary policy may only be granted by the City Manager or designee. Any situation or circumstance not covered in this temporary policy shall be governed by existing City policies and procedures.
4. Implementation: Department directors and all supervisory staff are responsible for implementing this policy within their respective departments. Observance of this policy is mandatory for all City employees and violation



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may result in disciplinary action up to and including termination.

5. **Review:** This temporary policy shall be reviewed by the City's Executive Leadership Team at least every 14 days and updated or revoked as necessary. This temporary policy is only in effect during the time period covered by the COVID-19 Emergency Declaration issued by the State of Oregon.

Definitions:

Novel Coronavirus / COVID-19: A respiratory disease caused by a novel (new) coronavirus. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

Curtailed Operations: A change or reduction to the routine services, service levels, activities and functions of any given office, department or division.

Household Member: Any other person who resides in the employee's household.

Immediate Family: As defined by Oregon Family Leave Act: the spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, step parent, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee or the child of an employee's same-gender domestic partner. For the purposes of OFLA, an employee's child in any of these categories may be either a minor or an adult at the time serious health condition leave, sick child leave, or leave under ORS 659.159(1)(e) is taken.

Isolation: A method to separate sick people with a contagious disease from people who are not sick. Isolation is a term applied to infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease.
Medical Advice: Information or advice received from a medical professional.

Quarantine: Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Social Distancing: Measures taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, and canceling events.

Telecommuting: A work arrangement in which the employee works outside the normal work site, often working from home.

Linn and Benton County Health Departments: The regional health authority for public health concerns.

Resources:

[Linn County Health Department](#) (website)

[Benton County Health Department](#) (website)

[Oregon Health Authority](#) (website)



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[Centers for Disease Control](#) (website)

[2-1-1](#) (website, or dial 2-1-1)

Review and Authorization

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| Amended Date: N/A | Effective Date: March 13, 2020 |
| City Manager:  | |

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes