

MEMORANDUM

City of Springfield

To: City of Springfield Employees
From: Mary Bridget Smith, City Manager Pro Tem
Date: March 13, 2020 (Revised March 18, 2020)
Subject: Mitigation Measures on Coronavirus Response

On March 11, 2020 Governor Kate Brown issued guidance, with the goal of slowing transmission of the coronavirus in Oregon. On March 17, 2020 the governor ordered schools to remain closed through April 28, 2020 and is strongly encouraging people to stay home. This regulation is intended to outline the City's efforts to the Governor's list of recommendations and to support City employees' needs in light of the recent closures to the public school system and personal health concerns.

Additionally, the City is encouraging employees who are feeling sick or believe that they may have been exposed to someone who is sick to stay home and call either the Wellness Center at (541) 242-2816 or your primary provider for medical advice.

These mitigation measures go into effect immediately and will remain in effect until April 28, 2020. Extension of this timeline including any mitigation efforts will be reviewed or modified at the discretion of the City.

Temporary City options to support employees in this difficult time include:

1. **Alternative Work Schedule.** To support families and employees impacted by COVID-19, the City is making alternate work schedules available. These options are limited to individuals who have job functions that would support an alternative work schedule while also ensuring that the departments can still delivery their essential services.

Upon an employee request to their supervisor, employees may be approved for the following options without impact to their health benefits:

- 1.1. Homebased/Remote Project Work. Employees in nonessential staffed positions, as defined by the employer, are encouraged to work from home on a limited and/or part time basis.
- 1.2. Reduced Work Schedule/Leave Without Pay. Employees may request to have their regularly scheduled work hours temporarily reduced. Impact to accruals is based on City administrative regulations or union contract. Employee leave accruals will not be adjusted as a result of a reduced work schedule or LWOP.

- 1.3. Flexible/Staggered Work Hours. Employees may request to temporarily work non-traditional hours including split shifts and weekend work (i.e. a schedule that is different from the traditional 8 a.m. to 5 p.m., Monday-Friday).
2. **Request for Leave**. The City will support reasonable employee requests for time off while maintaining essential services. All City policies apply, with the following exceptions
 - 2.1. Leave Utilization for Suspected Exposure and Quarantine. Employees who are medically advised/required to self-quarantine due to suspected exposure may use all leave banks.
 - 2.2. Allowing for Negative Leave Accrual. To prevent employees from suffering economic hardship as a direct result of the COVID-19 outbreak, the City will allow employees to borrow against future leave accruals up to a max of eighty (80) hours after exhausting all other leave banks. Pay back of the negative accounts will be considered at a later date, in partnership with Payroll.
 - 2.3. Sick Leave Reserve Program (SLRP) for – Medically Mandated Employees. All employees who are medically mandated to remain at home because they have been exposed to COVID-19 shall be encouraged to do homebased/remote project work if allowed by the medical provider, if their job is suitable, if resources are available, and if the City can accommodate it. If one or more of the above factors does not allow for homebased/remote project work, the employee shall receive up to 80 hours donated leave benefits from the City's SLRP program, as long as there are hours available. Employees may be asked for proof of medical mandate including the time period for which they are mandated to remain at home, however they will not need to be separately released to return work.
 - 2.4. Self-Quarantined Employees. Employees who believe they may have been exposed to or may have symptoms of the coronavirus and wish to self-quarantine, shall be encouraged to request homebased/remote project work if their positions are suitable, if supplies are available, and if the city can accommodate it. If homebased/remote project work is unavailable or if an employee chooses to opt out, these employees may use their own personal time, vacation time, sick leave, compensatory time, or floating holiday, or leave without pay to cover this time. Additionally once leave is exhausted, employees may borrow either vacation leave, sick leave, or a combination thereof, not to exceed a combined total of eighty (80) hours. This leave shall be paid back based on their individual accrual rate until fully paid back by the employee. Employees on approved FMLA/OFLA may delay repayment of leave time until they are no longer on such leave or one (1) year, whichever is first. Employees may request donated leave to repay leave hours. An employee may donate sick, vacation, and/or personal leave time to another employee. To qualify to use donated leave, an employee must have exhausted all of their leave balances.

3. **Need for Medical Documentation.**

3.1. Medical Documentation For Sick Leave Utilization. The City will not require medical documentation for sick leave used in excess of three consecutive work days, except as required under 2.3.

3.2. Medical Documentation for Protected Leaves. All medical documentation required to approve protected leaves are still in effect as required by state and Federal law. Access to the required paperwork is now available on the City's external webpage for employees and their family members.

3.3. Supplemental Leave Benefits. Employees access to Leave Donation and Sick Leave Reserve Program are regulated by IRS Tax Law and eligibility requirements have not changed (see Administrative Regulations for eligibility).

3.4. Short/Long Term disability Benefits and Catastrophic Leave Banks/PTO. These benefits and program remain in in affect as previously outlined. Specific questions should be directed to Human Resources.

4. Worksite Closures. If the City closes some or all of if operations and employees are prohibited from working, employees will be placed on paid administrative leave for up to two (2) weeks. Thereafter, use of inclement weather/hazardous conditions leave for building closures or curtailments will be determined as outlined in either collective bargaining agreements or past practice.

5. Resources.

5.1. Website for administrative resources for [Protected Leave](#).
[Governor Executive Orders](#)