

MEMORANDUM

City of Springfield

To: City of Springfield Employees
From: Chaim Hertz, Human Resources Director
Date: April 10, 2020
Subject: COVID-19 Leave for Essential Service Employees.

1. This memorandum covers City employees performing essential City services whose job requires direct contact community members during the COVID 19 Pandemic. These temporary rules changes are automatically effective March 13, 2020 until June 1, 2020 and may be reevaluated every 30 days and remain in effect until December 31,2020. These rules are not applicable to illnesses or injuries not related to COVID-19.
2. All City employees are entitled to all leave provisions within the Paid Sick Leave for COVID 19 Administrative Regulation, which implements the Emergency Family Medical Leave Expansion Act (EFMLEA) and Emergency Paid Sick Leave Act (EPSLA).
3. “Essential service employees” whose jobs require direct public contact as determined by the department director/designee will be placed on “Injury” leave, after they’ve exhausted their EPSLA leave, with supervisor approval for the following circumstances:
 - a. Self-Quarantine - to self-quarantine if the employee has been advised to do so by a local healthcare provider or a division manager/designee because of a potential COVID-19 exposure.
 - b. Experiencing symptoms of COVID-19 and seeking medical diagnosis or treatment - to obtain a medical diagnosis or treatment if the employee is experiencing symptoms of COVID-19. Employees will remain on “Injury” leave until 7 days passed the onset of symptoms or 3 days post fever without the use of antipyretic medications, or until a negative test result is obtained.
4. Employees on “Injury” leave will be paid at the employee’s regular hourly rate not inclusive of overtime, up to 80 hours per pay period or the amount the employee was regularly scheduled to work, whichever is less.

- 5.** An employee may be required to fill out a Report of Job Injury or Illness (801) form prior to being placed on “Injury” leave related to COVID-19.