

MEMORANDUM

City of Springfield

To: City of Springfield Employees
From: Nancy Newton, City Manager
Date: (Revised April 1, 2020, July 20, 2020, July 27, 2021)
Subject: Mitigation Measures on Coronavirus Response

The purpose of this memorandum is to outline the City's COVID-19 Reporting Protocol and the City's efforts with regard to the Governor's Orders, the federal legislation and to support City employees in light of their personal health concerns. Further, this memorandum replaces the earlier memorandum issued on March 13, 2020 and revised on April 1, 2020 and July 20, 2020.

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

A. COVID- 19 Reporting Transparency Protocol and Notification

1. All employees and managers are expected to notify HR in the event that they test positive for COVID-19 or they become aware that another individual who has been present in the worksite (employee, customer, contractor, guest, etc.) has been confirmed as having COVID-19. When such a notification occurs or the City becomes aware that a person with confirmed COVID-19 has been in the workplace by any other means, the following measures will be taken:
 - 1.1. Based on a reasonable assessment of the activity of the individual with confirmed COVID-19, the City will seek to identify each employee who was likely to have been within 6 feet of the infected individual for a cumulative total of 15 minutes or more. Those employees will be notified individually of the exposure (by telephone, text message, or e-mail) and will be advised that they should seek guidance from their individual physician or from local public health officials about testing options. The individual who was the source of the exposure will *not* be identified.
 - 1.2. In addition, the following notification will be sent to everyone working in the facility where the exposure occurred, even if they did not appear to have close contact with the individual in question:

We have been notified an individual who has been present at [location] has been diagnosed with COVID-19. We are notifying those individuals who appear to have

had close contact with the individual, but we want to alert everyone to the possibility of exposure.

If you experience symptoms of COVID-19 illness, please inform [contact person] and contact your health care provider. The City, as always, will protect all employee medical information and will disclose it only to the degree such disclosure is strictly necessary.

For more information on COVID-19, including symptoms of which you may want to be aware, please visit the [Oregon Health Authority COVID-19 website](#) or the [US Centers for Disease Control & Prevention COVID-19 website](#).

2. 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.

B. 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. Protected Leave for School Closures. Eligible employees may take OFLA protected time if the school or childcare provider is closed due to a statewide public health emergency, such as the COVID-19 pandemic school closures.
- 2.2. 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.
- 2.3. 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.
- 2.4. 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 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.
- 3.2. 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).
- 3.3. 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 its 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. Leave Caps. If an employee is unable to take leave due to COVID-19, and as a result exceeds any applicable cap on accruals, the applicable caps will be waived and the employee will be given a reasonable time to utilize paid leave time that exceeds the cap.
6. Resources.
 - 6.1. Website for administrative resources for [Protected Leave](#).
[Governor Executive Orders](#)