



AMENDED
**CITY OF STURGEON BAY
PERSONNEL COMMITTEE**
Thursday, October 8, 2020
Council Chambers - 421 Michigan Street, Sturgeon Bay
11:00 a.m.

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Changes to Carpenter/Mason wage.
4. ***Consideration of: COVID-19 Policy & Administrative Guidelines for Employees & City Facilities.***
5. Convene in closed session in accordance with the following exemption:

Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
19.85 (1)(c)
 - a. Consideration of: Compensation negotiations for Police Chief.
 - b. Consideration of: Compensation adjustments for administrative staff.
Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session.
6. Adjourn.

Personnel Committee Members:
Dan Williams, Chr.
Helen Bacon, Vice Chr.
J. Spencer Gustafson

Posted:

Date: 10/6/2020
Time: 8:50 am
By: SLR

CITY OF STURGEON BAY

COVID-19 POLICY AND ADMINISTRATIVE GUIDELINES

FOR EMPLOYEES AND CITY FACILITIES

The safety of our workforce and community is our highest priority. The City is committed to providing employees a safe and healthy work environment. Together we share a responsibility to help prevent the spread of illnesses in our community. Employees have an obligation to practice the CDC and Wisconsin Department of Health Services recommendations to help keep the spread of the virus to a minimum.

This policy is intended to provide clarity about policies, practices and procedures regarding COVID-19. We anticipate that this document will continue to evolve as new information becomes available provided by the Centers for Disease Control and the Door County Health Department.

Prevention Measures Expected from All Employees Include the Following:

General Measures

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Employees and the public will use respiratory etiquette, including covering coughs and sneezes.
- Employees and the public will be provided with tissues and no-touch trash receptacles.
- Employees should avoid using each other's phone, tools, automobiles, desks, and computers. Shared equipment and furnishings should be disinfected daily. Use recommended personal protective equipment when performing disinfection activities, such as gloves. Disinfect phones, desks, and frequently touched items, such as doorknobs, pens and such. If you share an item, disinfect it after use.
- Avoid touching your eyes, nose and mouth.
- Space should be arranged to limit exposure of staff and visitors to one another. Safe social distances should be marked to create safe distance. Protective barriers are in place to protect staff and visitors.
- Meetings held in person; members will practice social distancing whenever possible.
- Additional safety measures can be implemented at the discretion of the Department Heads.
- Department Heads will be responsible for COVID-19 issues and the impact at the workplace. Departments will revisit with all employees as COVID-19 conditions and communications change.

Face Mask Policy

- If face masks are mandated, the City will follow the recommended protocol.

Employees with Symptoms, Exposures, and Exclusion from Work

- Employees will self-monitor for signs and symptoms of COVID 19.
- Employees will stay at home when they are sick. Symptoms of COVID-19 may include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing

- Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- **When employees call in sick:** If the employee is experiencing COVID-19 symptoms, the department will inform the employee that return to work will be allowed when the employee has had a negative test OR had no fever for 24 hours without fever reducing medication and is no longer displaying other symptoms of COVID-19 AND at least 10 days have passed since symptoms first appeared.
 - **When employees have COVID-19 symptoms at work:** Employees in the workplace who exhibit symptoms should be separated from other employees and directed to go home and stay at home until one of the following have happened:
 - Symptomatic employees who have a negative test results for COVID-19 are able to return to work immediately.
 - If employee tests positive or does not take a test, they can return to work after they have been fever free for 24 hours without fever-reducing medicine and are no longer displaying other symptoms of COVID19 AND at least 10 days have passed since symptoms first appeared.
 - **When an employee has potential exposure:**
 - An employee with potential exposure to a symptomatic person under investigation (PUI) shall self-quarantine until Covid-19 results are available. If negative result is found an asymptomatic employee may return work, if positive see following bullet point.
 - An employee identified by a medical provider, a public health authority, or by City of Sturgeon Bay as a potential exposure to a confirmed case as defined by the CDC's most recent criteria: the employee will be quarantined and will be required to stay at home for 14 days and monitor for symptoms. If symptoms develop or the employee tests positive for COVID-19, the employee will remain in isolation until a determination is made by the public health authority, that the individual is no longer infectious. Direct contact means contact that is contact that is <6ft distance with a +COVID-19 case for a prolonged period of time (usually 15 minutes). Employees who are not symptomatic and were advised to quarantine due to exposure to COVID-19 are not allowed to return to work earlier than 14 days. If the employee is tested and a negative result is found, the employee may return to work.
 - **When an employee is diagnosed with COVID-19:** the employee must follow medical orders and will remain in isolation for 10 days since symptoms first appeared. Employees who test positive need to have a subsequent test with a negative result to return to work.

**Stay at home days and hours may change with the release of new CDC Guidelines*

Process for Managing COVID 19 Related Absence and Leave Time.

- The City of Sturgeon Bay will follow the United States Department of Labor, Families First Coronavirus Response Act (FFCRA). The FFCRA requires the employer to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to the COVID-19. Employees are eligible for two weeks (up to 80 hours) of paid sick leave.

Paid sick leave amount is dependent on the qualifying reason for leave. Paid sick leave will either be paid at employee's regular rate or at two-thirds the regular rate of pay. Employees should contact the City Clerk for FFCRA paid leave rates and qualifications.

- After the one-time, two weeks (80 hours) FFCRA has been used, employees may request sick leave, vacation leave or un-paid leave.
- Employees should work with their supervisor for all COVID-19 related absences and leave time requests.

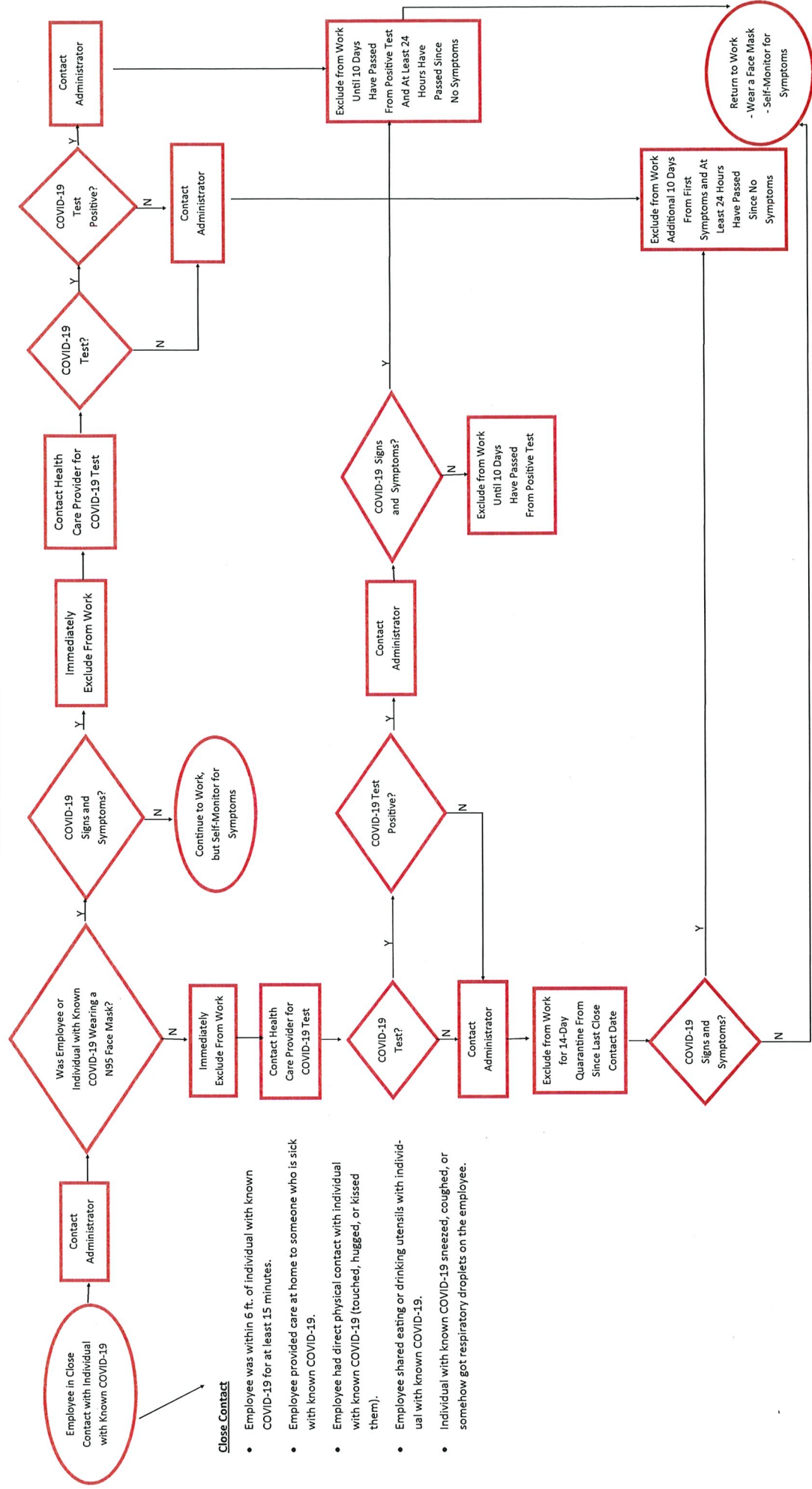
COVID-19 Employee Notification Procedures and Leave <i>(Stay at home days and hours may change with the release of new CDC Guidelines)</i>		
COVID-19 Scenarios	Employee's Responsibilities	Employee Leave Options
You have been advised to quarantine due to potential exposure to COVID-19	Notify your supervisor Stay home for 14 days, until you are symptom free for 24 hours or have a negative COVID test result.	Request FFCRA (80 hours) Request sick leave Request vacation leave Request un-paid leave
You have tested positive for COVID-19	Notify your supervisor Stay home for 10 days, until you are symptom free for 24 hours. Have a subsequent test with a negative result to return to work.	Request FFCRA (80 hours) Request sick leave Request vacation leave Request un-paid leave
You need to stay at home to care for a dependent or a family/household member who is has tested positive for COVID-19	Notify your supervisor Stay home for 14 days, until you are symptom free for 24 hours or have a negative COVID test result.	Request FFCRA (80 hours) Request sick leave Request vacation leave Request un-paid leave
You or a household member have a medical condition and the treating physician recommends social distancing.	Notify your supervisor Address your specific needs with supervisor to discuss leave options.	Request sick leave Request vacation leave Request un-paid leave
You do not want to come back to work because you are afraid that you may catch COVID-19 through the workplace.	Notify your supervisor Address your specific needs with supervisor to discuss leave options.	Request sick leave Request vacation leave Request un-paid leave
You have been exposed to COVID-19 in the course and scope of your employment duties, and feel you may have contracted the disease.	Notify your supervisor as soon as possible. Contact Door County Health Department or your health provider to report your exposure. Follow the stay at home direction of Health Department or health care provider.	Request FFCRA (80 hours) Request sick leave Request vacation leave Request un-paid leave

City Of Sturgeon Bay

ATTACHMENT 1

EMPLOYEE IN CLOSE CONTACT WITH INDIVIDUAL WITH KNOWN COVID-19

PROCESS MAP



Families First Compliance Policy

Effective April 1, 2020 to December 31, 2020

Introduction

The federal government has passed the "Families First Coronavirus Response Act" to assist employees during the current public health emergency. As a covered employer, we provide the temporary benefits required by the Act as summarized in this policy. This policy will expire upon the conclusion of the Coronavirus public health emergency or on December 31, 2020, whichever is earlier. This policy is subject to change, including but not limited to change in response to any new or revised guidance issued by the Secretary of Labor, other federal agencies, or changes in applicable law.

Eligibility

All full-time and part-time employees, except emergency responders. Staff who have been employed fewer than 30 days are not eligible for the temporary expansion of FMLA (section C). If you are eligible for leave under sections A and B, the total amount of leave available is capped at 12 weeks (reduced by any FMLA leave previously taken). Emergency Responders are eligible for emergency paid sick leave as described in paragraph "B" below.

Definitions:

Emergency Responder: Emergency responders include the following -

- All Police Department sworn officers
- All firefighters
- Employees who fall under the direction of the Municipal Services Director (except as excluded below)
- Employees who fall under the direction of the Community Development Director (except as excluded below)
- Employees of the Clerk's Office (except as excluded below)
- Finance Department Employees (except as excluded below)

Emergency responders do not include administrative support staff serving Police, Fire, Community Development, and Municipal Services; the Deputy Clerk/Treasurer; Receptionist/Accounts Payable Clerk; and all engineering technicians.

A. Emergency Paid Sick Leave Benefit—Non Emergency Responders

1. Full-time employees will receive up to two weeks (80 hours) of paid sick leave benefits to be used for Coronavirus-related absences. Part-time employees will receive a pro-rated paid sick leave benefit based on the number of hours you work on average over a two-week period. The full benefit for which you are eligible is available for immediate use.

2. You are not required to exhaust other forms of paid leave before using this new Coronavirus paid leave. The Coronavirus paid leave is in addition to any paid leave you already have.
3. This benefit is available to you if you cannot work (in person or remotely) for any of the following reasons:
 - a. You are subject to a federal, state, or local Coronavirus quarantine or isolation order;
 - b. You are advised by a health care provider to self-quarantine for Coronavirus concerns;
 - c. You are experiencing symptoms of Coronavirus and seeking a medical diagnosis;
 - d. You are caring for an individual who is under a Coronavirus quarantine or isolation order or has been advised by a health care provider to self-quarantine;
 - e. You are caring for a child whose school or child care provider has been closed or is unavailable because of Coronavirus;
 - f. You are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.
4. The City may require you to provide a certification for the need for leave, including from a health care provider confirming the applicable circumstance under section 3 above.
5. We will pay you the following amounts:
 - a. If you require leave for reasons 3(a), (b), or (c) above, we will pay you your regular rate of pay, up to \$511 per day and \$5,110 in the aggregate.
 - b. If you require leave for reasons under 3(d), (e), or (f) above, you will receive two-thirds of your regular rate of pay, up to \$200 per day and \$2,000 in the aggregate.
 - c. If you do not have a set schedule of hours, paid sick leave is based on the average number of hours you were scheduled per day over the six-month period prior to use of the leave.
6. If an employee is not teleworking, then leave for reasons 3(a), (b), (c), (d), and (f) above must be taken in full-day increments until the earlier of: (i) the full amount of paid sick leave has been exhausted; or (ii) an employee no longer has a qualifying reason for taking paid sick leave. If an employee is teleworking, an employee may only take intermittent leave for reasons 3(a), (b), (c), (d), and (f) above with the City's agreement.

7. Similarly, an employee may only take leave identified in 3(e) intermittently with the City's agreement.
8. Your ability to use paid sick leave for purposes specified in the law will end upon termination of the qualifying event.
9. Paid leave provided under this law does not carry over year to year and unused leave is not paid out.

B. Emergency Paid Sick Leave Benefit--Emergency Responders

The City of Sturgeon Bay is extending the following Emergency Responder Paid Sick Leave benefit, which will apply to individuals who have been exempted from coverage under the Families First Coronavirus Response Act as an emergency responder. This benefit may be used when an employee is unable to work for one of the following reasons:

1. Employee is subject to a Federal, State, or local quarantine or isolation order related to Coronavirus
2. Employee has been advised by a health care provider to self-quarantine due to concerns related to Coronavirus.
3. Employee is experiencing Coronavirus symptoms and is seeking a medical diagnosis.

The Emergency Responder Paid Sick Leave provides 80 hours of limited paid sick leave benefit for full time emergency responders. Eligible employees will receive 100% of regular hourly rate, with a \$511 per day (\$5,110) aggregate cap.

C. Temporary Expansion of Family & Medical Leave

Federal Family and Medical Leave is temporarily expanded to include a qualifying need related to the Coronavirus public health emergency, as declared by federal, state, or local authorities. The conditions of this expansion are outlined below.

1. You are eligible for the leave if you have worked at least 30 calendar days.
2. A "qualifying need" is limited to circumstances where you cannot work (in person or remotely) because of your need to care for a child under age 18 due to a Coronavirus-related public health emergency school or child care closing/unavailability.
3. Pay for the temporary FMLA leave will be as follows:
 - a. The first 10 days of the leave are unpaid. You may elect to use the Emergency Paid Sick Leave Benefit (section A above) or any accrued paid leave during this time if available.
 - b. After the first 10 days, we will pay you two-thirds of your regular rate of pay, up to \$200 per day and \$10,000 aggregate.
4. Temporary FMLA leave may only be taken intermittently with the City's agreement.

5. The City may require you to provide a certification or documentation supporting the need for leave.
6. Generally, you will be reinstated to the same or equivalent position once your leave ends.
7. The total amount of FMLA leave available, including any temporary FMLA leave, remains at twelve (12) weeks per twelve (12) months period. Thus, the amount of temporary FMLA leave available to any employee will be reduced by any FMLA leave previously taken within that time period.

Conclusion

Please contact Stephanie Reinhardt, City Clerk if you have questions regarding this policy.