March 20, 2020

To All Department Heads:

Thank you for your hard work and patience as we prepare for and deal with the COVID-19 outbreak. My utmost concern is for the health and safety of our employees and residents, and we have been working around the clock to implement measures to slow the spread of COVID-19, while continuing to provide essential city services.

The purpose of this letter is to provide you with updated guidance regarding attendance during the COVID-19 outbreak in response to questions raised by city employees. This guidance will be regularly reviewed and is subject to change, depending on the length and nature of the COVID-19 situation. It is also subject to change based on federal and state legislation and orders and updated health guidance. In particular, portions of the guidance will be updated to reflect the emergency family and sick leave benefits under the Families First Coronavirus Act, which Congress enacted just this week.

- Through the Mayor’s Office and department heads, the City has identified core functions that must continue during the COVID-19 outbreak. Employees performing core functions that must be done at their workplace will be contacted by their supervisors and must report to work so that essential city services can be maintained. Appropriate social distancing practices must be observed at all times, and the City will continue its aggressive cleaning of city facilities.

- Employees who need not come to the workplace to perform core functions but can perform their jobs remotely must work remotely. The City is working to provide technology to all employees who can perform their jobs remotely.

- Employees who are not performing core functions at their workplace and who cannot perform their jobs remotely will be contacted by their supervisor regarding possible alternate work assignments. For now, employees who are not coming to their workplace and cannot work remotely will continue to be regularly paid.

- Employees are instructed not to report to the workplace if they have COVID-19 symptoms (fever, cough, shortness of breath); have a current diagnosis of COVID-19; are quarantined (including self-imposed quarantine) at the instruction of a health care provider or government official; are caring for another person who has COVID-19 or is quarantined (including self-imposed quarantine) at the instruction of a health care provider or government official; or they had close contact over a prolonged period without personal protective equipment with a person with a confirmed diagnosis of COVID-19 up to 48 hours prior to that person exhibiting symptoms of COVID-19. Employees may use sick time for absences due to any of these circumstances.
Employees who exhibit symptoms of COVID-19 will be sent home and instructed to seek medical attention.

- Employees who have confirmed or suspected COVID-diagnoses (i.e., employees with symptoms) may only return to work under either of the following circumstances:
  - **Test based strategy.** Employees may return to work when they have:
    - Resolution of fever without the use of fever-reducing medications; and
    - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
    - Negative results from two COVID-19 tests based on specimens collected at least 24 hours apart.
  - **Non-test based strategy.** Employees may return from work when:
    - At least 3 days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
    - At least 7 days have passed since symptoms first appeared.

- Employees who do not come to work because of potential exposure to COVID-19 but do not develop symptoms may return to work after seven days or a negative COVID-19 test.

- If an employee needs time off work to look after an immediate family member who needs care due to any COVID-19 related closure or breakdown in care arrangement, the employee is allowed to use sick time first, then vacation time or other appropriate leave. Notwithstanding the previous sentence, employees who are directed to report the workplace to perform core functions must continue to do so unless they are otherwise eligible for sick time or other leave.

- When reporting an absence, employees shall comply with Departmental notice procedures for notifying the employee’s Department Head of the absence and shall enter the time being used through the Employee Self Service (ESS) system.

Thank you for your service to the City and for your efforts as we address the COVID-19 outbreak.

Sincerely,

Jon Mitchell
Mayor