



To: Department Heads

From: Dylan Mulfinger, City Administrator

Subject: COVID-19 (Coronavirus) Employee First Plan

Date: 3/27/20

The City of Oelwein must adapt to the COVID-19 epidemic and ensure that employees are safe. The city now has guidelines for employees to ensure they know what to do when they see a positive test for themselves or their family.

- At the first sign of symptoms, employees must stay home and notify their supervisor
 - Symptoms include:
 - Fever
 - Cough
 - Shortness of breath
- When a family member experiences symptoms, the employee must stay home and then notify their supervisor
 - In either of these situations the employee is on administrative leave that comes with full pay for 80 hours
 - The city has determined that employees can only be successful if they city is supporting them through this difficult time
- Once an employee has either come in contact with a person who has experienced symptoms of COVID-19 or has experienced symptoms themselves, they must do the following:
 - Stay home and notify their supervisor
 - People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions (CDC recommendations):
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
 - at least 7 days have passed since your symptoms first appeared
 - The county and state may have additional rules that must be followed for employees who test positive for COVID-19
- The city is allowing administrative leave up to 80 hours for the following directly related to COVID-19
 - Sick with COVID-19
 - A family member is sick with COVID-19
 - Loss of childcare services for dependent children



- In general, leave will only be granted during the hours a child would normally be in school or daycare and only to who are not able to adjust their hours or work from home, where alternative childcare is unavailable, AND whose children:
 - Are under the age of 18
 - Attend daycare or a K-12 school, or
 - Have special needs and would be unable to care for themselves while their parents are at work.
- The most important part of this process is that employees are in constant communication with their department head

Once an employee has exhausted their initial 80 hours of administrative leave pay the city will start the following:

- FMLA (Family and Medical Leave Act) will guide leave for the city as new rules and regulations have come out
 - New rules are in place for FMLA concerning the COVID-19 Pandemic
 - Employee Time
 - Eligible full-time employees are entitled to two weeks (80 hours) of fully paid time off to self-quarantine, seek a diagnosis or preventive care, or receive treatment for COVID-19. After this leave, employees would use leave in this order; sick, compensatory time, personal days, vacation. Regular FMLA may run concurrently with other forms of leave.
 - Employee Family Time
 - Eligible full-time employees are entitled to two weeks (80 hours) paid time off at two-thirds of their regular pay to care for a family member or to care for a child whose school has closed, or if their child care provider is unavailable due to COVID-19. After this leave, employees would use leave in this order; emergency sick, compensatory time, personal days, vacation. Regular FMLA may run concurrently with other forms of leave.
 - Employee Childcare
 - Eligible full-time employees and part-time employees are entitled to 12 weeks of job-protected leave to take care for their children in the event of a school closure or their childcare provider is unavailable due to COVID-19.
 - The 12 weeks of job-protected leave include two weeks of unpaid leave, followed by 10 weeks of paid leave. Eligible employees may elect or be required to overlap the initial two weeks of unpaid leave with two weeks of other paid leave they have available. Eligible employees will receive a benefit from their employers that will be no less than two-thirds of the employee's usual pay. After this leave, employees would use leave in this order; emergency sick, compensatory time, personal days, vacation. Regular FMLA may run concurrently with other forms of leave.

Examples



Employee Time

- The employee gets sick and takes their initial 80 hours of administrative leave to get over COVID-19 and no longer be infectious. Doctor orders more stay at home time, the employee goes on FMLA and is fully paid for two weeks. Should complications continue, the employees accrued time will start being used.

Employee Family Time

- The employee must leave to take care of a sick with COVID-19 family member. They would receive 80 hours of administrative leave. Should their presence be required after the initial 80 hours, they will go to FMLA employee family time. They may supplement accrued leave time to cover the remaining third of their pay during these 80 hours. Should longer time be needed the employee may use any emergency sick, comp time, then vacation. Once all accrued time is exhausted, the employee will be placed on FMLA.

Employee Childcare

- The employee loses childcare or must stay home for their school aged children. The employee could use their 80 hours of administrative leave, then go on FMLA Employee Childcare leave. They may supplement accrued leave time to cover the remain third of their pay during this leave. Should longer time be needed the employee may use any emergency sick, comp time, then vacation. Once all accrued time is exhausted, the employee will be placed on FMLA.