

**City of Carroll, Iowa**  
**Personnel Policy Changes due to the**  
**COVID-19 Pandemic**  
**July 24, 2020**

**Effective: July 24, 2020 and until further notice**

**NOTE: This Policy involves a rapidly evolving public health emergency. The City will continue to reassess this policy as the public health emergency and the law evolves. The City reserves the right to amend, reverse, or revise this policy at anytime. This replaces the Personnel Policy Changes due to the COVID-19 Pandemic dated June 15, 2020. Changes from the June 15, 2020 policy are highlighted in yellow.**

**GOALS:** To protect City employees and citizens. To establish a consistent approach to an infectious disease which is potentially impactful to the quality and timeliness of City services. To provide a way to disseminate information to City employees and answer questions or concerns.

This is a working document and will be further updated as information is released and legislation is passed by the federal and state government. The City will strive to follow all guidelines put in place by the Centers for Disease Control (CDC), Iowa Department of Public Health (IDPH), and the Carroll County Department of Public Health.

**COVID-19:** Covid-19, or coronavirus, is a respiratory illness for which no vaccine exists and people do not possess immunities from previous exposure/infection. This new ("novel") coronavirus was discovered in Wuhan, China in December 2019. The incubation period for COVID-19 is estimated to be approximately 14 days. COVID-19 is spread through infected aerated respiratory droplets from a host coming into contact with a recipient's mouth, nose, or eye membranes via talking, coughing or sneezing. Transmission may be human-to-human, object-to-human, fecal matter-to-human. There is possible, but low threat of animal-to-human and food-to-human exposure as well. Because of the possibility of person-to-person transmission, it is important that you stay a minimum of six (6) feet away from persons with whom you are interacting and refrain from handshakes and other forms of human touching. Common areas such as computers, mice, public countertops, chairs, tables, doors, knobs, light switches, restroom sinks and toilet handles, manual soap and sanitizer dispensers should be regularly wiped down with disinfectant. Employees using these items should wash their hands or use sanitizer with at least 60% alcohol following the contact.

**ACTION:** Essential service employees required to remain working full-time or to the extent needed to complete the essential functions they are tasked with. Employees that have essential functions include: on site are as follows: emergency service personnel, all water personnel, all sanitary sewer personnel, cemetery, full-time property maintenance personnel, custodians, City Clerk staff, all department heads, and the City Manager. Some of these employees may be allowed to work from home with advance approval from their supervisors. In some instances, these employees may be required to work overtime or otherwise adjust their

regular schedules to assist during this crisis. They will be compensated pursuant to collective bargaining agreements, Memorandums of Understandings, and/or City policy.

For all other employees, the City may modify their work schedules as follows: (1) work from home entirely; (2) work partially from home and work partially at their worksite; (3) work staggered shifts either on a full-time or part-time basis; or (4) adjust or otherwise reduce their hours. Department Heads will communicate with employees directly about what the expectation is regarding their work reporting and attendance during this time.

For any full-time employee scheduled to work less than forty (40) hours per week, the employee shall be compensated for all hours worked under forty (40) at their regular rate of pay. This leave will not be considered Emergency Expanded FMLA unless it otherwise falls under the criteria for that leave.

During this time, if you are reporting to work or working from home, you may be asked to perform tasks that are not normal for your job description or you may be asked to train someone else to handle responsibilities that normally rest solely on you. This is just temporary during this time of necessity. Please be adaptable and understanding.

**EMERGENCY PAID  
SICK LEAVE ACT:**

Pursuant to federal legislation passed March 18, 2020, the City will provide two weeks of paid time off starting as of March 16, 2020 for employees who meet the following criteria:

1. A federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to (1) a federal, state, or local quarantine or isolation order related to COVID-19; or (2) advice by a healthcare provider to self-quarantine due to concerns related to COVID-19.
  - The City is expanding criteria #4 to include a household member that is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
5. The employee is caring for a son or daughter of the employee if the school or place of care of the son or daughter has closed or the child care provider of such son or daughter is unavailable due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Department of Labor.

Employees meeting one of these criteria shall report their desire to take this leave to their Supervisor and City Clerk. Following the Act, employees taking a leave for items 1-4 shall receive 100% of their rate of pay up to a cap of \$511 per day or \$5,110 total and employees taking a leave for items 5-6 shall receive 2/3 of their rate of pay up to a cap of \$200 per day or \$2,000 total. At this time employees shall not be required to provide an FMLA certification for this leave, but shall be required to provide proof of the need for such leave, which may include through a quarantine or isolation order, a note from their healthcare provider, or proof that their child's school/childcare has closed. Employees may be required to provide a healthcare provider certification at a later date.

Employees shall not be required to take any other kind of leave before utilizing this leave. This leave shall not carry over from one year to the next.

Employees shall be entitled to this leave in the following amounts:

- For full-time employees, 80 hours. This time was added and is shown on the March 26, 2020 paystub as EPSL for all full-time employees.
- For part-time employees, the two-week average number of hours worked over the past 6 months.
- There are caps on the amount of money an employee taking this leave may be compensated. The City of Carroll will follow the caps as outlined in the Act.

The City will allow employees who are requesting this leave for school or childcare closures or unavailability to use the leave on an intermittent basis. For example, for an employee requesting this leave for school or childcare closure or unavailability who is able to work part-time due to other individuals being able to care for the child(ren), that employee shall be able to use their hours intermittently for any leave experienced until the hours they are entitled to are exhausted. However, the employee shall work with the City to schedule the intermittent leave so as to minimize the impact on the City's business operations as much as practicable.

Employees seeking to use this leave for any other reason other than school or childcare closure or unavailability are not permitted to use this leave on an intermittent basis.

#### EMERGENCY EXPANDED FMLA

On March 18, 2020, the federal government temporarily expanded the FMLA to include a new qualifying reason for FMLA leave related to the public health emergency. *A qualifying need related to a public health emergency means that the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.*

In addition to the City's FMLA policy already in place, the following guidelines apply to this new qualifying reason:

- The only eligibility requirement for employees to be eligible for this leave is that the employee has worked for thirty calendar days prior taking the leave.
- For leave taken under the public health emergency leave, the first ten days for which the employee takes leave are unpaid.
- After the first ten days of leave, the employee shall be paid for remaining leave as follows:
  - Not less than two-thirds of the employee's regular rate of pay (as determined by Section 7(e) of the FLSA).
  - For employees whose schedules vary from week to week, the employee will be paid two-thirds of their regular rate of pay for those hours that the employee would have worked if the leave was not necessary. If the hours the employee would have normally worked are not apparent, the hours the employee should be compensated for will be calculated as follows:
    - A number equal to the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.
    - If the employee did not work over the 6-month period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.
- Employees eligible for FMLA under the public health emergency qualification must run all available paid leave, including Emergency Paid Sick Leave, pursuant to the legal and policy requirements of the leave concurrent to this Expanded FMLA leave.
- Under no circumstances will an employee be compensated more than \$200/day or \$10,000 in the aggregate for this leave.

Provisions in the temporarily expanded FMLA permits employers to exempt Emergency Responders from the expanded FMLA. At this time the City is exempting emergency responders (patrol officers, sergeants, captain, and chief in the police department and all staff in the Fire Department) from the expanded 12-week child care leave. The City is committed to working with our Emergency Responders with flexible scheduling and other accommodations to insure children are cared for during this time. Please discuss your situation with and work with your supervisor if you are impacted by your child's school or daycare closing.

## PERSONAL ILLNESS

### REPORTING:

#### Do Not Enter a City facility if:

- Like any illness, if you are experiencing any of the following flu-like/respiratory symptoms,
  - Fever – over 100.3 degrees Fahrenheit
  - Coughing
  - Sneezing
  - Shortness of Breath
  - New loss of taste or smell
  - Any other flu-like symptom. Uncommon symptoms of COVID-19 include diarrhea, nausea, and fatigue.

#### You may return to work when the following have occurred:

- Like any illness, once the symptoms have improved
  - A medical provider has not recommended you to have a COVID-19 test. If a medical advisor recommends you have a COVID-19 test and you decline to be tested you are presumed to be positive and may not return to work until you meet the timelines outlined for those individuals that are positive for COVID-19.
- You or a member of your household have been diagnosed with COVID-19 and/or tested positive for COVID-19. If an employee is tested for COVID-19 and they receive a negative test result they may return to work once symptoms have improved.

#### IF YOU HAVE TESTED POSITIVE FOR COVID-19 YOU MAY NOT RETURN TO WORK UNTIL THE LATER OF THE FOLLOWING:

- A) For symptomatic employees: (1) at least ten (10) days since symptoms first appeared; (2) at least seventy-two (72) hours with no fever without fever-reducing medication; and (3) all symptoms (e.g., cough, shortness of breath) have improved or are resolved.
- B) For asymptomatic employees, ten (10) days from the from the date of your COVID-19 test.

The above are the City's minimum amount of time that an employee shall remain off work following a positive COVID-19 test. Even if a Medical or Public Health officials provide a shorter period to be quarantined, these minimum standards shall continue to be followed.

- A member of your household is experiencing any of the above noted flu-like/respiratory symptoms and they are advised to have a COVID-19 test. You may return to work if the COVID-19 test returns negative and you remain symptom free.
- You or a member of your household have been contacted by Public Health via contract tracing and advised to have a COVID-19 test. You may

return to work if the COVID-19 test returns negative and you remain symptom free.

Employees experiencing any of the above situation are required to contact their supervisors. Supervisors are required to report the situation to their Department Head who will in return report it to the City Manager.

#### EXPOSURE TO COVID-19:

Before reporting to work discuss with your supervisor if:

- You have been around someone who has been diagnosed with COVID-19 or around a person who has tested positive for COVID-19. This includes spending time within six (6) feet of someone who has been diagnosed with COVID-19 or tested positive for COVID-19.

Employees may be allowed to return to work when they have been around someone who has been diagnosed with COVID-19 or tested positive for COVID-19. The City reserves the right to require the employee to quarantine for a period of time depending on the level of exposure. Employees that are permitted to return to work will be required to complete the following steps after known exposure:

- The employee will be required to wear a face mask at all times while at work for 14 calendar days after known exposure. This is a higher standard than the normal face mask policy discussed below. Generally, a facemask in this instance should be worn at all times while in City facilities and shared vehicles. A face mask is not required to be worn while working outdoors by themselves or when working alone in an office with the door closed.

#### FACE MASKS:

All employees are required to wear a mask while at work. While there are a few exceptions to this, when in doubt a mask should be worn.

The following outline when a mask does not need to be worn:

- When an employee is alone at their work station that is at least 6 feet from the nearest person. Employees shall wear a mask when they are working with the public (even when there is a physical glass/plastic barrier between the employee and member of the public) or when other staff come into their work areas. Employees shall wear masks when they are in common areas of the building (i.e. hallway, restroom, breakroom, workroom, etc.)
- A face mask is not required to be worn while working outdoors during times it is reasonably expected that the employee will not be directly interacting with members of the public and 6 feet of social distancing will be maintained. For example, an employee mowing, tending to plants in the downtown area, and who are lifeguarding while at their stations do not need masks. Employees that are conducting traffic stops should wear a mask when they approach an individual. Additionally, masks should be

worn when employees are traveling in the same vehicle. When in doubt, use a mask.

The City will make reasonable reimbursements to employees for the purchase of up to 5 cloth face masks.

**TRAVEL:**

All travel for City business outside of Carroll County is suspended until further notice. This includes all conferences and other training. If travel for City business outside Carroll County is critical you must receive approval of your supervisor and the City Manager before traveling outside of Carroll County on City business.

Employees are strongly encouraged to avoid unnecessary travel and to remain close to home. The Iowa Department of Public Health considers any individual that travels outside of the State of Iowa to be exposed to COVID-19. Additionally, before traveling in Iowa employees are encouraged to visit <https://idph.iowa.gov> and understand where COVID-19 outbreaks are occurring and if your planned trip will take you to an area experiencing a high number of cases.

Additionally, when making plans to travel domestically right now, please consider that the CDC does not generally issue advisories or restrictions for travel within the United States. However, cases of coronavirus disease (COVID-19) have been reported in many states, and some areas are experiencing community spread of the disease. Crowded travel settings, like airports, may increase chances of getting COVID-19, if there are other travelers with coronavirus infection.

**MEETINGS:**

No group meetings shall be held in-person for the duration of this policy without prior approval from the City Manager. All meetings shall be held electronically or over the phone. Any approved in-person meetings shall only include internal staff unless the City Manager has approved the presence of others prior to the meeting.

Public Safety employees are permitted to meet with their co-workers for regular updates and other Department-related matters throughout this public health emergency, however they should practice good hygiene and social distancing to the extent possible.

**STAFF UPDATES:**

The City Manager or his designee shall update all staff on developments via e-mail throughout this time period. Please regularly check your City e-mail while working for these updates during this time. If you are not working and unable to access your City e-mail, you will be notified via telephone of any necessary updates.