

# MEMORANDUM

City of Springfield

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**To:** City of Springfield Employees

**From:** Mary Bridget Smith, City Manager Pro Tem

**Date:** March 13, 2020 (Revised April 1, 2020)

**Subject:** Mitigation Measures on Coronavirus Response

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On March 11, 2020, Governor Kate Brown issued guidance, with the goal of slowing transmission of the coronavirus in Oregon. On March 17, 2020 she ordered schools to remain closed through April 28, 2020 and on March 23, 2020 she issued a Stay at Home Order closing certain retail businesses, requiring social distancing measures and imposing requirements for outdoor areas and licensed childcare facilities. The Federal Government also enacted legislation providing emergency, temporary paid leave for employees impacted by coronavirus.

The purpose of this memorandum is to outline the City's efforts with regard to the Governor's Orders, the federal legislation and to support City employees in light of the recent school closures and their personal health concerns. Further, this memorandum replaces the earlier memorandum issued on March 13, 2020 and revised on March 18, 2020.

**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.**

These mitigation measures go into effect immediately and will remain in effect until April 28, 2020. Extension of this timeline including any mitigation efforts will be reviewed or modified at the discretion of the City.

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. Paid Sick Leave for COVID-19.
    - 2.1.1. *Quarantine or Isolation* - to comply with a federal, Oregon or local quarantine or isolation order related to COVID-19. This does not include situations where a city or county orders its residents to “shelter in place”.
    - 2.1.2. *Self-Quarantine* - to self-quarantine if the employee has been advised to do so by a local healthcare provider.
    - 2.1.3. *Diagnosis or Treatment* - to obtain a medical diagnosis or treatment if the employee is experiencing symptoms of COVID-19.
    - 2.1.4. *Care for a Quarantined Individual* - to care for an individual required to be quarantined or advised to be quarantined.
    - 2.1.5. *Child Care* - to care for an employee’s son or daughter if the son or daughter’s school or child care provider has been closed or is unavailable due to COVID-19-related issues.
    - 2.1.6. *Substantially Similar Care* - to care for a substantially similar condition, as determined by the Secretary of Health and Human Services.

Employees who meet any of the six categories above shall receive up to 80 hours (or the equivalent of two (2) weeks of regularly scheduled hours) of COVID-19 Paid Sick Leave. These hours are not for intermittent use and must be used within a two week period. The number of hours of COVID-19 Paid Sick Leave available to part-time employees depends on the number of hours the employee is scheduled to work during a two-week period, and may be calculated using the average number of hours worked in the six months leading up to the leave’s start. As an example, if a part-time employee works, on average, 20 hours per week, the employee would be entitled to 40 hours of COVID-19 Paid Sick Leave. See Administrative Regulation titled “Paid Sick Leave for COVID-19” for more details.

- 2.2. Protected Leave for School Closures. Eligible employees under the Emergency Family Medical Leave Act (FFMLEA) are eligible for up to 10 weeks of paid leave if the employee is unable to work (or telework) due to a need to care for a son or daughter if the school or place to care has been closed due to a public health emergency. See upcoming Administrative Regulation titled “Protected Leave for School Closure” for more details.
- 2.3. 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.
- 2.4. 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.
- 2.5. 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 Sick Leave Utilization. The City will not require medical documentation for sick leave used in excess of three consecutive work days, except as required under 2.3.
- 3.2. 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.

- 3.3. 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).
- 3.4. 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 if 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](#)