



LEBANON

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CITY OF LEBANON, MISSOURI • INCORPORATED 1877

Date: March 18, 2020

To: All Team Members

From: Mike Schumacher, City Administrator
Kathy Milliken, Human Resource Director

Subject: **COVID-19 Emergency Paid Leave Policy**

As you know we value our team members. Without you, our city would not deliver the quality services our customers deserve and expect. As part of taking care of you, your family, and the community we want to provide an appropriate response to support our team members as we address this unprecedented time in our community.

We want to make sure employees are not placed in a negative position for doing the right thing. For clarity, the right thing is to stay home if you do not feel well. We encourage our team members to remember your decisions not only impact you, but those around you. As we now know our elderly and those with underlying health issues are most susceptible to this virus. Our expectation is our team members will be mindful of our shared goal of protecting this segment of the population.

What We Are Asking of All Team Members

- Team members who become ill at work (i.e., cough, shortness of breath) should notify their supervisor so they can be separated from other team members and be sent home immediately.
- Team members who have symptoms of illness should stay home and not come to work until they are free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines. Team members should notify their supervisor and stay home if they are sick.
- All supervisors are required to immediately report to Human Resources any team members exhibiting symptoms of illness or a report of a suspected and/or confirmed diagnosis of COVID-19.
- Team members who have a confirmed case of COVID-19 must contact their supervisor by phone or email. You will not be allowed to report to work for at least 14 days.
- If you have a confirmed case of COVID-19, the city will inform fellow team members of their possible exposure to COVID-19 in the workplace and follow policies and procedures that are intended/designed to maintain confidentiality.
- Any team members exposed to someone with a confirmed case of COVID-19 will be asked to quarantine for at least 14 days after the last potential exposure.
- Team members who reside with someone who has been diagnosed with COVID-19 should notify their supervisor and not report to work. The City of Lebanon recommends that you self-observe your symptoms until 14 days after your last potential exposure.
- If you suspect that you or someone who resides with you has COVID-19, please seek immediate medical treatment and do not report to work. If you are showing any symptoms of COVID-19, you shall not report to work until either (1) a healthcare provider examines you and confirms that you do not have COVID-19, or (2) a health care provider diagnoses you with COVID-19 and then clears you to return to work.

- If you have contracted COVID-19, and you believe you became infected with the disease while working, notify your supervisor immediately.
- Team members who traveled to an area included in the Level 3 CDC Travel Health Notices will be required to work from home or may be placed on an appropriate leave of absence i.e., vacation time, banked sick leave, comp time (generally, 14 days).
- Team members who traveled to other high-risk travel locations, may also be required to work from home or may be placed on an appropriate leave of absence. Those who knowingly travel to high risk areas may be required to take appropriate leave i.e., vacation time, banked sick leave, comp time (generally, 14 days). upon their return home, unless they are eligible to work from home. This does not apply if the situation changes during their travel.
- In the event schools and/or daycares close we are asking you take the appropriate steps to find alternative support for your child(ren). Team members unable to find alternative support, will be evaluated on a case-by-case basis. Contact Human Resources to discuss options.

COVID-19 Emergency Paid Sick Leave

For the health and safety of all team members, it is essential that you do not report to work if you suspect you have COVID-19 or any other illness. Team members who stay home for a COVID-19-related reason or other serious illness will be permitted to work from home if feasible. Team members who are unable to work from home will be provided with an appropriate leave of absence and paid as follows:

- Team members who are required to quarantine or placed on home restrictions by a government agency or by a treating physician will receive up to two weeks of Emergency Paid Leave, and absences during the time off will not adversely affect employees.
- Team members who have a confirmed case of COVID-19 will receive up to two weeks of Emergency Paid Leave, and absences during this time will not be held against the employee. If team members are not able to return to work after that time, any accrued leave may be used to compensate team members for their additional time off.
- Team members who are experiencing fever (100.4°F or higher), cough, shortness of breath, or other symptoms indicative of COVID-19 or a serious illness should stay home until they are free from symptoms for at least 24 hours (without the use of fever-reducing medicines or cough suppressants) and must be cleared to return to work by their treating health care provider. Team members who are off work due to COVID-19 symptoms will receive up to two weeks of Emergency Paid Leave.

A request for a COVID-19 Emergency Paid Leave must be supported by medical documentation from a treating health care provider or a documented quarantine recommendation (e.g., proof of travel to a Level 3 CDC destination or other high-risk area, quarantine recommendation from a government agency or health care provider), or other documentation demonstrating one of the above-listed eligibility criteria. This documentation should be submitted to Human Resources for processing, review, and approval of paid leave.

If you have a confirmed case of COVID-19, you must provide an authorization from your health care provider to return to work. Human Resources will keep all co-worker health information confidential. If a health care provider confirms you do not have COVID-19, and you have recovered from your illness, please return to work as you would normally from a common illness like a cold or flu.

If you contract COVID-19 and suffer from any complications that impact you upon your return to work, please discuss with your supervisor whether there are any reasonable accommodations that can be made to assist you while you recover.

We have an extraordinary responsibility to lead during this uncertainty. We are all responsible for the safety of our team members and community, and your proactive steps are needed to help prevent the spread of COVID-19. We will continue to closely monitor the situation and provide updates as needed.