



**CORONAVIRUS (COVID-19) TEMPORARY/EMERGENCY POLICY
Effective March 18, 2020**

1. INTENT AND DECLARATION OF POLICY

This policy is being implemented in response to the recent outbreak of the novel coronavirus disease (COVID-19), which is a dangerous respiratory illness that can spread from person to person. This constitutes a public health emergency. This policy is established pursuant to the powers granted by Wisconsin Statutes sections 62.09(8)(a), 252.03, 252.25, 323.11, and 323.14(4), and Racine Ordinance section 34-1. This policy constitutes an emergency proclamation pursuant to Wisconsin Statutes sections 62.09(8)(a), 323.11, and 323.14(4), and Racine Ordinance section 34-1 and shall remain in effect unless and until terminated by action of the Mayor of the City of Racine or the Common Council of the City of Racine.

The intent of this policy is to establish guidelines and procedures to address any contagious or infectious outbreak, to ensure the continuous operation of the City government, and to ensure the safety of City employees. The safety of our workforce and community is our highest priority. The City is committed to providing employees a safe and healthy work environment. Together we share a responsibility to help prevent the spread of illnesses in our community. Employees have an obligation to implement the recommendations made by the Centers for Disease Control and Wisconsin Department of Health Services to help keep the spread of the virus to a minimum.

The City of Racine employee handbook and all collective bargaining agreements remain in effect. To the extent this policy conflicts with such handbook and agreements, this policy shall be controlling during the extant public health emergency. Nothing in this policy shall be considered precedent-setting, and the entirety of this policy is subject to change as the COVID-19 situation evolves. This policy may be updated or terminated as changing circumstances warrant.

Managers and supervisors are expected to adhere to the guidance provided in this policy in responding to employee concerns and questions. Department leadership has a responsibility to ensure compliance with all applicable provisions of these guidelines including those that require greater flexibility in determining schedules, work assignments, locations, scheduling and use of paid time off, and other related employment matters.

2. CITY OPERATIONS

For the good of the residents of the City of Racine, to the extent possible, all activities conducted by the City of Racine government must remain in operation. Irrespective of changing

events, essential services including, but not limited to, those conducted by the City of Racine Police Department and the City of Racine Fire Department, and essential services performed by the Public Health Department, Department of Public Works, City Clerk's Office, Management Information Systems Department, and the Water and Wastewater Utilities, shall continue.

In an effort to mitigate the spread of COVID-19 in our community, department heads are asked to exercise judgement to protect employees and their families from unnecessary person-to-person contact. Departments that are able to have employees work remotely should encourage them to do so. Additional measures to prevent the spread of the disease include conducting business by telephone or email instead of in-person meetings and canceling or rescheduling trainings, testing, and other group events.

3. COLLECTIVE BARGAINING AGREEMENTS/MANAGEMENT RIGHTS

The City of Racine's collective bargaining agreements with each of the public safety employee collective bargaining units broadly recognize the City's management rights to take whatever action is necessary to carry out the functions of the City and each of the City's departments in situations of emergency. The COVID-19 crisis is an emergency as contemplated by such collective bargaining agreements. Effective immediately, all provisions of each of the City of Racine's collective bargaining agreements anticipated by and related to the City's power to act in an emergency are activated to the fullest extent possible.

4. EMPLOYEES WITH COVID-19 SYMPTOMS, EXPOSURE, OR CONFIRMED CASES

- Employees who have cold or flu-like symptoms similar to COVID-19 will be required to stay home during the entire period of illness and not return to work until they are free of any symptoms for at least 24 hours without the use of fever-reducing or other symptom-altering medicines. See the Centers for Disease Control website (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) for a list of symptoms. Such employees shall be required to use any accrued leave available to them even if they are excluded from work by their supervisor. As a way to decrease the strain on healthcare systems, return to work certificates will not be required for absences solely related to employees who have cold or flu-like symptoms similar to COVID-19.
- If an employee is identified by a medical provider or a public health authority as having potential exposure to a confirmed case of COVID-19, as defined by the Centers for Disease Control's most recent criteria, the employee will be quarantined and will be required to stay at home for 14 days and monitor for symptoms. If symptoms develop or the employee tests positive for COVID-19, the employee will remain in isolation until a determination is made by the public health authority, in coordination with the Centers for Disease Control, that the individual is no longer infectious.
 - Employees who test positive for COVID-19 or have had close contact with someone who has tested positive for COVID-19 must notify their supervisor and the Human Resources Department of the reason for their absence as soon as practicable.

- Supervisors and the Human Resources Department are required to maintain the confidentiality of the names of any such employees or other individuals known to have tested positive for COVID-19.
- A positive test for COVID-19 will be treated as a Family Medical Leave Act qualifying event.

5. WORK ACCOMMODATIONS/LEAVE POLICY

- For employees eligible under state or federal Family Medical Leave Act (FMLA) who need to be absent from work for an FMLA qualifying event, the employee must submit the necessary FMLA paperwork to the Human Resources Department.
- Under this emergency policy, the City shall have the right to make temporary changes on a day-to-day basis in the assignment of personnel within and between all City departments or divisions. Employees, upon proper notification when possible, shall immediately report to the reassigned temporary position and thereafter perform the work shift of that division for the duration of the reassignment.
- Except for employees in the City of Racine Police Department, Fire Department, Public Health Department, Department of Public Works, City Clerk's Office, Management Information Systems, and Racine Water and Wastewater Utilities:
 - Employees with young children not in school or day care, and for whom an employee does not have adequate and necessary child care available, will be permitted to use sick time or any accrued leave available to them to care for their children.
 - Employees may request to use paid sick leave or other paid time off to care for family members who are ill. Normal procedures shall be followed.
 - Administrative Managers shall relax sick leave control protocols. The use of sick time or other paid time off taken in accordance with this policy will not be counted towards any sick leave abuse policy. However, employees who falsify the reason for taking sick time or other paid time off under this policy will be subject to discipline, up to and including termination.
 - Administrative Managers are encouraged to permit flexible scheduling for employees as possible, considering departmental operational needs, employees' family-care responsibilities, and the need to maintain social distance, in order that such employees do not have to use accrued leave. Supervisors must take care to apply all policies in a non-discriminatory manner.
 - Administrative Managers may permit employees to work remotely from home in order that such employees do not have to use accrued leave under the following circumstances:

- Employees must be capable of meaningfully performing their duties remotely from home.
- Employees must be able to carry out assigned duties and other work obligations, including total weekly hours worked, remotely from home.
- Employees who are permitted to work remotely from home shall be available to their supervisors and co-workers during the employee's regularly-scheduled work hours and check in with their supervisors regularly throughout the day.
- Employees must be available to attend scheduled meetings and participate in other required office activities as needed.
- Employees working remotely from home can be called back to their work location at any time.
- Supervisors shall have contact information for all of their employees who are working remotely.
- Hourly employees permitted to work remotely are required to track and record all time worked from home.
- If a department head temporarily permits employees to work from home, given the current health emergency and in an effort to limit person-to-person contact, the department head should, for each employee permitted to work remotely, advise the employee what work they will be expected to perform, and document that communication, both as it is initially given, and as it may change or be modified over time. Department heads shall also advise the employee, and document the fact, that employees working remotely are not expected to be able to perform all of the position's essential functions remotely. For this reason, employees should have no expectation that working from home is a viable option from a reasonable accommodation standpoint in the future during non-emergency conditions.

6. TRAVEL RESTRICTIONS

In order to maintain the operational capacity to provide essential City services to residents during this COVID-19 crisis, it is critical that all employees remain accessible and available to report to work in a timely manner. As such, travel to locations outside of our region, specifically destinations that prohibit a return within 24 hours, is discouraged. This is especially true for employees in the City of Racine Police Department, Fire Department, Public Health Department, Department of Public Works, City Clerk's Office, Management Information Systems, and Racine Water and Wastewater Utilities.

- Business Travel – The City of Racine is restricting all business-related travel for all employees until further notice, other than travel to and from work.
 - If employees have a business trip scheduled prior to April 30, 2020, any reservations should be canceled and a refund should be sought.
 - Employees on business travel prior to the start of this restriction who are required to be quarantined upon their return will be paid for the time of such quarantine.

- Personal Travel – All employees are discouraged from engaging in any non-essential personal travel. Any employee who engages in any personal travel must disclose the location and duration of such travel to their supervisor prior to returning to work.
 - All requested or previously-approved vacation leave is discouraged and is subject to review. Administrative Managers may cancel or modify any scheduled vacation. All vacation time that is cancelled by an Administrative Manager will be exempted from all use-or-lose provisions of the City of Racine employee handbook and any collective bargaining agreement, except that any vacation time that is cancelled by an Administrative Manager must be used no later than June 30, 2021.
 - All persons returning from a Level 3 or Level 2 health-notice country, as defined by the Centers for Disease Control, will be required to self-quarantine for 14 days after their return and be COVID-19 symptom-free before being permitted to return to work.
 - All employees returning from traveling domestically or internationally to a region experiencing community spread of COVID-19 as determined by the Centers for Disease Control, may be required by the City to stay home to self-monitor and avoid contact with others for up to 14 days after travel, and must be COVID-19 symptom-free before being permitted to return to work.
 - Immediately upon return from any personal travel, employees must contact the City of Racine Public Health Administrator, or her designee, to determine if there is a need for the employee to self-quarantine.
 - Employees who are self-quarantined or required to self-monitor upon return from personal travel shall be required to use sick leave or any other any accrued leave available to them during such period.

7. WORKPLACE PREPAREDNESS

- Departments must consider how to best decrease the spread of and lower the impact of COVID-19 in their workplace. This may include preparing for possible increased numbers of employees absent due to their own illness or that of family members, dismissals of early childhood programs, and extended schools closings.
- Departments should develop plans that contemplate minimum staffing levels, document communication protocols and ways to share important information regarding services and operations. Other considerations related to departmental operations include:
 - Determine if the departments should continue to accept walk-ins or develop by-appointment-only service delivery.
 - When staff is visiting residences or commercial properties, schedule visits in advance, and screen for exposure potential using Centers for Disease Control guidelines.
 - Avoid or cancel in-person group meetings and trainings.
 - Identify priority operations and who staffs them.
 - Identify personnel who are able/unable to telecommute.

- Coordinate with Management Information Systems to ensure appropriate security for remote work, including the security of computers, tablets, and cell phones.
- Consider building up inventory for essential goods and services.
- Communicate with vendors and suppliers as necessary.
- Develop communication protocols for employees working remotely and those who are ill.
- Plan for extended absences and replacement workers as necessary.
- Determine if reduced or staggered schedules are an option consistent with social distancing strategies.
- Consider using Skype and phone interviews instead of in person interviews.

Dated at Racine, Wisconsin, this 18th day of March, 2020.


Cory Mason
Mayor


Dottie-Kay Bowersox
Public Health Administrator