



CITY OF GLENDORA TEMPORARY MEASURES RELATED TO COVID-19

A new virus first identified in Wuhan, China in late 2019 has been spreading across the globe and is now in the United States. The new coronavirus, COVID-19, is not a flu but a pneumonia-like infection. The virus symptoms manifest as a mild to severe respiratory illness with fever, cough and difficulty breathing. The Centers for Disease Control and Prevention (CDC) believes at this time that symptoms may appear in as few as two days, or as long as 14 days, after exposure. The disease can spread from person to person through small droplets from the nose or mouth, which are spread when a person with COVID-19 coughs or exhales. The CDC recommends staying at least 6 feet away from a person who is sick or possibly infected with the virus. It may also be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In response to the COVID-19 outbreak and guidance from federal, state and county governments, including local and state public health departments and the CDC, the City of Glendora will put in place temporary measures to aid in reducing the spread of COVID-19. On March 17, 2020 the City of Glendora declared a State of Emergency (“Emergency”).

The health and wellbeing of our employees is of paramount importance to our City leaders. Every employee deserves a safe and supportive workplace. Due to the rapidly evolving nature of the virus, we will continue to provide updates to all employees as the situation evolves.

Most of these guidelines apply to **non-essential employees**; for essential employees, please contact Human Resources or the City Manager for guidance. This is an emergency situation and none of these guidelines should be construed as a permanent change to policy. This policy is in effect for the duration of the Emergency.

Healthcare Provider Certifications

Ordinarily, an employer may request that a medical certification or other adequate proof of illness and/or clearance of communicable disease be provided by employees, however, so that we do not contribute to an already overwhelmed healthcare system, the City will take a more lenient stance on requests for and increased leave usage at this time, as well as only requesting medical proof of illness or clearance under very limited circumstances and in consultation with Human Resources.

Each of our healthcare providers offers a “telemedicine” or “nurse help line” service, and absent serious or severe symptoms, employees are encouraged to use this service as a first option before making an in person visit to their doctor or urgent care. Board-certified physicians and nurses staff this service and will help employees decide if they need to be seen in person. Additionally, many service providers can also issue electronic medical notes if needed. **See Appendix A – Telemedicine, Nurse Helpline and Triage Screening Contacts.**



Symptomatic Employees

An employee appearing to have acute respiratory illness or flu-like symptoms (e.g., fever, cough, shortness of breath) upon arrival to work or who becomes sick during the day or who is diagnosed with COVID-19 will be sent home.

Employees who are sent home may return when they no longer show symptoms (typically lasts 14 days) or upon certification of a healthcare provider that they may return to work. The City may require a certification from a healthcare provider before allowing the employee to return to work. Depending on the employee's position and job functions, the employee may be allowed to work remotely (if available.)

Supervisors may make limited inquiries regarding the employee's recent travel and/or potential exposure to COVID-19 for the purpose of determining work status. Before sending employees home, please contact Human Resources for guidance whenever possible.

Close Contacts/Exposure with COVID-19

Any employee who has a household member diagnosed with COVID-19 or has been exposed to a confirmed case of COVID-19 will be required to remain at home and away from work for no less than 14 days, or until cleared by a healthcare professional. The City may require a certification from a healthcare provider before allowing the employee to return to work.

All employees who work in close proximity with an infected or isolated employee will be sent home for a 14-day quarantine period to ensure the infection does not spread. Depending on the employee's position and job functions, the employee may be allowed to work remotely (if available.) Before sending employees home, please contact Human Resources whenever possible.

Employees Returning from International Travel

Any employee who has recently traveled to an area that the CDC has deemed as high risk or has otherwise been exposed to COVID-19 during travel, will be required to remain at home and away from work for no less than a 14-day quarantine period to prevent the spread of the virus, unless a healthcare professional advises the agency that the employee may return earlier.

If the employee has returned to work after traveling to a high-risk area or being exposed while traveling and has not self-quarantined, the employee will be sent home. Before sending employees home, please contact Human Resources whenever possible. Depending on the employee's position and job functions, the employee may be allowed to work remotely (if available.)

Leave Provisions

Refer to the chart in this section to determine pay status for the various types of leave that may be requested. Note that the **pay status should be offered and recorded in the order indicated below** (i.e. second option should only be utilized if the first option is not available or feasible, and so on.).



Pay Status Chart

Status	Work Status	Pay Status
Diagnosed with COVID-19	Off Work due to confirmed illness	1. Work Remotely 2. Employee's Leave 3. City Paid Leave
Exhibiting Symptoms - Directed to Go Home	Off Work, Employer Sent Home	1. Work Remotely 2. City Paid Leave
Exposure to Confirmed Case	Off Work, Employer Sent Home	1. Work Remotely 2. City Paid Leave
Travel - Affected Areas* - City Business	Off Work, Employer Sent Home	1. Work Remotely 2. City Paid Leave
Travel - Affected Areas*- Personal (if area was designated* prior to travel)	Off Work, Self-Quarantine or Employer Sent Home – Employee <u>knowingly</u> traveled to Affected Area	1. Work Remotely 2. Employee's Leave
Travel - Affected Areas* - Personal (if designated* during or after travel)	Off Work, Self-Quarantine or Employer Sent Home	1. Work Remotely 2. City Paid Leave
Travel - Non-Affected Areas	N/A	N/A
Vulnerable Populations (not sick) *	Off Work if requested by employee	1. Work Remotely 2. Employee's Leave 3. City Paid Leave
Concerned Populations - Occupational-Related or Anxiousness	Off Work if requested by employee	1. Work Remotely 2. Employee's Leave
School Closure (COVID-19 related)	Off Work if requested by employee	1. Work Remotely 2. Employee's Leave
Care for an ill family member	Off Work if requested by employee	1. Work Remotely 2. Employee's Leave
Refusal to report to work due to fear of infection, not included in vulnerable populations	Off Work if requested by employee	1. Employee's Vacation, Holiday or Comp Time

* as determined by the [Centers for Disease Control website](#)



Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA)

FMLA/CFRA are applicable for personal illness and/or family illness. Time off for “serious health conditions” may be pre-designated by the City.

Closures

During the Emergency, facilities, programs and City services may be closed, cancelled or postponed as necessary. So long as the City remains open, even if not to the public, employees impacted by such closures, cancellations or postponements will be repurposed to perform other necessary duties.

Additionally, the City may allow eligible employees the option of working remotely during this Emergency.

See Appendix B – Temporary Policy on Remote Work



APPENDIX A

Telemedicine, Nurse Helplines and Triage Screening Lines

Provider	Telemedicine and/or Triage Screening Line
Anthem Bluecross Traditional HMO	NurseLine at 1-800-700-9185, 24 hours a day, 7 days a week
Anthem Bluecross Select	NurseLine at 1-800-700-9185, 24 hours a day, 7 days a week
Anthem HMO Traditional	NurseLine at 1-800-700-9185, 24 hours a day, 7 days a week
Blue Shield	NurseHelp and LifeReferrals 1-877-304-0504, 24 hours a day, 7 days a week
Blue Shield Trio	NurseHelp and LifeReferrals 1-877-304-0504, 24 hours a day, 7 days a week
Healthnet Salud y Mas	1-800-TELADOC (800-835-2362) or www.teladoc.com/hn
Healthnet SmartCare	1-800-TELADOC (800-835-2362) or www.teladoc.com/hn
Kaiser	1-800-777-7904 and you can also make appointments on the Kaiser App and online at www.kp.org/register
PERS Choice	Nurse Line 1-800-700-9185, 24 hours a day, 7 days a week. To find out if you're eligible to access care through the Telemedicine Program call: 1-866-855-2271
PERS Select	Nurse Line 1-800-700-9185, 24 hours a day, 7 days a week. To find out if you're eligible to access care through the Telemedicine Program call: 1-866-855-2271
PORAC	NurseLine - you will find the phone number listed on your PORAC healthplan ID card
United Healthcare	NurseLine at 1-866-747-4325, 24 hours a day, 7 days a week



APPENDIX B

Temporary Policy on Remote Work

Purpose

With the recommendation of their Department Director and approval of the City Manager, the City will temporarily allow eligible employees to work remotely. All employees granted permission to work remotely must return to the office upon termination of the Emergency unless otherwise notified.

Definition

The Remote Work option allows an eligible employee to work in a designated area outside of the usual City office location, including from the employee's home, and supports public health guidance regarding social distancing and provides for continuation of City services in the event City locations/services need to be closed or suspended.

Remote work is a privilege, not a right, and within the discretion of the Department Head and City Manager. The City or the employee may end remote working at any time. Remote Work does not change job responsibilities, obligations, or terms and conditions of employment. Employees working remotely must comply with all City rules, policies, practices and instructions.

Department managers/supervisors will be responsible for identifying appropriate work to be performed remotely and will be responsible for the day-to-day performance of employees working remotely.

Eligibility

Not every City position will be eligible to work remotely. For this temporary Remote Work Policy, general guidelines for allowing remote work include, but are not limited to:

1. Work that can be performed away from the workplace without the need for regular public contact or frequent interaction at work with supervisors, colleagues or customers.
2. The employee's immediate presence at the regular worksite to address City business or public safety are not regularly required.
3. Work is not essential to the management of on-site workflow.

Work Hours

Employees working remotely must perform work only during their designated schedules and must receive prior authorization to work overtime. If an employee who is working remotely is required to take care of personal business that would ordinarily require use of paid leave, the employee shall notify the supervisor of the need for time off and record the appropriate leave on their timesheet, in accordance with the applicable Memorandum of Understanding (MOU), Personnel Rules or Department Policy.

Worksite and Equipment

An employee should designate a work area suitable for performing City business which allows them to perform their duties safely, efficiently and confidentially (as required by the duties.) The City is not



responsible for damage to an employee's personal equipment or property while the employee is working remotely. Employees who use their personal equipment for remote work are responsible for the installation, repair and maintenance of their personal equipment.

The City is not required to provide employees with materials or supplies needed to establish an alternate work site (e.g., desk, chair, computer, software, cell phone, copier, etc.) and assumes no responsibility for set-up or operating costs at an alternate worksite (e.g., telephone or internet services, etc.). The City may, but is not required, to provide equipment, software or supplies. The City may prohibit employees from use of their personal equipment while working remotely. All City rules regarding the use of computers and the internet apply while an employee is working remotely.

Security of Confidential Information

All files, papers, records, documents, or other materials created while working remotely are City property. Employees and their supervisors shall ensure safeguards are in place to protect confidential information. Employees may not disclose confidential or private files, records, materials or information while working remotely and may not allow access to City networks, drives or systems to anyone who is not authorized.

The California Public Records Act applies to employees working remotely. Public records include any writing containing information related to the conduct of the public's business prepared, owned, used, or retained by the City regardless of physical form or characteristic. If the City receives a Public Records Act request, an employee working remotely must permit inspection and examination of any public record or public information in the employee's possession. This is required regardless of where the public record is located.