



CITY OF FORT DODGE

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Infectious Disease Action Plan, COVID-19 Pandemic & FFCRA Leave Extension to 3/31/2021

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

The City of Fort Dodge will strive to follow all guidelines put in place by the Centers for Disease Control (CDC), Iowa Department of Public Health (IDPH), and the Webster County Department of Public Health. Should the U.S. Government take action to extend or amend the FFCRA, City policy will be amended to the extent necessary to ensure compliance with that action.

Families First Coronavirus Response Act (FFCRA) Leave

1) 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. There are seven different coronaviruses known to infect humans, including four very common, more mild viruses that cause illness similar to the common cold. Three of the seven coronaviruses are rare and can cause severe illness, including the 2019 novel coronavirus (COVID-19). The incubation period for COVID-19 is estimated to be approximately 14 days, with symptoms varying greatly. COVID-19 is primarily spread person-to-person 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. COVID-19 can also be spread by people who are not showing symptoms. Spread is more likely when people are in close contact with one another (within about 6 feet). Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected. It’s also possible 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. Because of the possibility of person-to-person transmission, it is important that you stay a minimum of six (6) feet away, about two (2) arms’ lengths, from persons with whom you are interacting and refrain from handshakes and other forms of human touching. If employees are in direct contact with the public (a.k.a. public facing), without a barrier such as a window or plexiglass sneeze guard, a face mask or cloth face covering must be worn. Face masks or cloth face coverings are also required if working within six (6) feet of another person. Specific rules may be established by department heads based on operations to reduce the spread of germs. 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. Employees are expected to use caution throughout the course of their personal daily activities as well as work duties to reduce the risk of contracting and transmitting contagious diseases, such as COVID-19.

2) Emergency Paid Sick Leave

- a. Pursuant to federal legislation, Families First Coronavirus Response Act (FFCRA), passed March 18, 2020, the City of Fort Dodge will provide time off for employees who meet the following criteria:
 - i. A federal, state, or local quarantine or isolation order related to COVID-19.

- ii. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
 - iii. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - iv. 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.
 - v. The employee is caring for a son or daughter (under age eighteen (18)) of the employee if the school or place of care of the son or daughter has closed or the childcare provider of such son or daughter is unavailable due to COVID-19 precautions.
 - vi. 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.
- b. Employees meeting one of these criteria shall report their desire to take this leave to their Supervisor and the Human Resources Director. 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 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.

Beginning April 1, 2020, employees shall be entitled to paid leave in the following amounts:

- For full-time employees, 80 hours.
- For part-time employees, a number of hours equal to the number of hours that such employee works on average, over a two-week period.
- There are caps on the amount of money an employee taking this leave may be compensated. The City will enforce these legally required caps.

This 80 hours of paid leave for full-time employees, or two-week equivalent of pay for part-time employees, is a separate source of paid leave required by the FFCRA. During this two-weeks, employees' personally accrued leave banks will not be depleted, and employees will be paid in accordance with the legally required amounts and caps. For employees absent for reasons (1), (2) or (3) above, they shall receive 100% of their pay with a daily cap of \$511 per day or an aggregate of \$5,110 over the two-week period. For employees absent for reasons (4), (5) or (6) above, they shall receive two-thirds (2/3) of their regular pay with a daily cap of \$200 per day or an aggregate of \$2,000 over the two-week period.

If employees exhaust this two weeks of FFCRA pay and cannot return to work and their absence is related to reasons (1), (2), (3), (4), and (6), the employee shall be paid through the use of any of their accrued leave banks. If all accrued time off has been exhausted, the City may allow an employee to go into the negative up to a maximum of 80 sick leave hours. If an employee separates from employment with a negative sick leave balance, not including the 2 weeks of FFCRA emergency sick leave described above, the value of those hours must be reimbursed to the City.

If an employee has been employed for at least thirty (30) calendar days, they have exhausted the two weeks of FFCRA leave due to reason (5) above, and they still cannot return to work, the employee is entitled to additional leave as described below in the EMERGENCY EXPANDED FMLA section below. This additional leave does not apply to "emergency responder" employees including police, fire-fighters, paramedics, and EMTs. Emergency responders are essential to the fight against COVID-19 and therefore need to be at work for the good of the community. Critical/essential employees listed under City policy 2-8, Residency Requirements, are also exempt from the Emergency Expanded FMLA leave. All the regular provisions of FMLA, per the City of Fort Dodge FMLA policy 7-4.J. of the Employee Handbook, still apply to all employees.

3) **Emergency Expanded FMLA**

- a. 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

- b. 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. The total amount of leave for FMLA qualifying events in a twelve (12) month period remains at twelve (12) weeks. For additional FMLA guidelines, please refer to the City's FMLA policy, 7-4.J.
- c. The City of Fort Dodge will allow employees who are not recognized as emergency responders who are requesting leave for reason (5), 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 to minimize the impact on the City's business operations as much as practicable.
- d. Employees seeking to use this leave for any reason other than school or childcare closure or unavailability are not permitted to use this leave on an intermittent basis.
- e. In addition to the City's FMLA policy already in place, the following guidelines apply to this new qualifying reason:
 - i. The only eligibility requirement for employees to be eligible for this leave is that the employee has been employed for thirty (30) calendar days prior taking the leave.
 - ii. The employee shall be paid for this leave as follows:
 - 1. Employees will be paid two-thirds (2/3) of the employee's regular rate of pay (as determined by Section 7(e) of the FLSA).
 - 2. 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. 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.
 - b. 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.
 - 3. Under no circumstances will an employee be compensated more than \$200/day or \$10,000 in the aggregate for this leave.

4) **Illness Reporting and Returning to Work**

- a. All employees are expected to self-monitor for symptoms and take their temperature prior to coming to work and entering a City building. Employees who are healthy but show symptoms of a cough and/or sneeze ***without a fever*** are expected to report to work, however the employee is required to wear a face mask or cloth face covering, self-monitor and check their temperature twice a day to make sure they have no fever. The employee must also adhere to proper social distancing practices, staying at least six (6) feet away from others, at all times. If the employee develops a fever and/or other flu-like/respiratory symptom(s), including but not limited to those on the list below, they will be required to go home.
- b. In an effort to minimize person-to-person contact, employees must call their supervisor to report any illness. For the purpose of this policy, an illness is defined as an abnormal medical state which includes,

but is not limited to, any flu-like/respiratory symptoms (see the list below for examples of symptoms). ***If you've been diagnosed with COVID-19 by a medical professional, inform Human Resources or your department head immediately. Human Resources will work with the employee and department head to determine which coworkers, if any, may have been exposed to COVID-19. Employees will be notified that they may have had an exposure. Employee information will be kept confidential and will not be disclosed to others.***

c. **DO NOT ENTER A CITY OF FORT DODGE FACILITY IF:**

- i. You are experiencing any of the following flu-like/respiratory symptoms:
 - Fever of 100 degrees or more Fahrenheit
 - Chills
 - Sore throat
 - Chronic Coughing and/or Sneezing
 - Shortness of Breath
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Nausea or vomiting
 - Diarrhea
 - Any other flu-like symptom.
- ii. A medical professional suspects you may have COVID-19 or other contagious illness, based on your symptoms, and has ordered you to be tested.
 1. If you refuse to be tested, you must use your sick leave and not return until ten (10) days have passed since the onset of symptoms, you're fever free for at least twenty-four (24) hours, without medication and other symptoms have improved.
 2. If you are tested and the test result is negative AND you have NOT had close contact (a direct exposure) with a person who tested positive for COVID-19, you can return to work IF you're fever free for at least twenty-four (24) hours, without medication and other symptoms have improved.
 3. If you are tested and the test result is negative BUT you HAVE had close contact (a direct exposure) with a person who tested positive for COVID-19, you must self-quarantine for fourteen (14) days after your last exposure to the confirmed positive case. Follow the return to work criteria below.
- iii. You have tested positive for and have been diagnosed with COVID-19 or other contagious illness. The timeframe for self-isolation if asymptomatic (no symptoms) is ten (10) days from the test date. If symptomatic you must follow the guidelines for returning to work below and self-isolate for ten (10) days from when symptoms first began.
 1. If a family member or other person living with an employee starts experiencing symptoms of COVID-19 and a medical professional suspects COVID-19 and orders the that individual to be tested, then the employee shall stay home and self-isolate until one of the following occurs:
 - a. If the test result is negative, the employee returns to work but must wear a face mask or cloth face covering at all times at work and self-monitor for ten (10) days from the known date of exposure.
 - b. If the test result is positive for COVID-19, the employee must self-isolate for fourteen (14) days from exposure.
 2. If public health or another medical professional determines you have had a direct high-risk exposure through the contact tracing process you must self-isolate for fourteen (14) days from the last known date of exposure.
 - a. ***Rules specific to Emergency Responders are listed below under the Emergency Responders section.***

d. **IF YOU HAVE BEEN OUT FOR ILLNESS, YOU MAY NOT RETURN TO WORK UNTIL ALL OF THE FOLLOWING HAVE BEEN MET:**

- i. At least ten (10) days have passed since symptoms first appeared, AND
- ii. Fever free for at least twenty-four (24) hours without the use of any fever-reducing or symptom-altering medicines (e.g. cough suppressants or fever reducing medications), AND
- iii. Other symptoms have improved (e.g. cough or shortness of breath have improved).
- iv. Return-to-work note from physician may be requested.

7) COVID-19 Exposures Defined

To ensure continuity of operations of essential functions, CDC advises that workers may be permitted to continue working following an exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them self and the community.

a. For the purpose of this policy, there are three (3) types of exposures:

i. **Secondhand:** If an employee believes they may have been exposed to COVID-19 by someone who has had direct contact with a KNOWN positive COVID-19 case and that person is going to be or has been tested, the employee must report this to their supervisor. For example, an employee reports that their friend's sister tested positive for COVID-19 so the employee is fearful that their friend, who they've been in close contact with (less than 6 feet for at least 15 minutes), might have COVID-19 as well and spread the virus to them. The friend is going in to be tested and will tell the employee the results. The employee must report the results of their friend's test to their supervisor as soon as they are received so appropriate actions can be taken at work. Until that test result is known, the employee is expected to continue working but must abide by the **Precautionary Measures for an Exposure** listed below:

1. Wear a face mask or cloth face covering at all times while at work, and
2. Maintain proper social distancing (6 feet away from others), and
 - a. Depending upon the nature of the job, the supervisor may temporarily reassign the employee for fourteen (14) days from the last known contact with the person who was tested to minimize public contact.
3. Self-monitor for symptoms, and
4. Check temperature at least twice a day for fever. **OR**
5. Work from home, if possible, until the result is known and other actions are taken.

ii. **Indirect:** An indirect exposure is defined as someone who was in general proximity but over six (6) feet away from a KNOWN positive COVID-19 individual for more than fifteen (15) minutes or within 6 feet for a very short period of time. If an employee experiences an indirect exposure to COVID-19 the following rules shall apply.

1. Self-isolation is not required.
2. If the employee voluntarily goes in for testing but they have not been contacted by public health or directed by some other medical professional to be tested, that employee is expected to continue to work but must abide by the Precautionary Measures for an Exposure listed above until the test results are known and reported to a supervisor.
3. If the employee's test results are positive for COVID-19, but the employee remains asymptomatic, then the employee must self-isolate for ten (10) days from the test date.
4. If the employee's test result is positive and they are symptomatic they must be sent

home and follow the guidelines above under the Illness Reporting and Return to Work section above.

5. If the employee's test result is negative they are expected to continue to abide by the Precautionary Measures for an Exposure listed above for ten (10) days from the date of exposure.
- iii. **Direct:** A direct exposure is defined as someone who was within six (6) feet of a KNOWN positive COVID-19 individual for fifteen (15) minutes or more. The following rules apply to direct exposures:
1. If public health or another medical professional determines the employee needs to be tested for COVID-19, through contact tracing due to a direct high-risk exposure, that employee must self-isolate until the results are known and must report the results to their supervisor.
 2. After the results are received and reported to management, follow-up actions will be consistent with the abovementioned rules and the Illness Reporting and Return to Work section above.

CDC guidelines will be followed for all other exposure scenarios not described above.

8) **High Risk Employees**

- a. If you are someone who is at "higher risk" for becoming ill from the virus (pursuant to the CDC's guidance, see: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>), please feel free to communicate that to the Department Head. The information you provide will be kept strictly confidential in your medical file and will be used solely for the purposes of determining your potential need for a leave of absence or for modifications to your work schedule and/or work environment during the pandemic.
- b. The City of Fort Dodge will assess situations with high-risk employees on a case-by-case basis. In the event an employee is high risk and unable to report to work, the employee will either be allowed to work from home if practicable or be excused from reporting to work and receive two-thirds of their normal salary as described under the non-essential employees who are not required to work from home in this policy. If a doctor recommends the employee self-quarantine due to underlying health conditions, the employee will receive 100% of their normal salary for up to eighty (80) hours and then may use any applicable leave thereafter.

9) **Emergency Responders**

- a. Emergency responders are expected to report to work regardless of their circumstances **unless** they exhibit COVID-19 symptoms or meet other criteria listed above for Emergency Sick Leave. If they are experiencing COVID-19 symptoms, they must report them immediately to their Department Head and await further instructions.
- b. If there is a direct high-risk COVID-19 exposure, per CDC guidelines, emergency responders are expected to comply with the following.
 - i. A direct high-risk exposure means the employee was not wearing PPE and experienced **all** of the following:
 1. Prolonged direct contact of fifteen (15) minutes or more,
 2. within six (6) feet of an affected individual **and**
 3. the affected individual was not wearing a facemask or cloth face covering.
 - ii. If a direct high-risk exposure has occurred, then the employee must comply with the following for fourteen (14) days after exposure:
 1. Wear a facemask at all times while at work; and
 2. Monitor for symptoms, assessing temperature at the beginning and end of shift.

3. These employees are allowed to return to work as long as they do not show any symptoms.
4. If emergency responders become symptomatic at any point during their shift, they will be sent home immediately and directed to self-isolate until the conditions below are met.
 - a. Stay home, use sick leave and not return until all of the following have been met:
 - i. at least ten (10) days have passed since symptoms first appeared, *AND*
 - ii. they've been fever free for twenty-four (24) hours, without the use of any fever or symptom reducing medicine, *AND*
 - iii. other symptoms have improved.

10) Staff Updates

This policy involves a rapidly evolving public health emergency. The City of Fort Dodge will continue to reassess this policy as the public health emergency and the law evolves. As such, the City reserves the right to amend or revise this policy at any time to ensure the safety of employees.

The Department Head or his/her designee shall update all staff on new developments.

11) Policy

Although the federal FFCRA leave mandate expired on December 31, 2020, the leave authorized by this policy for City of Fort Dodge employees shall expire on March 31, 2021.