



## Memo: Coronavirus and Flu Prevention

Date: March 13, 2020

To: All employees, Boards, and Commissions

From: Debra Figueroa, City Manager

The world health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named “coronavirus disease 2019” (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address several business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of business operations during a pandemic. We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds. Use at least 60% alcohol-based hand sanitizer if soap and water are not available.
- Cover your coughs and sneezes with tissues, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Plan for ways to increase space between people to at least 3 feet.
- Clean frequently touched surfaces.

**Essential Employees:** Essential employees are being defined as those working in the following departments: Police, Fire, Public Works, Parks Superintendents, and all Department Heads. If essential employees, or any individuals with whom they live, are exhibiting any of the symptoms listed above, the City is requiring that they stay home. Essential employees will be paid to stay home if they are sick without using sick time for now. This will be revised as needed during the crisis.

This is an emergency and once the situation is contained, as determined by the City Manager, this benefit will no longer be available.

**Non-essential Employees:** For non-essential employees, if working from home is an option for a position, telecommuting is required. Work with the supervisor, HR, and IT to get a telecommuting workstation set up. *See the COGS Telecommuting Policy.*

If telecommuting is not a possibility and no other paid leave is available, the City will pay full time non-

essential employees for all scheduled and missed shifts. As facilities and programs will be closed and are cancelled as the result of this pandemic, the City will pay for those hours that are typically scheduled. Each employee must work with their supervisor or Department Head to determine what this looks like for their position. This policy will be revised as needed during the crisis.

Full time non-essential employees whose job duties may not typically include remote working contributions should ask about making remote contributions to their departments with prior approval from their supervisor and Department Head. If approved, employees should work with their supervisor and Department Heads to come up with a plan. All hours worked will be paid at the regular rate of pay and should not exceed the hours the employee would be scheduled to work per week without prior supervisor approval. Employees should work with their supervisor or department head to determine what this looks like for their position.

This is an emergency and once the situation is contained, as determined by the City Manager, this benefit will no longer be available.

**Part-time and Seasonal Non-essential Employees:** As closures and cancellations negatively impact the ability for part-time or seasonal employees to perform their regularly scheduled work hours, the City will compensate them for their work. This policy will be revised as needed during the crisis.

If working from home is an option for a position, employees should work with their supervisor, HR, and IT to get a telecommuting workstation set up. See *the COGS Telecommuting Policy*.

Part-time and Seasonal non-essential employees whose job duties may not typically include remote working contributions should ask about making remote contributions to their departments with prior approval from their supervisor and Department Head. If approved, employees should work with their supervisor and Department Heads to come up with a plan. All hours worked will be paid at the regular rate of pay and should not exceed the hours the employee would be scheduled to work per week without prior supervisor approval.

If telecommuting is not a possibility and no other paid leave is available, the City will pay part time and seasonal non-essential employees for all scheduled and missed shifts. This policy will be revised as needed during the crisis.

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**Environmental Cleaning:** For those of you who are essential and therefore at work, the City of Glenwood Springs has provided alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes have also been provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. For those of you responsible for public parks or reception areas or meetings, please utilize the wipes at the beginning and end of each shift to keep your area clean. Also use as needed if you feel someone who is sick or illustrates respiratory symptoms has entered your area.

**Meetings:** Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings as much as possible as long as there is a risk of contamination per the CDC, an outbreak is when a large number of people suddenly get sick). IT support services are available to employees who need assistance with this technology.

**Stay home if ill:** It is critical that employees do not report to work while they are experiencing

symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. If someone in your house is sick, you may stay home, and use paid sick leave.

**Sick and Medical Leave:** The City provides paid sick time and other benefits as set forth in the Handbook to compensate full-time employees who are unable to work due to illness. At this time employees are not required to utilize their sick time; however, there may come a time where employees are asked to do so. Employees who report to work ill may be sent home in accordance with these health guidelines. Full-time employees who have missed 3 or more consecutive days of work due to illness should consider contacting HR about their rights under the Family Medical Leave Act (FMLA).

**Notification:** To limit additional exposure, staff must notify their supervisor or HR immediately if they are infected with a communicable disease or if the risk may exist by being exposed to a household member infected with a communicable disease or by international travel to areas of risk.

We have adopted a Telecommuting policy. While not all positions are conducive to telework, those positions with primary job duties that can be effectively performed remotely should plan to work remotely until otherwise notified. Additional remote work will be considered on a case-by-case basis per the department's needs.

**Summary:** As a part of our core business values, we are committed to keeping our employees and customers safe. We need to be cautious, as fear can be misguided. The CDC recommends to "Stay Calm and Wash your hands". Please contact the Human Resources department with any questions or concerns.

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Sincerely,

*Debra Figueroa*

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City Manager