



## Pandemic Emergency Staffing Plan (COVID-19)

*This information is subject to change and changes will be communicated via City email.*

The Pandemic Emergency Staffing Plan is initiated and terminated by the City Manager or a designee. The guidance and principles in this plan are **valid only during the time the City Manager or a designee declares an active Pandemic Emergency Staffing Plan is effective**. When the City Manager or a designee decides to inactivate the Pandemic Emergency Staffing Plan, the Director of the Office of Emergency Management or the City Manager will notify City employees via their City issued email account.

### Pandemic Emergency Staff Plan Levels

Level	Definition
Green	Function is operating as normal, with some staffing impacts present. This is minimum normal number of personnel needed to maintain normal delivery of service.
Yellow	Staffing issues are likely to impact delivery of service. Normal function not sustainable for long term. Service degradation is likely without staffing support.
Orange	Function is impacted significantly and requires modified staffing to continue even minimal levels of service. The function may be suspended by City leadership should the need arise.
Red	Function cannot operate in any capacity with current staffing levels. Unless the function is a Critical service it will be closed by City leadership.

### City of Fort Collins Sick Policy During emergency of the SARS-CoV-2 virus and the disease it causes, named "coronavirus disease 2019" (COVID-19)

Employees who stay at home because they are sick or are caring for a sick eligible family member(s)<sup>1</sup> will be supported in these absences.

If you or an eligible family member become seriously ill with COVID-19, please notify your manager and contact the Human Resources Benefits Department at [hrbenefits@fcgov.com](mailto:hrbenefits@fcgov.com) or by phone at 970-416-4247 for assistance with applicable leaves.

Unless notified by the City, employees in good health, who do not believe they have been exposed, should continue to report to work. The City, along with other local, regional and national agencies will be closely monitoring the risks in our community and take appropriate action when necessary. If an employee believes the nature of their work will put their health at risk, the employee should contact their manager to discuss possible leave options.

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## LEVEL GREEN ACTIVITY

### Department Manager Preparation

- Identify critical staff members and staff members who can work remotely.
- Review the department Continuity of Operations Plan (COOP) to ensure it is up to date. The COOP has been emailed to every department head.
- Identify critical positions and begin cross training staff.
- Regularly check your City email for updates.
- Communicate to employees if they are ill with symptoms consistent with COVID-19 that they are to stay home.
- Encourage frequent handwashing, wiping of surfaces, and phone or video calls whenever possible.

### COVID-19 Symptoms

Employees should notify their manager and stay home if they have the following symptoms:

- Acute respiratory illness, cough or shortness of breath, persistent pain or pressure in the chest
- Signs of fever (basal body temperature 100.4° F [37.8° C] or higher) using a thermometer
- Employees should stay home until they are symptom-free for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

## LEVEL YELLOW ACTIVITY

### Managing ill and concerned employees

Anytime an employee reports to work displaying symptoms consistent with the COVID-19 virus, managers should consider the impact to co-workers and the community and the potential spread of illness.

### When to send an employee home

- Managers may send employees home that display COVID-19 symptoms and/or if the manager has reason to believe that the employee may have been exposed to the virus.
- Employees will be paid their normal, non-overtime wages for the day they are sent home.
- Employees have up to four days of paid administrative leave<sup>2</sup> for testing of COVID-19. Please refer to Classified, Unclassified and Hourly employee guidelines for pay<sup>3</sup>.
- It is understandable employees are concerned. In the event an employee does not want to work during the pandemic, the employee should work with the department manager to determine if there is sick leave which can be applied or if personal leave is possible.
- City operations may determine if leaves are possible.

### Employees returning to work

- Employees must be fever free (basal body temperature 100.3° F [37.8° C] or below) for 24 hours without fever reducing medications and not displaying acute respiratory illness to return to work.
- Employees who have tested positive for COVID-19 may return to work with a release from a medical professional indicating a negative result.

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### Employees who test negative for COVID-19

- Employees who have been tested and do not have COVID-19 but remain ill after four days, have the option to use applicable sick leave, if available, or unpaid time off.
- Employees who test negative but are advised by a medical professional to be quarantined due to exposure to COVID-19, may take paid administrative leave for up to 14 days and be paid their regular salary until cleared to return to work. Documentation from a medical professional confirming the diagnosis is required and must be provided to the department manager. Please refer to Classified, Unclassified and Hourly employee guidelines for pay.

### Employees who test positive for COVID-19

- If an employee tests positive for COVID-19, managers must inform fellow employees of their possible exposure to the virus in the workplace.
  - Confidentiality, as required by the Americans with Disabilities Act (ADA) or other applicable law, must be maintained for an employee who has tested positive.
  - A template for communication to send to employees when a co-worker has been exposed or has tested positive for COVID-19 is available from Human Resources.
  - Managers with employees exposed to a co-worker with confirmed COVID-19 should refer to [Center for Disease Control \(CDC\) guidance](#) for how to conduct a risk assessment of their potential exposure and review with Safety and Risk Management who can be reached at [safetyandriskmanagement@fcgov.com](mailto:safetyandriskmanagement@fcgov.com) or by phone at 970-221-6708.
- Employees advised to be isolated as a result of testing positive for COVID-19, may take paid administrative leave for up to 14 days and paid their regular salary until cleared to return to work. Documentation from a medical professional confirming the diagnosis is required and provided to the department manager. Please refer to Classified, Unclassified and Hourly employee guidelines for pay.
- If a COVID-related illness lasts more than 14 days, as with other longer-term illnesses, benefit eligible employees may qualify for short-term disability and be paid under that plan. Additionally, employees may also choose to use sick leave if available and vacation if sick leave is not available.
- After using up to four days for COVID-19 testing, non-benefit eligible employees may qualify for up to a total of 30 days of paid administrative leave.

### Employees with sick family members

- Employees who are well but who have a sick family member(s) at home with COVID-19 should notify their manager and refer to [CDC guidance for how to conduct a risk assessment of their potential exposure](#).
- Employees have up to four days of paid administrative leave for the testing of their immediate family member(s). If the family member(s) does not have COVID-19 but remains ill after four days, employees may use applicable sick leave or unpaid time off to care for their family member(s).
- If an employee needs to care for an immediate family member(s) that has tested positive for COVID-19, they will be allowed to take paid administrative leave.
  - If a COVID-related illness lasts more than 14 days, as with other longer-term illnesses, benefit eligible employees may qualify for short-term disability and be paid under that plan. Additionally, employees may also choose to use sick leave, if available, and vacation if sick leave is not available.
  - After using up to four days for COVID-19 testing, non-benefit eligible employees may qualify for up to a total of 30 days of paid administrative leave.

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### **Employees with sick family members (continued)**

- Documentation from a medical professional confirming the diagnosis is required and must be provided to the department manager. Please refer to Classified, Unclassified and Hourly employee guidelines for pay.

### **Options for employees with children in schools that have closed**

- In the event of short- or long-term school closures, employees are encouraged to look for alternative arrangements for childcare.
- Employees may work with their manager to arrange for a temporary schedule change if possible, to accommodate their responsibilities.
- An employee may discuss the possibility of working remotely with their manager.
- If the employee has sick leave, they may use that to care for children who cannot attend school because of a school closure related to the COVID-19.

### **Working Remotely**

- Those that have positions approved as remote eligible by department managers may be asked to continue working off site.
- The nature of some positions may mean some employees cannot work remotely.

### **LEVEL ORANGE ACTIVITY**

#### **Closing Sites**

In the event it is determined for the health of our community to close one or more City sites by the City Manager or a designee, staff will be sent home and/or asked to work in another department.

In the event on-site work is suspended, please refer to your Continuity of Operations Plan (COOP) for next steps. All changes to the normal operations of a work site (hours of operations, available staff, levels of service, etc.) must be approved by the City Manager. Department directors requesting a change to normal operations must review changes with their service area director. Once there is a plan agreement in place, the department director must prepare and send a memo to the City Manager's office detailing the following:

- 1) The changes that need to be made to the work site
- 2) The reasons for the change
- 3) The anticipated duration of the change
- 4) How the department plans to address any impact to employees and the public from such changes

## **Pandemic Emergency Staffing Plan (COVID-19)**

### **LEVEL RED ACTIVITY**

If the City Manager or a designee ceases City operation, employees will be notified via their City email account or by their department manager with next steps. It is imperative for all City employees to continue to check email or check in with their manager as we work through this situation. The health and safety of our employees and community is our highest priority.

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<sup>1</sup>*A family member for purposes of this policy means the employee's child, spouse, civil union partner, sibling, parent, grandparent or grandchild, including natural, step, in-law and foster relatives or anyone living within the household.*

<sup>2</sup>*Administrative leave as described in this document is only in effect during the time that the Pandemic Emergency Staffing Plan is activated. It cannot be accrued or carried over.*

*Administrative leave is paid for benefit eligible and non-benefit eligible employees for COVID-19 testing for themselves and/or an eligible family member for up to a total of four days. Benefit eligible employees are paid administrative leave at their regular salary up to an additional 14 days. After 14 days, benefit eligible employees may apply for short term disability and/or choose to use sick days, if available, and then vacation days if sick days are not available.*

*Non-benefit eligible employees are paid administrative leave for a total of up to 30 days at their regular salary. Please refer to Classified, Unclassified and Hourly employee guidelines for pay.*

<sup>3</sup>*Classified and Hourly employee guidelines for pay – Classified and Unclassified employee salary is calculated as pay for a regular day work, prorated to their FTE. Hourly employee salary is calculated as the average pay, not including overtime, for the last 30 days of work.*

## Pandemic Emergency Staffing Plan (COVID-19)

### Decision Flowchart

#### Employees or Family Member(s)\* with Flu-like Symptoms:

- Acute respiratory illness: cough & shortness of breath
- Fever: basal body temperature 100.4° F [37.8° C] or higher

Managers may send employees home who are displaying symptoms listed above, or if manager has reason to believe that the employee may have been exposed to COVID-19

- Stay home
- Contact doctor (not City Care) for testing
- **Employee eligible for 4 days paid Administrative Leave at regular salary during this time for testing of self or family member**

If employee or family member\* tests **negative** for COVID-19 (Coronavirus):

- Do not return to work until free of fever (basal body temperature 100.3° F [37.8° C] or below) using a 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 (e.g. cough suppressants).
- **Use available leave balance (sick, vacation, comp time) or unpaid time off.**
- Benefits eligible employees may follow STD (Short term disability) process for absences in excess of 14 days.

If employee or family member(s)\* tests **positive** for COVID-19 (Coronavirus):

- Follow doctor and CDC guidance regarding quarantine, isolation and return to work guidelines
- **Eligible for Paid Administrative Leave at regular salary for duration of quarantine or isolation up to 14 days**
- Benefit eligible employees should contact the Benefits Department and follow STD (Short Term Disability) and LTD (Long Term Disability) processes for absences in excess of 14 days.

\*A family member for purposes of this policy means the employee's child, spouse, civil union partner, sibling, parent, grandparent or grandchild, including natural, step, in-law and foster relatives or anyone living within the household.