

CITY OF GRAND JUNCTION

COVID-19 SUPERVISOR GUIDE

The health and safety of all employees is our number one priority. As we move forward through what is now a declared global pandemic, COVID-19, the following guidelines are being temporarily implemented, effective immediately, to minimize the spread of COVID-19 and impacts to employees.

Please keep in mind this is an evolving situation and this information will be updated accordingly.

1. When do I send an employee home?

Ask your employee the following questions. If he/she answers yes to one or more of the following questions, he or she needs to stay home.

- Do you have a fever (greater than 100.4 F [37.8 C] using an oral thermometer) or symptoms of respiratory illness such as cough, shortness of breath or difficulty breathing?
- Have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days?
- Have you recently traveled outside of the area and were in public locations such as retail shops, restaurants, bars, or ski lodges?

If the employee is showing symptoms of the virus or has objective concerns of being infected:

- Advise the employee to call him/her primary care physician* or use one of the following options:
 - Benefitted full-time and part-time employees
 - Telehealth: 1-855-647-6767 Group#HUB1002AT or <https://hubtelehealth.com/>
 - Employees with City insurance
 - Call the Sage Health & Wellness Center at (970) 628-0012. Hours of operations are: Mon: Closed. Tue/Thu 8:30am - 5:00pm. Wed: 7:00am - 3:30pm. Fri: 7am - 1pm.
- If an employee does not have a primary care physician, call the Mesa County hotline at (970) 683-2300. More information is available online at health.mesacounty.us.

***The CDC urges those who objectively believe they may have the Coronavirus to call ahead before visiting a doctor or emergency room.**

2. Can Employees Telework (Work From Home)?

- If the employee's position allows him/her to telework, you can authorize him/her to work from home after considering the nature of the employee's duties, the availability of any necessary equipment (personal computer, etc.), and computer and communication connectivity.
- Employees who are permitted to telework will be required to sign a telework agreement. The telework agreement will cover the period the employee is permitted to work from the approved alternate location (e.g., home).
- An employee may telework during regular work hours; however, if he or she is caring for a spouse (including civil union, common law, and domestic partnership), son, daughter, grandchild, sibling, parent, grandparent, or in-law, he/she must report the hours for care as away from work and take Emergency Pandemic Leave or PTO.
- If an employee does not want to come to work because he/she is fearful of contracting the virus, you can determine if teleworking is an option. If not, his/her only option will be to use their PTO, Comp time, or leave without pay.

3. What is Emergency Pandemic Leave?

- Emergency Pandemic Leave provides compensation for a maximum of 80 hours (or 112 hours for designated Fire personnel) for full-time benefitted employees.
- Regular part-time employees working 20 or 30 hours a week will be compensated for a maximum of 40 hours or 60 hours, respectively.
- Part-time seasonal employees will be compensated for a maximum of four (4) days. Hours paid will be based on regularly scheduled shifts.

4. What Paperwork Do I Need To Fill Out?

- Ask the employee to fill out the Emergency Pandemic Leave Request form located on the City Intranet or HR Portal. If the employee does not have access to a computer, you can fill out the form over the phone on their behalf and indicate received via phone. The form must be completed within 24 hours to properly code hours for payroll. The payroll code will be "EML".

5. How Will Employees Get Paid?

- If teleworking, the employee will be paid his/her hourly rate for hours worked.
- If it is not possible to telework with current job duties, assign projects/work that can be done at home. The employee will only be paid for actual hours worked.
- If unable to reassign work duties, either within or outside your department, the employee will be eligible for Emergency Pandemic Leave.
- If the employee has the virus or symptoms of the virus or needs to care for someone who has the virus or symptoms of the virus, the employee will be eligible for Emergency Pandemic Leave.

Please make sure you notify your immediate supervisor, Department Director, and HR regarding any employees who are reassigned, teleworking or on Emergency Pandemic Leave.

6. Can Employees Travel?

- All business and work-related travel has been restricted or cancelled until further notice.
- If an employee has traveled outside of the area and was in public locations such as retail shops, restaurants, bars, or ski lodges, he/she should be asked to self-quarantine at home for a minimum of 72 hours. The employee will be eligible for Emergency Pandemic Leave and, if feasible, teleworking.

7. What Do I Do If An Employee Shows Up To Work And I Believe He/She Is Sick But He/She Answered "No" To All The Above Questions?

- If the employee is showing objective signs of illness, you have the right to send them home.

8. School Has Been Canceled For An Employee's Son/Daughter/Dependent Who Is Under 13 Years Of Age Or Developmentally Delayed. What Are Their Options?

- Employee can telework if his/her position allows his/her to work from home. He/She will need to sign a telework agreement.
- If employee cannot telework and there are no other projects he/she can take home, he/she is eligible for Emergency Pandemic Leave.

9. When Can My Employee Return To Work?

- An employee may return to work when he/she has been isolated at home and away from others until seven (7) days has passed since symptoms first appeared, **AND** 72 hours after the fever has gone away, with improvement in respiratory symptoms. Symptoms are defined as free of a fever (100.4 F [37.8 C] or greater using an oral thermometer), cough, shortness of breath and any other flu-like symptoms, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- An employee does not need a doctor's note to return to work; however, he/she will be asked to self-certify he/she meet the above requirements.
- If an employee has traveled outside of the area, and was in public locations such as retail shops, restaurants, bars, or ski lodges, is able to return after being self-quarantined for 72 hours and are symptom free as listed above.

10. What If My Employee Is Out Of PTO?

- Contact Human Resources.

11. What Do I Do If My Employee Is Currently On PTO, Workers' Comp, FMLA And Is Ready To Come Back?

- Ask the employee the series of questions under number 1 and ensure he/she has been isolated at home away from others until seven (7) days have passed since symptoms first appeared **AND** 72 hours after the fever has gone away, with improvement in respiratory symptoms.

12. What Do I Do If My Employee Wants To Change PTO Hours To Telework Hours?

- Refer to questions under number 2 to see if teleworking is an option.

Additional Resources:

- <https://health.mesacounty.us/covid19/>
- TRIAD- EAP at (970) 242-9536 for mental health and wellness.
- If an employee needs any type of financial assistance, please contact Human Resources.
- Please reach out to your supervisor, Department Director, or Human Resources with any questions or clarification on specific situations.