

## COVID-19 LEAVE POLICY

Original Effective Date March 16, 2020

Revised and Re-Promulgated March 24, 2020

Revised and Re-Promulgated April 1, 2020

Revised and Re-Promulgated April 13, 2020

To minimize the spread of illness during the COVID-19 City of Columbia emergency declaration signed by the City Manager on March 16, 2020, the City has developed the following enhanced leave provisions for permanent employees. **This policy has been revised effective April 13, 2020.**

**1. City of Columbia COVID-19 Leave.** COVID-19 leave is authorized by the City Manager to use for absences related to COVID -19 during the declared emergency. With the pay period beginning March 22, 2020 each full-time permanent city employee on the annual 2080 hours per year schedule shall be granted 80 hours of COVID-19 leave. Fire emergency services employees on the annual 2912 hours per year schedule shall be granted 136 hours of COVID-19 leave. Part-time permanent employees shall receive a prorated amount of COVID-19 leave based on their FTE status. COVID-19 leave may be used for any absence described in categories 2-8. **COVID-19 LEAVE SHALL NOT BE USED TO CREATE OVERTIME.**

**2. Employees who are or may be sick.** Influenza and other respiratory infections including COVID-19 have similar if not identical signs and symptoms. Employees who feel sick or who develop a cough, fever and/or shortness of breath should take their temperature twice a day to accurately track their temperature. An employee who is sick shall **NOT** report to work. Supervisors may send home employees that report to work sick. "Sick" in this context means the employee has cold or flu symptoms including fever, cough and/or shortness of breath. **Employees who are Sick or have been sent home for work as provided herein shall not return to work until they complete the appropriate return to duty process included in the attached addendum dated April 13, 2020 Uniformed Personnel and Covered FTA Employees, Employees in Essential Positions Working Onsite, and Remote Work Employees.** The employee shall use their applicable leave accruals so that the employee can recover and does not cause others to become sick. If the employee does not have any applicable leave accruals, they may request sick leave advance.

**3. Employees with pending COVID-19 test results.** An employee who has been tested for COVID-19 shall not report to work while results are pending and cannot return to work until the employee has completed the appropriate return to duty process included in the attached addendum dated April 13, 2020 **Uniformed Personnel and Covered FTA Employees, Employees in Essential Positions Working Onsite, and Remote Work Employees.** In this circumstance, employees shall use their applicable leave accruals. If the employee does not have any applicable leave accruals, they may request sick leave advance. If the employee's duties can be performed from home and the employee feels able, follow the City's Remote Work

Policies to request authorization to work from home.

- 4. Employees who test positive for COVID-19.** An employee who tests positive for COVID-19 shall not report to work and cannot return to work until the employee has completed the appropriate return to duty process included in the attached addendum dated April 13, 2020 for return to work requirements for **Uniformed Personnel and Covered FTA Employees, Employees in Essential Positions Working Onsite, and Remote Work Employees.** In this circumstance, employees shall use their available leave accruals. If the employee does not have any available leave accruals, they may request sick leave advance.
- 5. Employees who test negative for COVID-19.** An employee who tests negative for COVID-19 cannot return to work until the employee has completed the appropriate return to duty process included in the attached addendum dated April 13, 2020 for return to work requirements for **Uniformed Personnel and Covered FTA Employees, Employees in Essential Positions Working Onsite, and Remote Work Employees.** In this circumstance, employees shall use their applicable leave accruals. If the employee does not have any applicable leave accruals, they may request sick leave advance.
- 6. Employees with an impacted immediate family member as defined in 19-130.** An employee may feel well, but may have an immediate family member who is sick. If an employee has a household member or they are caring for an immediate family member who is sick as defined in categories 3 – 5 above, the employee shall NOT report to work until the immediate family member has received a negative COVID-19 test result. In this circumstance, employees shall use their applicable leave accruals. If the employee does not have any applicable leave accruals, they may request sick leave advance. If the employee's duties can be performed from home and the employee is able, follow the City's Remote Work Policies to request authorization to work from home.
- 7. School, daycare, and similar closings due to COVID-19.** In the event of school, daycare, or adult care closings due to COVID-19, an employee may need to be home with their children or their adult child or parent for whom they need to provide care, even if no one is sick. In this circumstance, employees shall use all available leave accruals. If the employee does not have any applicable leave accruals, they may request sick leave advance. If the employee's duties can be performed from home and the employee is able, follow the City's Remote Work Policies to request authorization to work from home.
- 8. NEW PROVISION EFFECTIVE as of March 24, 2020: Stay at Home Order Compliance.** An employee who has been ordered to stay home in compliance with the City Manager and Director of Public Health and Human Services shall be entitled to use COVID Leave for any hours not worked during the pay period even if none of the criteria in the policy issued March 16, 2020 apply. If the employee's duties can be performed from home and the employee is able, follow the City's Remote Work Policies to request authorization to work from home. If work (including telework) is available and the employee chooses not to work or refuses to work, the employee is NOT eligible for COVID-19 leave and must use other applicable leave accruals in accordance with the City's regular leave policies
- 9. Sick Leave Advance.** Sick leave advance is leave made available to employees without accumulated leave accruals for use in the circumstances identified above. Employees shall repay the advance of sick leave through future accruals of sick leave, vacation leave, and other authorized leave as it is accrued.

**10. FMLA.** COVID-19 absences may be eligible for FMLA. Supervisors shall complete the online FMLA referral form for all absences related to COVID-19.

**11. Use of Leave for COVID-19 Category**

1. **Subject to exception 6,** City COVID-19 leave must be used first, before other types of leave granted by the City, when the reason for an employee's absence falls under categories 2- 8.
2. If COVID-19 leave is exhausted and the employee still needs to be absent for a reason described in 2-8, the employee can use any applicable accrual to cover the absence according to the City's regular leave policies.
3. If all applicable accruals according to the City's regular leave policies are exhausted and the employee still needs to be absent for a reason described in 2-8, the employee may use sick leave.
4. If an employee exhausts COVID-19 leave and all other applicable accruals, and still needs to be absent for an eligible reason described in 2-8, the employee can request declared emergency sick leave advance. A new form for declared emergency sick leave advance is available on <https://www.mycolumbiamo.com>.
5. Newly hired permanent employees may use applicable accruals as they are earned to cover if absent from work for a reason described in categories 2-8.
6. Federal Emergency Sick Leave may be taken at any time for absences that qualify as described in the Coronavirus Response Leave Policy effective April 1, 2020.

**12. Use of Leave for Reasons Other Than COVID-19 Category**

If the reason for leave is NOT for any of the categories in 2-8, the City's regular leave policies apply.

13. Guard against unlawful discrimination and stigma by learning the facts about COVID- 19 from trusted sources such as the Centers for Disease Control and Prevention and the Missouri Department of Health and Senior Services.

<https://www.cdc.gov/coronavirus/2019-ncov/about/related-stigma.html>.

<https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/>

**14. COVID-19 Leave Policy Effective Date.** This leave shall be available from March 22, 2020 until the City's emergency declaration issued on March 16, 2020 is lifted. Employees have no rights, and the City has no obligations, for payment or reimbursement for any unused leave under this Policy.

15. **Questions.** Questions regarding this email should be addressed to your supervisor and/or department director. We will monitor the progression of the outbreak and issue additional or different guidance or directives as may become necessary.

## **COVID-19 RETURN TO WORK ADDENDUM**

**Original Effective Date April 13, 2020**

### **Safety Sensitive Employees – Uniformed Personnel and Covered FTA Employees**

The City of Columbia has a compelling interest in ensuring the safety of the public and our Uniformed Officers and covered FTA employees that perform demanding work with high public contact.

During the declared public health emergency, City of Columbia employees working in safety sensitive positions will follow the steps outlined below when the employee requires a return to duty medical evaluation per city policy AND has been off work with cold or flu symptoms including fever, cough or shortness of breath.

1. Provide a City of Columbia return to duty authorization (RTD) form completed by a treating health care provider to Police/Fire/Transit Administration. The following will apply
  - a. The employee must be at least 7 days from the date of initial symptoms and fever free, without the use of medications, for a minimum of 3 calendar days prior to the completion of the RTD form
  - b. The employee must have significant improvement in all other symptoms prior to returning to work
  - c. The employee must have a negative COVID-19 test within the last 7 days prior to being evaluated by Occupational Medicine.
2. Police/Fire/Transit Administration sends completed RTD form to Occupational Medicine and instructs employees to sign a records release at Occupational Medicine. Medical records must include documentation of a negative COVID-19 test within the last 7 days.
3. Occupational Medicine will review records and determine if further testing is needed and/or schedule employee for a return to duty evaluation.
4. Occupational Medicine reports return to duty results to Human Resources.
5. Human Resources reports return to duty results to designated department representative.

## **Employees in Essential Positions Working Onsite**

During the declared public health emergency, City of Columbia employees in essential positions working onsite will follow the steps outlined below when the employee is off work with cold or flu symptoms including fever, cough or shortness of breath.

1. Provide a City of Columbia return to duty authorization (RTD) form completed by a treating health care provider to immediate supervisor indicating the following:
  - a. The employee is at least seven days from the date of initial symptoms and has been fever free, without the use of medications, for a minimum of 3 calendar days prior to the completion of the RTD Form.
  - b. The employee has had significant improvement in all other symptoms.
  - c. The employee has had a negative COVID-19 test within the last 7 days.

## **Remote Work Employees**

During the declared public health emergency, City of Columbia employees working remotely who have been off work with cold or flu symptoms including fever, cough or shortness of breath must do the following prior to returning to remote work:

1. Attest to their supervisor that they have been fever free for 24 hours, without the use of medication AND are able to safely perform the essential functions of their position.

City of Columbia RTD form is available on the Intranet at:

<https://www.mycolumbiamo.com/document/return-duty-authorization-form>