



Title: City Manager Directive – COVID-19

Directive Number: 2020-02

Date: March 18, 2020

Effective: Immediately through April 13, 2020

Administered by: Jerald R. Gilbert, City Manager

CITY OF ENID

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PURPOSE: The following directive is issued to provide leave guidance regarding COVID-19. To minimize the spread of illness during the Coronavirus Disease 19 (COVID-19) outbreak, we are asking all city employees (including supervisors) to be flexible regarding leave for employees who are or may be sick. This directive introduces a new, temporary leave provision titled borrowed sick leave. Borrowed sick leave is only available for use in conjunction with the COVID-19 State of Emergency. The following guidance is subject to change as the situation develops.

1. **City 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 and/or shortness of breath should take their temperature twice a day to accurately track their temperature. An employee who is sick should NOT report to work. "Sick" in this context means the employee has a fever at or above 100.4°. If an employee develops a fever at or above this level, they should not return to work until after their fever has reduced below this level for 24 hours after they have stopped taking fever reducing medicines. The employee should use their available sick leave so that the employee can recover and does not cause others to become sick. If the employee does not have any sick leave, the employee shall be authorized to use borrowed sick leave for the absence rather than taking vacation or personal leave or leave without pay.
2. **Employees with pending COVID-19 test results.** An employee who has been tested for COVID-19 should not report to work while results are pending. In this circumstance, employees should use their available sick leave. If the employee does not have any sick leave, the employee shall be authorized to use borrowed leave for the absence rather than taking vacation or personal leave, or leave without pay. Instead of taking leave, if the employee's duties can be performed from home and the employee feels able, supervisors should request authorization through chain of command for the employee to work from home and be credited time for work actually performed until test results are received.
3. **Employees who test positive for COVID-19.** An employee who tests positive for COVID-19 cannot return to work until the employee has provided a note from a physician authorizing the employee's return to work. The physician's note shall be provided to Human Resources. In this circumstance, employees should use their available sick leave. If the employee does not have any sick leave, the employee shall be authorized to use borrowed leave for the absence rather than taking vacation or personal leave, or leave without pay.

4. **Employees who test negative for COVID-19.** An employee who tests negative for COVID-19 cannot return to work until their fever has reduced below 100.4° for 24 hours after they have stopped taking fever-reducing medicines. In this circumstance, employees should use their available sick leave. If the employee does not have any sick leave, the employee shall be authorized to use borrowed leave for the absence rather than taking vacation or personal leave, or leave without pay. Instead of taking leave, if the employee's duties can be performed from home and the employee feels able, supervisors should request authorization through the chain of command for the employee to work from home and be credited time for work actually performed.
5. **Employees with an impacted household member.** An employee may feel well but may have a household member who is sick. If an employee has a household member who is sick as defined above or who is in a situation described in categories 2 - 4 above, the employee should NOT report to work and should follow the instructions applicable to the household member's category. If the household member is a spouse, child, or parent requiring the employee's personal care and attention, the employee may use accrued family sick leave or their own sick leave time. If the employee does not have any family sick leave, the employee shall be authorized to use borrowed leave for the absence rather than taking vacation leave or personal leave, or leave without pay. Instead of taking leave, if the employee's duties can be performed from home and the employee is able to work in addition to their care responsibilities, supervisors should request authorization through the chain of command for the employee to work from home and be credited time for work actually performed.
6. **Borrowed sick leave usages under categories 1 - 5.** After the usage of 80 hours of borrowed sick leave, HR staff shall contact the employee to confirm that borrowed sick leave as specified in categories 1 - 5 is still appropriate.
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 such circumstances, the employee should use their available personal leave, vacation leave, sick leave or unpaid leave. If the employee does not have any available paid leave, the employee shall be authorized to use borrowed leave but only after all of the following options have been considered and determined not viable by the employee's supervisor or department head. Any agreed to option is subject to City Manager approval:
 - a. *Expand work hours or allow flexible schedules.* For example, allow early morning, evening, and/or weekend work so that employee can care for their children or parents during the day but work in the evenings when a spouse can be home to care for the children or parents.
 - b. *Remote Work* - Some tasks may be accomplished off-site using available technology. These assignments must also be reviewed by the Information Technology Director to ensure data security.
 - c. *Allow job-sharing or job-splitting.* For example, employee who do the same type of job could split the day - one of them could work the first four hours and the other could work the second four hours, thus reducing the amount of leave that each must take.

Unlike borrowed leave used in categories 1-5 above, the initial use of borrowed leave in this category (7) requires documentation. The employee shall provide documentation to the HR Department evidencing the closing of the applicable facility due to COVID-19 during the time period when the employee is requesting to use borrowed leave. The employee shall provide this documentation to HR after 14 days of borrowed leave use.

8 **Borrowed Sick Leave.** Borrowed leave is sick leave made available to employees only in the circumstances identified above. Borrowed leave will be repaid from sick leave, beginning when the employee returns to work, at their normal rate of accrual for sick leave.

9 **COVID-19 Information:** Learn the facts about COVID- 19 from trusted sources such as the Centers for Disease Control and Prevention and the Oklahoma State Department of Health:

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

<https://www.coronavirus.health.ok.gov>.

10 **Point of Contact:** Questions regarding this directive should be addressed to the HR staff.