



Title: City Manager Directive – COVID-19 FAQs

Directive Number: 2020-03

Date: March 18, 2020 – April 13, 2020

Administered by: Jerald R. Gilber, City Manager

PURPOSE: Answers to Frequently Asked Questions in the Workplace Regarding the City Manager Leave Guidance Directive (Directive Number 2020-02).

CITY OF ENID

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I. Health-Related Questions

- a. **What should I do if I have a temperature at or above 100.4 degrees?** Stay home! Continue to monitor your temperature by checking twice daily. Call your physician if you believe it is appropriate or consider using MD LIVE for a virtual visit available through your BCBS Health Plan, 24 hours a day, 7 days a week at 888-676-4204 or by downloading the MDLIVE app.
- b. **What symptoms should I watch for if I think I am sick?** Watch for a fever at or above 100.4, coughing, and shortness of breath. For more information, visit www.coronavirus.health.ok.gov.
- c. **If you are concerned that you might have COVID-19, should you call your doctor or should you go to the doctor's office?** Call your doctor for guidance before going to the doctor's office so that measures may be taken to reduce the risk of infecting others.
- d. **If I do not know if I have been in contact with someone with COVID-19, but I have all the symptoms. Should I still call my doctor?** You should call your doctor if you believe it is appropriate. Do not go to the doctor's office for COVID-19 symptoms without calling first.
- e. **Should I be wearing a mask?** You should follow your doctor's advice on this issue. The Oklahoma State Department of Health notes that the current recommendations regarding masks are that if you yourself are sick with fever and cough, you can wear a surgical mask to prevent transmission to other people. If you are healthy, there is not thought to be any additional benefit to wearing a mask yourself because the mask is not airtight and does not necessarily prevent breathing in of these viral particles, which are very tiny. It's important to note masks are to prevent particles from leaving the person's nose or mouth; the mask protects the environment from the user. They do nothing to protect the user from particles in the environment.

II. Management-Related Questions (See Leave Guidance Directive 2020-02)

- a. **What is "borrowed leave?"** Borrowed leave is sick leave made available for people who do not have accumulated sick leave. Borrowed leave is only available for COVID-19 consistent with the COVID-19 Leave Guidance City Manager Directive.
- b. **How much borrowed leave can I take?** There is no cap on borrowed leave, but borrowed leave is only available for COVID-19 related absences, consistent with the

Leave Guidance City Manager Directive 2020-02 and is not available in any other situation.

- c. **Can hourly, non-benefit eligible employees who do not accrue sick leave use borrowed leave?** No, however, PT employees who do accrue sick leave may use borrowed leave.
- d. **What happens if I run out of an authorized amount of paid leave?** Contact the Human Resources Department.
- e. **If I have accumulated vacation leave or personal leave, should I use it before using borrowed leave?** Yes, it is recommended to use your accumulated vacation leave or personal leave rather than using borrowed leave.
- f. **Do I have to take borrowed leave?** No. You can choose to take leave without pay, or if you have vacation leave or personal leave you may use it.
- g. **If I feel fine but a member of my household has a temperature at or above 100.4 degrees or a situation described in categories 2 -4, may I come to work?** No.
- h. **Will I have to repay borrowed leave?** Yes. Accruing sick leave (at your normal accrual rate) will be applied to your borrowed leave balance each pay period, starting from when you are back to work. At your option, you may also repay borrowed leave using vacation or personal leave
- i. **Can I use vacation leave if I don't have sick leave and I don't want to borrow leave?** Yes. However, it is not mandatory to do so.
- j. **Can I take sick or borrowed leave if someone in my household has a temperature at or above 100.4 degrees or a situation described in categories 2-4?** Yes, if the household member requires your care and attention. See numbers 1- 5 and 7 of the Leave Guidance City Manager Directive for details.
- k. **A member of my family or household has an illness not related to COVID-19. Can I take borrowed leave for this?** No. Borrowed leave can only be taken for situations described in the Leave Guidance City Manager Directive 2020-02.
- l. **When can an employee return to work if they tested positive for COVID- 19?** An employee who tests positive for COVID-19 may not 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.
- m. **Should I be canceling meetings?** Rather than holding meetings in person, hold teleconferences or online meetings if possible.
- n. **I've heard about "social distancing." How does this apply to the workplace?**
Within the workplace, social distancing can include:
 - i. Avoiding in-person meetings, utilizing email, phone, and teleconferences.
 - ii. Meetings that are unavoidable should be short, in large rooms allowing space (3+ feet); no handshakes.
 - iii. Postpone nonessential gatherings and trainings.
 - iv. Limit social congregating in the workplace. (Copiers, water coolers, breakrooms, etc.)
 - v. Prop open doors that are not essential for privacy or access restriction to minimize contact with door handles.
 - vi. Provide access to hand sanitizer and disinfecting wipes as possible.

- vii. Encourage employees to keep work areas clean, and to routinely disinfect frequently touched surfaces.
- viii. Encourage/require staff to clean dishes/utensils and not leave anything in break rooms/ kitchenettes.

III. Facilities Questions

- a. **What is being done in regard to disinfectant in the workplace?** Hand sanitizer stations have been placed in all city office buildings.
- b. **What can employees do to keep the workplace clean?** We all have a role to play in keeping our workplace clean. Employees are encouraged to work together to wipe down hard surfaces such as door handles, countertops, workstations, etc. Soap and water is readily available. See guidance from the CDC.
- c. **What is being done in regard to cleaning workplace restrooms?** Janitorial contractors have been directed to take extra measures when cleaning restrooms in all city office buildings. This includes making sure all soap dispensers are working and stocked with soap, as well as wiping down handles and similar surfaces.

IV. School, child or adult daycare, and nursing facility closings

- a. **What kind of leave is available if I need to stay home to care for a child or adult dependent because their care facility has closed due to COVID-19?** Work with your supervisor on flexible work options to avoid the need to take leave. These options include expansion of work hours, flexible schedules, remote work, or job-sharing. If these are not viable options, you may take vacation leave, sick leave, or personal leave. If you have no sick leave you are eligible for borrowed leave. In this situation, you may also use leave without pay.
- b. **What kind of documentation do I need to provide the Human Resources Department?**
The documentation should indicate the closing of the facility and that the purpose of the closing is due to COVID 19. Online notices on an official facility website or social media page, emails from facility management, or press announcements are sufficient. The documentation should indicate that the facility is closed during the specified timeframe you are requesting borrowed leave. This documentation needs to be provided to Human Resources every 14 days. Human Resources will track and maintain this documentation.
- c. **Do I have to repay borrowed leave used for this purpose?** Yes, borrowed leave will be repaid from sick leave, beginning when you return to work, at your normal rate of accrual for sick leave. In addition, if you want to repay the borrowed leave more quickly, borrowed leave may also be repaid from vacation leave or personal leave.
- d. **What is the maximum amount of borrowed leave that can be used for this purpose?**
The maximum amount of borrowed leave that can be used for these closings has not been established at this time. Human Resources will determine if borrowed leave is appropriate after each usage of 80 hours of borrowed leave.