



230 NE Second Street, McMinnville, Oregon 97128  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

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## **Temporary City Policy: Response to COVID-19**

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, may impact the City of McMinnville locally. Our employees are at the forefront of our concern as we work to adapt quickly to this emerging public health threat and navigate new business practices in order to continue to serve our community to the best of our abilities. It is in times like these that our community may need our services the most.

### **Definitions:**

**Novel Coronavirus / COVID-19:** A respiratory disease caused by a novel (new) coronavirus. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

**Curtailed Operations:** A change or reduction to the routine services, service levels, activities and functions of any given office, department or division.

**Household Member:** Any other person who resides in the employee’s household.

**Immediate Family:** As defined by Oregon Family Leave Act: the spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, step parent, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee or the child of an employee's same-gender domestic partner. For the purposes of OFLA, an employee's child in any of these categories may be either a minor or an adult at the time serious health condition leave, sick child leave, or leave under ORS 659.159(1)(e) is taken.

**Isolation:** A method to separate sick people with a contagious disease from people who are not sick. Isolation is a term applied to infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease.

**Medical Advice:** Information or advice received from a medical professional.

**Quarantine:** Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

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**Social Distancing:** Measures taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, and canceling events.

**Telecommuting:** A work arrangement in which the employee works outside the normal work site, often working from home.

**Yamhill County Health Department:** The regional health authority for public health concerns in Yamhill County.

### **General Policy:**

The City of McMinnville is following the guidance of the Oregon Health Authority (OHA), Centers for Disease Control (CDC), and Yamhill County Health Department. The City is adhering to the recommendations of these agencies regarding preventative measures including social distancing, quarantines, and possible curtailment of non-essential City functions. The City will continue to adjust as the recommendations of these agencies change.

This policy applies to all employees, and specifically those who fall into one of the following categories:

1. An employee or an employee's dependent or household member who is under observation, being monitored or has been diagnosed with COVID-19;
2. An employee or a household member who falls into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and has been advised by a medical professional or public health authority not to leave their home or come to work;
3. The school or daycare center of an employee's dependent has closed due to COVID-19;
4. Supportive services for an employee's dependent (such as medical transportation, in-home care providers, etc.) are unavailable due to COVID-19 which requires them to care for that dependent;
5. Public or alternative transportation is unavailable due to COVID-19 and an employee is unable to travel to and from work; OR
6. In the event that the CDC or OHA directs the City to take advanced steps such as social distancing, quarantines or curtailment of non-essential City functions, this policy would then pertain to all but a few staff providing essential services.

### **Policy Guidelines:**

1. Employees who fall into one of the six General Policy categories above and cannot telecommute may use Payroll Code (Hours Type) 'Administrative Leave' and Reason Code 'COVID-19 Absence' to account for the absence.
  - a. Reason Code 'COVID-19 Absence' will pay an employee's regular wage without utilizing leave accruals.
  - b. This Reason Code does not identify whether or not an employee is ill; but instead is used for the sole purpose of tracking expenses associated with the City's response to COVID-19,

- c. If employees utilize Reason Code 'COVID-19 Absence' they must complete the Coronavirus / COVID-19 Absence Form (see attachment A) and turn it in to their direct supervisor before submitting a timecard with this reporting category.
  - d. The direct supervisor will then forward the completed form to HR via email: [kylie.bayer@mcminnvilleoregon.gov](mailto:kylie.bayer@mcminnvilleoregon.gov). Supervisors shall *not* retain a copy of this form in their supervisor file.
2. Employees who do not fall into one of the six categories listed in the General Policy section above must utilize their accruals per the City's existing policies or procedures if they wish to be absent from work.
3. Telecommuting Option: If an employee meets one of the six General Policy categories but is not ill.
  - a. The employee shall first attempt to utilize telecommuting in order to serve the public in the best possible manner.
  - b. When an employee is in a position with telecommuting capabilities, they shall talk with their supervisor to gain approval and make appropriate arrangements for telecommuting.
  - c. When telecommuting, employees must be available via computer or phone and provide a contact phone number where they can be easily and readily reached during their regular work day while working remotely from the work site.
  - d. If an employee is not in a position with telecommuting capabilities and is unable to come to work for reasons mentioned in one of the six General Policy categories above, Reporting Category 'COVID-19 Absence' should be utilized to account for time away from work.
4. Employees who are diagnosed with COVID-19 will be approved for FMLA/OFLA leave for 80 hours (or two weeks of the employee's shifts.) No FMLA/OFLA paperwork will be required for the first 80 hours of this leave. If the employee wishes to request FMLA/OFLA leave in excess of the 80 hours they will be required to complete the appropriate paperwork. In this situation their pay status will be converted to FMLA/OFLA leave.
5. Exceptions: Exceptions to this temporary policy may only be granted by the City Manager or designee. Any situation or circumstance not covered in this temporary policy shall be governed by existing City policies and procedures.
6. Implementation: Elected officials, department directors and all supervisory staff are responsible for implementing this policy within their respective departments. Observance of this policy is mandatory for all City employees and violation may result in disciplinary action (up to and including termination.)
7. Review: This temporary policy shall be reviewed by the City's Executive Team at least every 14 days and updated or revoked as necessary. This temporary policy is only in effect during the time period covered by the COVID-19 Emergency Declaration issued by the State of Oregon.

## 8. Resources

- 7.1 [Yamhill County Health Department](#) (website)
- 7.2 [Oregon Health Authority](#) (website)
- 7.3 [Centers for Disease Control](#) (website)
- 7.4 [2-1-1](#) (website, or dial 2-1-1)

Established 3/12/2020

Approved 3/12/2020

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Jeff Towery, City Manager

## **Attachment A: Coronavirus/COVID-19 Employee Absence Form**

The City of McMinnville prioritizes the health and safety of its employees. We recognize that the current novel Coronavirus, also known as COVID-19, may impact the City of McMinnville locally. Our employees are at the forefront of our concern as we work to adapt quickly to the changing health scene and navigate new business practices in order to continue to serve our citizens to the best of our abilities. It is in times like these that our community may need our services the most.

The City of McMinnville is following the guidance of the Oregon Health Authority, Centers for Disease Control and Yamhill County Public Health Division.

City of McMinnville employees who need to be absent from work due to reasons outlined in the six categories below AND are unable to telecommute, please complete and submit this form. **If you are able to telecommute, this form is not necessary. Talk with your supervisor to make appropriate arrangements.**

Once completed and submitted, this form will remain valid for 14 calendar days following its certification and submission. If an extension for the absence becomes necessary, a new form must be submitted.

The Payroll Reason Code "COVID-19 Absence" is appropriately used on time sheets only for circumstances listed below. This Payroll Reason Code does not identify that an employee is ill; rather the code is used to track expenses associated with the City's response to the COVID-19. **Please see Temporary Administrative Policy: Response to COVID-19 for more information.**

***If you must be absent from work for any of the following reasons, please complete this form and submit it to your supervisor.  
Use typed or electronic signatures. Do not print and sign this form.***

Form Instructions:

1. Answer the bolded question below without specifying which of the six categories applies to you. Simply check "Yes" or "No" below.
2. Submit the form via email to your supervisor.
3. Supervisors will forward the form to HR at [kylie.bayer@mcminnvilleoregon.gov](mailto:kylie.bayer@mcminnvilleoregon.gov). Supervisors – do not retain a copy of this form.
4. If you record work hours on a paper time sheet please note "COVID-19" for related absences.

I am unable to come to work due to one or more of the following reasons:

1. I, or a household member, are under observation, being monitored or have been diagnosed with COVID-19;
2. I, or a household member, fall into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and have been advised by a medical professional or public health authority not to come to work.
3. My dependent's school or daycare center has closed due to COVID-19;
4. I rely on other supportive services to care for my dependent (such as medical transportation, in-home care providers, etc.) that are unavailable due to COVID-19, which requires me to care for that dependent;
5. Public or alternative transportation is unavailable to me due to COVID-19 and I am unable to travel to and from work; OR
6. The CDC or OHA have deemed it necessary to take advanced steps such as social distancing, quarantines and possible curtailment of non-essential City functions.

**I certify that I am unable to come to work because of one of the six reasons listed above. I understand that this absence authorization expires 14 calendar days after submission.**

Yes  No (required to use accruals)

Name:

Department:

Position:

Supervisor:

Date Submitted:

Regular Schedule: