



Police Department Conference Room, 201 Central Valley Hwy • Shafter, CA 93263

**AGENDA
SPECIAL MEETING
SHAFTER CITY COUNCIL
WEDNESDAY, MAY 27, 2020**

CORONAVIRUS DISEASE (COVID-19) ADVISORY

To protect our constituents, City officials and City staff, the City requests all members of the public to follow the California Department of Health Services' guidance and the County of Kern Public Health Officer Order for the Control of COVID-19 restricting group events and gatherings and maintaining social distancing. Additional information regarding COVID-19 is available on the City's website at www.shafter.com.

Consistent with Executive Order N-29-20, in-person participation by the public will not be permitted and no physical location from which the public may observe the meeting will be available. **Remote public participation is allowed in the following ways, please see attached supplement for instructions.**

TELECONFERENCE NOTICE

Pursuant to Executive Order N-29-20 Issued by Governor Gavin Newsom on March 17, 2020 and, to the extent applicable, Government Code Section 54953(b), the May 27, 2020 City Council Meeting may include teleconference participation by the City Council Members and City staff. Consistent with Executive Order N-29-20, teleconference locations utilized by City Council Members shall not be accessible to the public and are not subject to special posting requirements.

CALL TO ORDER: 4:30 p.m.

ROLL CALL: Mayor Alvarado
Mayor Pro Tem Lopez
Council Member Garcia
Council Member Givens
Council Member Prout

APPROVAL OF AGENDA:

PUBLIC COMMENT:

This portion of the meeting is reserved for persons wanting to address the Council only on matters listed on this agenda. Speakers are limited to five minutes unless additional time is needed for translation. Please state your name and address for the record before making your presentation.

MANAGEMENT REPORT:

1. **RETURN TO WORK STUDY SESSION:** Discussion to review the City of Shafter Return to Work Protocols. Discussion and Direction Item. No action requested. (City Manager Gonzalez)

ADJOURNMENT:

Should anyone challenge any proposed action which is the subject of a public hearing listed on this agenda, that person may be limited to raising those issues addressed at the public hearing described in this notice, or in written correspondence delivered to the City Council at or prior to this public hearing. Pursuant to the Americans with Disabilities Act, if you need special assistance to participate in a City Council Meeting, please contact the City Clerk at (661) 746-5000 prior to the meeting or time when special services are needed to allow City staff in making reasonable arrangements to provide you with access to the meeting. Any public record, relating to an open session agenda item, that is distributed within 24 hours prior to the meeting is available for public inspection in the City Clerk's Office at Shafter City Hall, 336 Pacific Ave., Shafter, CA 93263. This is to certify that this Agenda notice was posted at City Hall and the Police Dept. by 4:30 p.m., May 26, 2020. Yazmina Pallares, S/S, City Clerk



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**AGENDA SUPPLEMENT
REGULAR MEETING
SHAFTER CITY COUNCIL
WEDNESDAY, MAY 27, 2020**

**THE MAY 27, 2020 MEETING WILL BE CONDUCTED PURSUANT TO THE
PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-25-20**

In order to minimize the spread of the COVID 19 virus, please do the following:

1. You are strongly encouraged to observe the City Council meetings live via YouTube <https://www.youtube.com/user/CityofShafter/>
2. If you wish to make a comment on a specific agenda item or public comment, please submit your comment via email by **5:00 P.M. on Tuesday, May 26, 2020** to the City Clerk at CityClerk@shafter.com
3. If you wish to make a written comment to the City Clerk, 336 Pacific Avenue, Shafter, CA 93263.
4. If you wish to make a comment during the live meeting, callers must first register with the City Clerk at 661-746-5012 before the meeting begins to receive instructions and the call-in number and code. Please call by 5:00pm on the Monday prior to the Council meeting to allow ample time for sign up. You will need to provide your name, phone number and the item number you wish to address.
5. All public comments are provided to the City Council and applicable Staff, for review and consideration by the Board prior to taking action on any matters listed on the agenda and are incorporated into the official record of the Council meeting.

The City of Shafter thanks you in advance for taking all precautions to prevent spreading the COVID 19 virus.



Police Department Conference Room, 201 Central Valley Hwy • Shafter, CA 93263

**NOTICE OF
SPECIAL MEETING OF THE SHAFTER CITY COUNCIL**

NOTICE IS HEREBY GIVEN that a special meeting of the City Council of the City of Shafter will be held on Wednesday, May 27, 2020. The meeting will convene at 4:30 p.m., via teleconference. Said special meeting shall be for the following purpose:

MANAGEMENT REPORT:

1. **RETURN TO WORK STUDY SESSION:** Discussion to review the City of Shafter Return to Work Protocols. Discussion and Direction Item. No action requested. (City Manager Gonzalez)

Yazmina Pallares, City Clerk

Affidavit of Posting Special Meeting Notice

This is to certify that this Special Meeting Notice was posted at City Hall and the Police Department by 4:30 p.m., May 26, 2020. Further information regarding this Agenda Notice is available at City Hall, 336 Pacific Ave., Shafter, CA.

Yazmina Pallares, S/S, City Clerk

Dated: May 26, 2020



City of Shafter COUNCIL AGENDA REPORT

MEETING DATE: May 27, 2020

FROM: Gabriel Gonzalez, City Manager
Prepared by: Carol Chavolla, Human Resources Manager

SUBJECT: RETURN TO WORK PROTOCOLS

RECOMMENDATION

Review the City of Shafter Return to Work Protocols. Discussion and Direction item. No action requested.

BACKGROUND

On March 19, 2020, Governor Gavin Newsom issued Executive Order N-33-20 in response to the public health emergency caused by the COVID-19 pandemic. The Order required that non-essential businesses close and that non-essential function employees shelter at home.

On May 4, 2020, Governor Newsom announced that beginning on May 8, 2020, the state would enter Stage 2 of the State's Resilience Roadmap and begin the process of reopening the state. The Governor also announced that counties that attest to meeting certain readiness criteria may advance through Stage 2 more quickly and allow certain businesses, including office-based businesses, to reopen. Counties may also proceed more slowly through the reopening process than the pace set for the state.

On May 20, 2020, the County of Kern announced that the state approved its attestation to move further into Stage 2 of Governor Newsom's Resilience Roadmap. With adaptations at a pace designed to protect public health and safety, However, direction from state and local governments encourage for non-essential function employees to continue telecommuting when feasible.

In anticipation of the reopening, a Health and Safety Committee was established, comprised of a representative from each worksite as designated by the department head. A meeting was held on May 1, 2020, in which the committee members were tasked with assessing their worksite and provide return to work protocols for a healthy and safe work environment upon the reopening of City offices, consistent with Centers for Disease Control and County Public Health Department. The Department Heads and City Manager reviewed the proposed Return to Work Protocols and modifications were made as deemed necessary.

Ultimately, the objective of the Return to Work Protocols is to ensure that City facilities and worksites are healthy and safe for employees and members of the public upon reopening, and that they remain so moving forward. Given that the threat of COVID-19 remains undiminished, the changes contemplated in the enclosed City of Shafter Return to Work Protocols reflect a "new normal" for governmental operations. There is no playbook for best practices to apply in this instance to this end the proposed Return to Work protocols will be a living, breathing document of which we will make adjustments as we deploy and learn from this situation.

FISCAL IMPACT

The total fiscal impact is unknown at this time. The Return to Work Protocols require that modifications be made to City facilities and worksites resulting in expenses. Additionally, the City must continue to provide personal protective equipment and sanitizing supplies to employees. Any expenses incurred are directly related to the response of COVID-19, could be eligible for reimbursement from the City's approximately \$698,000 allocation of the County's CARES Act funds.

NEXT STEPS

Upon further direction from Council, the City will implement the Return to Work Protocols with the assistance of the Health and Safety Committee. Upon completion of facility and worksite modifications, non-essential function employees shall return to work and abide by the established protocols. Adjustments to the protocols will occur as deemed necessary, in compliance with any new guidelines and regulations related to COVID-19. As of the date of this staff report, the Governor's office has not yet announced when non-essential function offices will be allowed to reopen, however, we continue to closely monitor this situation.

ATTACHMENTS

1. City of Shafter Return to Work Protocols
2. CDC Interim Guidance Implementing Safety Practices for Critical Infrastructure Workers
3. FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)



RETURN TO WORK PROTOCOLS

As Governor Newsom leads the State through the reopening process on a county-by-county basis, government facilities and worksites, which were closed in compliance with Executive Order N-33-20, may begin reopening and non-essential governmental employees who were subject to the stay-at-home directive may begin returning to work. However, we anticipate that reopened non-essential businesses may receive direction from state and local governments encouraging them to continue to utilize telework when feasible.

In anticipation of the reopening, the City of Shafter is considering how to safely reopen its facilities and worksites and what additional safety measures must be adopted in order to ensure that such facilities and worksites are healthy and safe for employees and members of the public upon reopening and that they remain so moving forward. Given that the threat of COVID-19 remains undiminished, the changes contemplated in the protocols provided herein reflect a “new normal” for governmental operations.

The objective of this document is to establish and implement protocols for a healthy and safe work environment. This document will work in conjunction with any adopted City administrative policies related to COVID-19.

The City of Shafter has maintained essential services since Governor Newsom issued the Stay at Home Order on March 19, 2020. City Departments will gradually work toward reopening to employees and the public based on the Governor lifting restrictions of the Stay at Home Order. This will require the following:

- Non-essential function, non-telecommuting staff members to return to work on either a full-time or part-time basis.
- Non-essential function, telecommuting staff members to alternate between telecommuting and working in the office.
- Essential staff members will continue to work as scheduled.

GENERAL CONSIDERATIONS:

COVID-19 (Coronavirus) is primarily a respiratory transmission concern for spreading the virus. As such, our primary focus will be with atmospheric spread, but will also include physical dispersion. The primary means of preventing the spread via the atmosphere will be to reduce the number of employees and residents in our physical office space. Those that are in the office will need to conduct business in accordance with requirements that reduce the potential for dispersion of the virus. We will continue to:

Maintain a Healthy Workplace

- Frequently wash hands with soap and water for at least 20 seconds.
- If available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Refrain from touching mouth, eyes, and nose.
- Cover mouth and nose with a tissue when coughing or sneezing. If no tissue available, cough or sneeze into upper sleeve, not hands.
- Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others. Conduct necessary interactions by telephone in lieu of in-person communications.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, products will be used that meet Environmental Protection Agency’s (EPA) criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the

surface. The current list of products that meet EPA's criteria can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.

- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

Reduce the Spread of COVID-19 (Coronavirus)

- **Stay home when sick.** Employees who have symptoms of a respiratory illness, such as fever, cough or difficulty breathing are not to report to work, report in sick in accordance with applicable procedures and contact Human Resources. Such employees should consult with their physician for treatment and testing for COVID-19 (coronavirus). **Employees will not be allowed to return to work without a medical clearance from their physician.**
- Employees that report to work with the respiratory illness symptoms, as listed above, shall be sent home by the supervisor and Human Resources must be notified immediately.
- Employees who are diagnosed with COVID-19 (coronavirus) and who have reported to work within the 14-day period immediately preceding the diagnosis are expected to advise Human Resources of the diagnosis for precautionary measures in the workplace.
- If an employee has been exposed to COVID-19 (coronavirus), we ask that they follow the guidelines established by the Centers for Disease Control and Prevention (CDC). More information can be found at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html#precautions>.

Critical Infrastructure Workers (Essential Service Employees)

- To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue to work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.
- Critical infrastructure workers who have had exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:
 - Pre-screen: The employee's temperature should be measured, and symptoms assessed prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
 - Regular Monitoring: As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their physician.
 - Wear a Mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. The employee may use City issued facemasks or approved cloth face coverings in the event of shortages.
 - Social Distance: The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
 - Disinfect and Clean Workspaces: Routinely clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment.
- Please refer to the enclosed CDC Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.

Families First Coronavirus Response Act (FFCRA)

- Provides employees with two-weeks (up to 80 hours) of paid sick leave and up to 12 weeks of expanded family and medical leave for specified reasons related to COVID-19.
- Provisions applicable from April 1, 2020 through December 31, 2020.

- Please refer to the enclosed City of Shafter FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus) for more details.

Travel

- Non-essential, work related travel, such as conferences, trainings or meetings outside of Kern County must be postponed, if possible. Staff shall diplomatically excuse themselves from meetings/events requiring travel outside of Kern County for public health precautions.
- Employees scheduled for personal travel may refer to <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> or <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html> for an up-to-date list of high risk destinations.
 - If a decision is made to continue with the personal travel plans anyway, employees must self-report to the HR Department by email or telephone.

Internal Meetings

- All Departments shall make every effort to hold meetings remotely through phone calls between offices, through web-based software, etc.
- In-person meetings should be limited to groups of 10 or fewer at a time, where possible, and should adhere to social distancing guidelines of six feet between each person.
- Employment interviews that require a panel of City employees shall be postponed, if possible. Otherwise, teleconferencing or video conferencing shall be considered.

The following modifications shall be adopted and immediately implemented Citywide:

FACILITY BARRIERS:

- Installation of “wellness windows” (sneeze guards, these are similar to what many grocery stores have implemented by the cashier) in areas where City employees interact with the public. –
- These windows will be of sufficient dimensions to limit the spread of airborne droplets – they should be tall enough to accommodate tall individuals and still allow papers/items to be passed under them with minimum exposure/opening.
- Despite these barriers, social distancing **and** the usage of masks is still recommended.
- Only use approved cleaners as the wrong cleaner could damage the material of the barriers.
- Communicate with the Health and Safety Committee member representing each worksite if additional facilities requests/accommodations are needed to better protect department staff and the public.

PUBLIC ACCESS TO FACILITIES:

- The City will continue to restrict facility access to employees and the public. Restriction details are listed under Department Controls.
- Should a resident request interaction with an employee, employees will make themselves available following proper safety protocol. Virtual meetings (video communication, phone call, email) are still the preferred method, but accommodations will be made to meet in person if needed, adhering to safe distancing guidelines.

PERSONAL PROTECTIVE EQUIPMENT (PPE) & MASKS:

- The Kern County Public Health Department and CDC guidance strongly encourage face masks in public areas but are not a replacement for social distancing.
- The City is requiring employees to wear face masks as COVID-19 poses a direct threat to the health and safety of the City’s workforce and citizens, and ongoing community transmission is present. This includes both employees in the office and in the field.

City of Shafter Return to Work Protocols

- Employees will not be required to wear masks if they are able to socially distance (for example, alone within their own office) but will be required when they are in communal areas. This includes employees who primarily work outdoors.
- Employees will not be permitted to work on-site without a mask or face covering. A mask or face covering is not necessarily meant to protect the wearer from others. Rather, the intention is to prevent a possibly asymptomatic person from unknowingly transmitting the virus to others.
- Employees will be provided with three (3) washable masks. Alternatively, employees will be allowed to wear their own masks or face covering provided that they do not display any imagery and meets CDC guidelines.
- Employees may refer to <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf> for CDC instructions on how to wear, maintain and clean (where appropriate) their face mask or face covering.
- Masks or face coverings must securely cover an employee's nose, mouth and chin and should not be reversed, moved or removed unnecessarily in the workplace.
- Masks or face coverings should not be shared with others.
- Disposable/single-use masks or face coverings must be properly and safely discarded into trash receptacles after each use.
- Members of the public shall be required to wear a mask when conducting business in a City facility. Signage shall be placed near the entrance of each worksite, visible to the public. Employees conducting business with the public shall enforce the requirement.
- Proper and routine handwashing and hand sanitizer use are highly encouraged. Each worksite shall be provided with hands free sanitizers, upon availability.

MORNING TEMPERATURE/WELLNESS CHECKS:

- Employees who are physically going into the office will need to self-check their temperature and symptoms each morning as COVID-19 poses a direct threat to the health and safety of the City's workforce and citizens and ongoing community transmission is present. This includes employees who primarily work outdoors.
- Thermometers shall be ordered for this purpose and a station set up at each worksite where this activity will be conducted. In the interim, employees will need to self-check their temperature and assess their wellness before coming to work. As conveyed in previous guidance, employees exhibiting symptoms should not report to work or should leave once symptoms begin to occur.
- If an employee's temperature reads 100.4 Fahrenheit or above and/or has any underlying symptoms of COVID-19, they are to log it on the Temperature Testing and Symptom Screen Form provided at each station, submit it to the Human Resources Department, and shall be required to go home. The employee will be unable to return to work until they have been tested for COVID-19 and have been cleared by their doctor.
- Temperature Check Stations shall be placed in designated areas at each worksite where employees can self-check each morning. Employees will take their temperature and then clean the thermometer with the sanitizing wipes located nearby.
- Employees will also need to continue to self-monitor symptoms of COVID-19 and communicate to their supervisor if they are exhibiting any symptoms.

ADMINISTRATIVE CONTROLS:

- Directors will work with their departments to determine when and how to bring furloughed employees back to work.
- Those employees who can still function at a high capacity remotely should continue to do so for as long as it is practical. The physical presence of these employees in City offices may be needed on occasion.
- Ideally, returning employees will be phased in for certain days a week. Directors should prevent the "overlapping" of employees and instead use groupings. For example, if a Director were to bring in four

employees with each starting to work two days a week in the office, the Director would have two work Monday and Wednesday and the other two work Tuesday and Thursday, each working with the same group of people until an increase of physical presence is needed. This would limit “cross-contamination” between the two groups. Depending on the employee’s personal situation, some may prefer to be in the office one or two days a week from a technological standpoint along with breaking the monotony of work-from-home.

- Directors will try to limit employee movement within the building or between buildings.
- Employees with underlying health concerns or with family members that are in the high-risk category should work with their Director and HR to come up with the best solution; these are unique cases, and there is no “one size fits all” answer. This may be considered a request for a reasonable accommodation and shall be consistent with the regulations set forth by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA).
- Meetings should continue to be held virtually for both internal employees and external parties even when both employees are working inside the office. As much as possible, it is the goal to limit in-person contact to limit potential exposure. If meetings need to be held in person, it is recommended to socially distance as much as possible and for all parties to wear protective masks.
- Signs shall be installed at the entrances of City buildings, highlighting COVID-19 best practices. The signs are to be professionally printed as they will likely be in place for a substantial length of time.
- Communal areas such as break rooms will need to be monitored by supervisors as more people enter the buildings. Employees will not be allowed to congregate in communal areas. Employees need to clean before and after the use of communal area equipment.
- Items such as pens, phones, computers or equipment should not be communal. If items must be shared, they must be cleaned.
 - A best practice for pens utilized by the public would be to have a separate bin/receptacle for “used” pens that can be disinfected at the end of each day.
- Mail handling recommendations include wearing a face mask/covering and gloves when opening mail. While there is no official guidance on the handling of mail or receiving of packages, employees are encouraged to use provided PPE at their discretion out of an abundance of caution. Departments may choose to set mail aside for a period of time before opening.

HVAC AND VENTILATION:

- Air filters shall be maintained on a quarterly basis.
- Increased outside air reduces the chances of atmospheric spread by diluting potentially contaminated air.
- Current guidance indicates COVID-19 can last airborne for a few hours.
- Recirculation of inside air (i.e., fans) may be more detrimental as they may merely circulate contaminants.
- Facilities will routinely look for ways to increase outside air exchange in City buildings.

OTHER FACILITY CONSIDERATIONS:

- Disinfecting wipes and tissues shall be placed near doors to sanitize door handles.
- Facilities will place physical markers on the floors to promote social distancing.
- Employees are encouraged to not solely rely on cleaning staff for the cleaning of high-touch surfaces – cleaning supplies will be provided.
- Vehicular occupancy should be one person or as low as possible. If there must be more than one person in a vehicle, employees should maximize spacing as much as possible and wear masks. Most importantly, if more than one person is in a vehicle, ensure the vehicle’s heating/AC system is not recirculating air. The vehicle should be placed in the setting to draw outside air. Open windows would be ideal.

DEPARTMENT CONTROLS:

The Health and Safety Committee has determined the following department protocols:

Annex (IT/Special Projects/Education Partnership)

- Business hours will be 8 AM to 5 PM, Monday through Friday.
- Unless directed otherwise, no more than one IT Specialist shall be working from the office at a time. The plan is to have IT support staff alternate 2/3-day schedules in-office/remote. If the demand for on-site assistance is needed or a task requires two people, then the remote worker would be required to come into the office.
- Wear face covering in communal areas.
- Place disinfecting wipes on kitchenette counter for sanitizing doors and handles before use.
- Sanitize Annex front door handles, keypad and shop door handles at first arrival, 11 AM, 2 PM, and 5 PM daily.
- Place tissues and disinfecting wipes by the exit door for clean passage.
- Place tissues on each staff desk for quick-grab access for sneezing and coughing.
- Provide gloves/masks/liquid sanitizer in a centralized location.
- Install cubicle walls around the IT Specialist desk.
- Place floor and/or door signs at entries to offices and cubicles to stop until invited inside.
- Place a sign on the exterior door to call (661) 746-5000 or their contact directly, if their contact does not answer a knock.
- Replace air filters.
- The Project Manager/Analyst Office may not be used and shall remain vacant during telecommuting.

City Hall (Building/Bus. Dev./City Clerk/City Manager/Finance/HR/Planning)

Safe and Regulated Public Access

- **Main Entrance to City Hall** - The main access doors to City Hall will be open. A combination of signs, delineations, ropes, taped markings, portable canopies, and other measures will be in place to promote and maintain adequate social distancing amongst the public and employees. Such measures should restrict public access to the Finance counter and temporarily prohibit open access to restrooms and the City Manager wing of the City Hall.
- **City Services (Building/Planning/Public Works) Wing**
 - City Services Public Counter work will be conducted from what is currently the Human Resources Department (HR) public services window.
 - A posted sign at the City Services door will state that only one visitor can be seen at a time.
 - Cones, tape, and canopies shall also be procured and used to assist the public with orderly access to the building entrance.
 - The City Services clerk will be reassigned to the HR workstation and will be the only staff member assigned to work there.
 - Those wishing to drop off plans must do so by placing them on the City Services counter.
 - Those wishing to discuss plans must schedule a time and place to do with the appropriate City staff member.

Employee Workstation Reassignment to Improve Social Distancing

Essential and non-essential employees returning to work shall be reassigned workstations for optimal social distancing. Reassignments with minimal effort and costs are as follows:

City of Shafter Return to Work Protocols

- Human Resources Department
To provide adequate social distancing amongst the three Human Resources Department (HR) employees and ensure the sensitive information they oversee and manage is protected, HR staff shall be reassigned to the following workstations:
 - Two vacant offices in trailer extension to City Hall.
 - Business Development Director's office

- Finance Department
To provide adequate social distancing amongst the five Finance Department employees and ensure they have safe and regulated contact with the public, Finance staff shall be reassigned to the following workstations:
 - Administrative Services Director to Finance conference room.
 - Payroll Technician to vacant Administrative Services Director's office.
 - Account Clerk to current Payroll Technician cubicle.

- City Services
To provide adequate social distancing amongst the two City Services employees and ensure they have safe and regulated contact with the public, the City Services staff shall be reassigned to the following workstations with modifications:
 - Relocate one Clerk/Typist to the current HR workstation.
 - The HR workstation already has a window facing the public City Services hallway.
 - The existing window offers an opening for exchanges of small-scale items, such as paper forms or payments.
 - The existing cashiering system to accept card payments may have to be relocated.
 - Large-scale items will have to be placed at the current counter for the appropriate staff member to pick up.

- Public Works Director
The Public Works Director shall be reassigned to an office at the new Engineering/GIS/Public Works worksite on Commerce Way.

- Business Development Director
The Business Development Director shall be reassigned to the Public Works Director's office upon vacancy.

Public Meetings

Due to limited spacing, the use of the City Council Chambers for public meetings does not permit compliance with social distancing guidelines. Public meetings and functions, such as City Council meetings, Planning Commission meetings, and pre-bid meetings for new construction projects, are currently being conducted adequately via teleconference technology. Should these meeting and functions need to resume at a public building, the following alternative sites are proposed:

- Police Department Training Room – The spacing is slightly better and the accommodations (chairs, television screens, technology) are significantly more advanced.
- Veterans Hall - This facility would provide optimum spacing but would also require technological, furniture, and other upgrades to function adequately.

The City Council Chambers has been undersized and lacking in amenities for quite some time and could serve the City better if used for office space. The Police Training Room and Veterans Hall can serve as the

best short-term and long-term future sites for public meetings, respectively. Enacting the suggested COVID-19 protocols will enable the City to work towards these objectives.

General Building Maintenance and Upgrades

- Eliminate areas shared by the employees and public that don't provide screens or barriers.
- Ensure maximum ventilation throughout the building.
- Replace all air filters every quarter.
- Maintain minimum workstation separation of six feet.
- Mark six-foot waiting and queuing areas for the public try to access City Hall.
- Install barriers between open workstations.
- Upgrade existing doors so they can open with minimal effort and touching to improve day-to-day sanitation.
- If feasible install sneeze guards at open counter areas.

Personal Protective Equipment

- Provide masks, hand sanitizer, tissue, and wastebaskets at all employee workstations.
- Provide disinfecting wipes and sanitary gloves at all common areas, including breakrooms and photocopiers for periodic cleaning of public interface surfaces and workstations

Administrative Controls

- With City Manager approval, allow department head discretion to develop and institute the following:
 - Staggered work schedules.
 - Temporary break areas equipped with microwaves and refrigerators, so shared use is minimized.
- Prohibit the use of existing conference rooms meetings or any gatherings of multiple employees.
- Permit use of Council Chambers by consultants needing to conduct on-site work, such as audits, provided this space is not in use by City staff.
- Provide each employee with guidance on how to protect the health of all employees. Such guidance should cover the following:
 - Symptomatic employees must stay at home.
 - Encourage hand washing, wearing masks, and routinely disinfect common spaces, desks, phones, keyboards, etc.
- Require nightly disinfecting of all common areas by the janitorial staff.

In addition to the above, City Hall departments have identified the following:

Building

- Business hours will be 8 a.m. to 5 p.m., Monday through Friday.
- Administrative staff will alternate lunch schedules so that there is always someone available during the lunch period.
- The Building Department's lobby area will be roped off to limit public access to one-person at a time.
- Staging areas will be created outside and outfitted with a combination of signs, portable canopies, chairs, taped markings, and other necessary measures to ensure social distancing.

General Building Maintenance and Upgrades

- Sneeze guards shall be placed in between the Building Inspector desks.

City of Shafter Return to Work Protocols

- Adjustments to be made to the closure mechanism in the women's restroom door to make it easier to open
- Building main door entry shall be roped off to limit public access. This will give public access only to the finance department clerk windows to pay bills.
- Install a large refrigerator to maintain social distancing of the Building, Code Enforcement and Facilities departments during this time.

Business Development/City Manager/City Clerk/HR/Planning

- Business Development:
 - Hours: 8 AM to 5 PM
 - Available after hours if needed.
 - Arrangements to do business with director must be by appointment only.
- City Manager / City Clerk Department:
 - Hours: 8 AM. to 5 PM, Monday through Friday.
 - All matters requiring assistance shall be by appointment only, please email one of the following:
 - City Manager, please email rzermeno@shafter.com or call (661) 746-5000
 - City Clerk, please email cityclerk@shafter.com or call (661) 746-5000
- Human Resources Department:
 - Hours: 8 AM to 5 PM, Monday through Friday.
 - Staff will alternate lunch schedules so that there is always someone available during the lunch period.
 - Employees/Applicants may contact the Human Resources Department via telephone or email for assistance.
 - Any matters requiring in-person assistance shall be by appointment only.
- Planning:
 - Hours, 8 AM to 5 PM, Monday through Friday.

General Building Maintenance and Upgrades – *this will be the solution in the interim, the plan is to redo the whole reception area in the next 6-12 months. The new design would provide a more structured solution in maintain social distancing and control. This plan has already been discussed with the City Manager.*

- Install sneeze guards at the small reception desk and around all three “public” sides of the main reception desk.
- Remove chairs in the reception area. Leave two chairs relocate one chair to the corner used for the Christmas tree to provide separation and one by the workroom door. If possible, replace the chairs with something with a non-woven fabric surface so they can be adequately wiped down after use.

Personal Protective Equipment

- City to provide three (3) cloth mask per employee, this will allow each employee to have an adequate supply while washing their dirty masks. *(As a courtesy to other employees and guests when social distancing is difficult. We need to keep in mind that although everyone has different views on wearing masks at the end of the day, we need to understand our co-workers go home to their families. All families have different situations at home; if do our part in protecting our co-workers then we will also protect their families).*
- Provide sanitizer dispenser and gloves at the rear door for use by anyone accepting UPS and FedEx packages.
- Provide sanitizer dispenser, and wipes in the Manager's Conference Room for table, chairs, light switch, phone/computer equipment, etc. to be wiped down after each use.
- Provide sanitizer dispenser, wipes, and gloves in the workroom to be wiped down after each use.

City of Shafter Return to Work Protocols

- Provide sanitizer dispensers near the kitchen/bathroom area.
- Provide sanitizer dispensers in the council chamber and lobby area.
- Provide sanitizer dispenser near plotter work area.

Administrative Controls

- Planning Department staff may continue some form of telework. At a minimum, one staff member would be in the office each workday.
- City Manager, City Clerk, Assistant to City Manager, administrative staff, HR Manager and HR staff may alternate work schedules if needed.
- Have departments come up with a filing schedule to avoid have multiple departments filing in the vault.

Additional Items:

- If not already part of the plan for the Building Counter, install a sneeze guard along a section of the counter to provide Planning staff and possibly HR staff a location to interact with walk-in customers.
- Provide sanitizer and wipes for Equinox (City Vehicle) to allow for wiping down after each use.
- Building would like disposable masks for inspection use.
- Find Office Space for Bob Meadows.

Finance

- Hours: 8 AM to 5 PM, Monday through Friday
- Public access from 9 AM to 5 PM
- Staff will alternate lunch schedules so that there is always someone available during the lunch period.

Employee Workstation Reassignment to Improve Social Distancing

The following moves will provide adequate spatial distancing necessary in the Finance Department:

- Payroll Technician has been relocated to vacant Administrative Services Director office.
- Account Clerk has been relocated to the Payroll Technician cubical.
- Moved mail pick up files to front door to minimize foot traffic.

General Building Maintenance and Upgrades

- Plexiglass windows shall be installed in the customer service area, in between windows.
- Install a keypad lock for restroom entry.
- Provide a cleaning supply caddy in restroom.
- Staff shall be informed to discontinue use of much-frequented kitchen items such as coffee maker, water dispenser, microwave. A temporary break area shall be created within the Finance Department.
- Designate temporary workstation with laptop for questions, petty cash and credit card issuance/returns & transit exchange of money bags and log sheets closest to front door entrance.
- Relocate all staff inboxes and mail drop off to a centralized location near front door.
- Finance department shall no longer be the centralized area for outgoing mail.
- Will go out/in front doors of city hall to obtain daily drop box payments, will no longer walk thru the city managers department.
- City staff to look into the possibility of a drive-up express window.

City of Shafter Return to Work Protocols

Administrative Controls

- Staff will continue the use of hand sanitizers, masks, gloves & disinfecting wipes.
- Only two people shall be allowed in the hallway at any given time.

Engineering/GIS

- Hours: 7:30 AM to 4:30 PM.
- Facility is closed to the public.
- Arrangements to do business with employees must be by appointment only.

Safe and Regulated Public Access

- Currently all access points to the Engineering and GIS Building remain locked at all times and only allow access via a key or keycard. The general public or those doing business with the City do not need access. Special arrangements for access can be arranged on a case-by-case basis.
- Currently staff is anticipating opening doors only for parcel deliveries. Technology upgrades may be necessary for remote viewing of visitors and unlocking of doors to reduce the need for continuous hand contact with doors.

Employee Workstation Reassignment to Improve Social Distancing

- Workstations at the Engineering and GIS Offices currently provide adequate social distancing. No workstation reassignments are necessary at this time.
- There are currently two empty individual offices that are being used for storage.
- One vacant office will become the relocated workspace for the Public Works Director.
- Staff will continue to primarily work from home and use the building to pick up or drop off materials for their projects and work assignments.

General Building Maintenance and Upgrades

- Install touchless hand sanitizer near all three main entrances to the Engineering and GIS building, break room and conference room.
- Ensure maximum ventilation throughout the building.
- Replace all air filters every quarter.
- Upgrade front door locking mechanism to allow remote viewing and remote unlocking of front door
- Distribute keycards to all City employees needing access to the Engineering and GIS building.

Personal Protective Equipment

- Provide masks, hand sanitizer, tissue, and wastebaskets at all employee workstations.
- Provide disinfecting wipes at all common areas, including breakrooms and photocopiers for periodic cleaning of public interface surfaces and workstations

Administrative Controls

- With City Manager approval, allow department head discretion to develop and institute the following:
 - Staggered work schedules.
 - Continued employee telecommuting
- Prohibit the use of existing conference room meetings or any gatherings of multiple employees.
- Provide each employee with guidance on how to protect the health of all employees. Such guidance should cover the following:
 - Symptomatic employees must stay at home.

City of Shafter Return to Work Protocols

- Encourage hand washing, wearing masks, and routinely disinfect common spaces, desks, phones, keyboards, etc.
- Encouraging staggered lunch schedules and encouraging break time and lunch to be taken in individual offices to limit the exposure to common areas such as the break room.
- Require routine disinfecting of all common areas by the janitorial staff.

Shafter Learning Center (SLC)

- Shall be on the same schedule as the library.
- Hours: 11 AM to 7 PM, Monday through Thursday.

Engineering Controls

- Ventilation rates: Ensure facility meet minimum ventilation rates and have increased ventilation (air exchange) rates where possible.
- Air filtration: Air filters are maintained on a quarterly basis.
- Install sneeze guards (Plexiglass) at public counters (At each front desk computer).
- Mark 6' spacing in waiting/ queuing areas (Marking walking paths to the printer, doors, and computers).
- Reduce seating in public computer labs to ensure 6 feet of distance (Only have 3 computers available).
- Provide hand sanitizers (containing at least 60% alcohol), tissue, and wastebaskets to public and employees.
- Provide employees with disinfecting wipes for periodic cleaning of public interface surfaces and workstations.
- Daily disinfect all touch points with CDC listed disinfectants.
- Provide employees with masks and gloves.
- Provide staff with training.
- Plexiglass inside one classroom for a tutoring station.

Administrative Controls

- Limit employees on SLC site: no more than one employee at front desk and one in classroom, stagger work hours and breaks, and social distance in the workplace. Breaks will be taken inside the classrooms or outside.
- All classes online. One on one tutoring will be available in person but by appointment only. Waive tuition costs.
- Eliminate in person payments for printing. Limit pages printed per day per customer. Option to email print jobs and pick up outside.
- Monitor employees for symptoms and send home if symptomatic.
- Require staff to follow checklist when entering and leaving the SLC.
- Direct customers to use one restroom inside SLC instead of the one on the Library side.
- Place signs about coughing and sneezing etiquette inside restrooms and near computers.
- Encourage hand washing, wear masks and routinely disinfect common spaces, desks, phones, and keyboard at the end of the day.
- Require customers to wear face masks and disinfect hands upon entry into public facilities. Place a disinfect station near the entrance door.
- Sign at door showing Covid-19 symptoms. Do not allow anyone inside the SLC if showing any symptoms.
- Limit number of people in building (no more than 7 inside)

City of Shafter Return to Work Protocols

- Disinfect each phone, computers, registers, supplies used, printer, and other touch points after each staff's shift. Stapler station with wipes. Patrons may keep pens/pencils used.
- Require staff to use restroom inside the SLC.
- Disinfect any packages coming into SLC.
- No use of the break room
- Do not allow patrons to use the water fountain.
- Require patrons to make appointments to use computers or tutoring. Patrons may bring only one person if they need help using the computers. Schedule appointments apart if one customer is asking to bring someone with them.
- Doors will be locked on each side.

MCCF

- Office Hours: 7:30 AM to 3:30 PM

Safe and Regulated Public Access

- Main Entrance to Shafter MCCF - The main access Pedestrian Gate 1 to the facility will be open to inmate visitors and normal business visitors with a combination of signs, delineations, taped markings and other measures have to be in place to promote and maintain adequate social distancing amongst the public and employees.

Employee Workstation Reassignment to Improve Social Distancing

- Essential and non-essential employees returning to work, if needed, should be reassigned to temporary workstations for optimal social distancing.

Operations & Supplies

Ensure that sufficient stocks of hygiene supplies, cleaning supplies, PPE, and medical supplies (consistent with the healthcare capabilities of the facility) are on hand and available and have a plan in place to restock as needed if COVID-19 transmission occurs within the facility.

- Standard medical supplies for daily clinic needs
- Tissues
- Liquid soap when possible. If bar soap must be used, ensure that it does not irritate the skin and thereby discourage frequent hand washing.
- Hand drying supplies
- Alcohol-based hand sanitizer containing at least 60% alcohol (where permissible based on security restrictions)
- Cleaning supplies, including EPA-registered disinfectants effective against the virus that causes COVID-19
- Recommended PPE (facemasks, N95 respirators, eye protection, disposable medical gloves, and disposable gowns/one-piece coveralls).

General Building Maintenance and Upgrades

- Eliminate areas shared by the employees and public that do not provide screens or barriers.
- Ensure maximum ventilation throughout the building.
- Replace all air filters every quarter.
- Maintain minimum workstation separation of six feet.
- Mark six-foot waiting and queuing areas for the public attempting to access the facility.
- Install barriers between open workstations where needed

Modifications for proper social distancing in visitation

- Limit number of tables to be utilized and space them appropriately to incorporate six feet for proper social distancing
- Limit chairs placement for two (2) visitors
- Relocate officer's podiums/workstations
- Instruct visitors of the locations of sanitizer stations
- Tape placement inside and outside visitation areas to incorporate six feet for proper social distancing

Personal Protective Equipment

- Provide masks, hand sanitizer, tissue, and wastebaskets at all employee workstations.
- Provide disinfecting wipes and sanitary gloves at all common areas, including breakrooms and photocopiers for periodic cleaning of public interface surfaces and workstations

Administrative Controls

- Prohibit the use of existing conference rooms meetings or any gatherings of no more than 10 employees.
- Provide each employee with guidance on how to protect the health of all employees.

Such guidance should cover the following:

- Symptomatic employees must stay at home.
- Encourage hand washing, wearing masks, and routinely disinfect common spaces, desks, phones, keyboards, etc.
- Require nightly disinfecting of all common areas by the janitorial staff.
- Staff working or performing duties on institutional grounds shall wear a cloth face covering at a minimum. In addition, maintaining social distancing requirements when moving about the institution for routine tasks is still recommended.

Inmates are required to use cloth face coverings during the following activities:

- Any situation that requires movement outside of cell or while in a dorm setting.
- During interactions with other inmates (I.E. yard time, canteen, dayroom)
- Movement to and from for health care appointments
- Movement to and from medication administration areas

Police Department (Animal Control/PD)

Animal Control

Reopening of shelter for Adoption Program and collaboration with Animal Rescue partners.

- Hours:
 - Monday – 9 AM to 3 PM
 - Tuesday – 9 AM to 3 PM
 - Wednesday – 1 PM to 7 PM
 - Thursday – 9 AM to 3 PM
 - Friday – 9 AM to 3 PM
 - Saturday – 9 AM to 3 PM
 - Sunday - Closed

When the COVID-19 changes were implemented the Adoption Program and Animal Rescue work was suspended. This means that animals have not been transferred to permanent locations through Adoption or Rescue partners due to the pandemic.

- Animal Rescue partnerships will be by appointment only and only after a verbal screening process to ensure safety. All participants will be required to wear masks.
- Public access to shelter will resume by appointment only and screening.
 - Doors will remain secured and appointments limited to ensure distancing.
 - Masks will be required for all scheduled appointment and persons will be advised prior to arriving. We will not be providing masks.
- Plexiglass barriers between staff and customers may be installed above the reception desk. However, necessity of this may be moot if all persons entering are required to wear masks.

Property Room

Property will revise its availability to process property by appointment only and with screening.

- Property will be available Monday – Friday from 8:00am to 2:00pm.
- Property access will be by appointment only and screening process.

Police Department Lobby / Records

It is recommended that the lobby doors of the Police Department remain secured. This will allow members of the Dispatch Center to limit the number of people in the lobby to ensure proper “Social Distancing” guidelines are maintained. Persons will be allowed in for general inquires after verbal screening.

It is preferred for the public to make appointments so they may be verbally screened. However, the public may still be allowed to go in if there are no persons in process or waiting. Persons with appointments would receive priority over those without. Masks and verbal screening are required. Most of these processes can be accomplished via the protective glass barriers that exist currently.

Lobby accessibility will be Monday – Friday from 8:00am to 2:00 pm for standard public requests such as:

- General Inquiries
- Vehicle releases/Hearings
- Report requests
- Citation signoffs
- CCW applications, renewals, or registrants
- Public Records Requests
- Complaints

The single area of concern is the Live Scan fingerprinting offered by the Police Department. This process requires face to face contact as well as physical contact with the public. It is recommended that this be by appointment only, which would address distancing concerns as listed above. The person being fingerprinted shall be required to wear a protective face mask, which they will have to provide prior to the appointment.

The person taking the fingerprints will be required to wear a protective face mask and gloves. The equipment will be sanitized before and after the fingerprints are taken. These recommendations serve the functions of providing more customer service to the public while also safeguarding the Police Department staff and the public.

Public Works Corp Yard

- Hours: 7 AM to 4:30 PM
- Facility is closed to the public.
- Arrangements to do business with employees must be by appointment only.

As essential workers, Public Works employees will continue to report daily to support routine and emergency operations for the duration of the COVID-19 pandemic. Field crews and managers will continue to practice the safest work habits possible through social distancing and routine use of personal protective equipment. The following is a list of specific protective measures that Public Works will continue to practice and adjust, as necessary:

Workplace Safety

- Print and post COVID-19 guidance in common areas of office space.
- Establish different eating areas for mid-day breaks and lunches amongst various crews.
- Screen employees for any symptoms related to COVID-19. Any employee with symptoms will be sent home. A follow-up of any home assignments must be conducted with Human Resources.
- Subject to availability, personal protective equipment (sanitizers, face masks, gloves) will be made available to the employees.
- Sharing of tools and equipment has been discouraged.
- When possible, there will be one employee per vehicle.
- Non-essential work-related travel, such as conferences, trainings or meetings has been postponed.
- Encouraged all employees to read and follow CDC guidelines to promote personal wellbeing and a safe workplace.

Transit

- Hours of operation to be determined.
- Encourage employees to stay home if sick.
- Provide employees with proper materials like gloves, disinfectant wipes, hand sanitizers, Lysol spray and proper PPE.
- Ask each customer if they are experiencing any symptoms and refuse service if so.
- Limit the number of people pick up.
- Offer to take the customer only to essential places.
- Place clear plastic barrier in the vans separating employees and customers to avoid any spread of germs.
- Add a money dispenser in van if possible, to avoid touching anything given to the employee by the customer.
- Have vans deep cleaned and properly disinfected at least once a week.

Enclosures

1. CDC Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.
2. City of Shafter FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)

Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- ▶ **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- ▶ **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- ▶ **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- ▶ **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- ▶ **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

INTERIM GUIDANCE

This interim guidance pertains to critical infrastructure workers, including personnel in 16 different sectors of work including:

- ▶ Federal, state, & local law enforcement
- ▶ 911 call center employees
- ▶ Fusion Center employees
- ▶ Hazardous material responders from government and the private sector
- ▶ Janitorial staff and other custodial staff
- ▶ Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities

ADDITIONAL CONSIDERATIONS

- ▶ Employees should not share headsets or other objects that are near mouth or nose.
- ▶ Employers should increase the frequency of cleaning commonly touched surfaces.
- ▶ Employees and employers should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.
- ▶ Employers should work with facility maintenance staff to increase air exchanges in room.
- ▶ Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room, and don't share food or utensils.



CITY OF SHAFTER

FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)

Purpose

The purpose of this temporary policy is to comply with the Families First Coronavirus Response Act (FFCRA) and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from April 1, 2020 until December 31, 2020. The rights and entitlements provided in this policy will sunset as of December 31, 2020.

The FFCRA contains both the Emergency Family and Medical Leave Expansion Act, providing an additional reason for leave under the FMLA and making related changes, and the Emergency Paid Sick Leave Act, creating a new paid leave entitlement. The existing FMLA leave policy still applies to all other reasons for leave outside of this policy, as well as other applicable leave policies. At this time, the Department of Labor (DOL) is expected to issue regulations to provide additional guidance on implementing the FFCRA. Therefore, this policy may be updated based on additional guidance from the DOL.

I. FMLA Leave Expansion for Childcare Issues Arising From School Closures

Employee Eligibility

All employees who have been employed with the City of Shafter for at least 30 calendar days, excluding any emergency responders as listed in section III of this policy.

Qualifying Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for a child who is under 18 years of age because the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

“Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation
- a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

- “School” means an elementary or secondary school.

Duration of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020 through December 31, 2020, for a qualifying reason for leave, stated above. This entitlement to leave is an additional qualifying reason for leave and not an additional leave entitlement. Therefore, employees will be entitled to a total of 12 weeks in a 12-month period (as measured in the established FMLA Policy) for all qualifying reasons.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for the remaining 6 weeks of FMLA leave for a qualifying reason, including to care for a child under this policy.

Pay During Leave

Leave will be unpaid for the first 10 days of leave; however, employees may use any accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds (2/3) of an employee’s regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total.

For part-time employees with varying hours to such an extent that the hours worked cannot be determined with certainty, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type; or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Employee Status and Benefits During Leave

While an employee is on leave, the City of Shafter (City) will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the City will continue to make payroll deductions to collect the employee's share of the premium (if any). During any unpaid portions of leave, the employee must continue to make this payment per instructions from the HR department. These provisions are the same as for all other FMLA leave, as described in the current FMLA Policy.

Procedure for Requesting Leave

All employees requesting FMLA leave must provide written notice, where possible, of the need for leave to HR as soon as practicable. Verbal notice will otherwise be accepted until written notice can be provided. Within five business days after the employee has provided this notice, HR will complete and provide the employee with any Department of Labor (DOL) required notices.

The notice the employee provides should include a brief statement as to the reason for leave and, if possible, the expected duration.

On a basis that does not discriminate against employees on FMLA leave, the City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Employee Status After Leave

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms.

Please contact the HR department with any questions.

II Emergency Paid Sick Leave

Emergency Paid Sick Leave, is an entitlement *above and beyond* an employee's normal sick leave entitlement. It shall be available first for the reasons set forth herein. As described below will be available for use beginning April 1, 2020.

Eligibility

All full-time and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child under 18 years of age if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis* (“as if” the employee was the parent).

Amount of Paid Sick Leave

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees will have the number of hours worked, on average, over a two-week period, of paid sick leave available to use for the qualifying reasons above.

For part-time employees with varying hours, to such an extent that the hours worked cannot be determined with certainty, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type; or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Rate of Pay

Paid emergency sick leave will be paid at the employee's regular rate of pay, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay.

Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave during the first 10 days of normally unpaid FMLA leave.

Procedure for Requesting Emergency Paid Sick Leave

Employees must notify their department manager or HR of the need and specific reason for leave under this policy. A form will be provided to all employees for certifying the leave request. Verbal notification will be accepted until practicable to provide written notice.

Once emergency paid sick leave has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

Employees may be requested to provide medical certification or a medical note supporting the need for leave under appropriate circumstances, but will not be required when not practicable to obtain.

Carryover

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused emergency paid sick leave will not carry over to the next year or be paid out to employees.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for use of leave under the policy or any request to use leave under this policy.

Please contact the HR department with any questions.

III. Exclusions

The City has designated the following positions as emergency responders who are therefore ineligible for the leave benefits set forth herein:

FMLA Leave Expansion

Building Department

Building Official
Building Inspector I and II
Code Enforcement Officer
Facilities Construction Specialist

Police Department

Animal Control Officer
Animal Control Manager
Animal Control Services Worker
Police Chief
Police Captain
Police Lieutenant
Police Sergeant
Senior Police Officer
Police Officer
Police Service Technician
Police Dispatcher
Police Records Clerk

Public Works Department

Public Works Director
Public Works Manager
Utility Manager
Public Facilities Manager
Parks Foreman
Streets Foreman
Utility Technician
Utility Operator I and II
Mechanic
Equipment Operator
Maintenance Worker
Laborer I and II

Modified Community Correctional Facility

Corrections Chief
Assistant Corrections Chief
Corrections Lieutenant
Corrections Sergeant
Senior Corrections Officer
Corrections Officer
Corrections Physician
Corrections Nurse
Corrections LVN
Corrections Cook

Emergency Paid Sick Leave

No exclusions apply.

Revised on April 23, 2020

Approval:



Gabriel A. Gonzalez, City Manager



Date