

# **CITY OF SPRINGFIELD, MASSACHUSETTS**

## **RETURN TO WORK LOCATIONS PLAN**

### **SUPERVISORS INSTRUCTIONS**

**JUNE 29, 2020**

**UPDATED**

**The below instructions are temporary and are in response to the Covid 19 coronavirus pandemic. The City reserves the right to modify, amend, alter, supplement or rescind these instructions at any time. Any changes to these instructions will be placed on the City's intranet.**

Employees who cannot maintain a social distance of 6 feet from co-workers or the public must wear a face covering pursuant to the Governor's order of 5-1-20. Supervisors are expected to enforce this rule.

If an employee is afraid to come to work they can take accumulated vacation, personal or incentive leave. If they do not have accumulated time off, please contact HR. Please also direct the employee to ESI, our Employee Assistance provider at 800-252-4555.

If an employee is ill and cannot come to work for a non-Covid-19 reason they should take sick leave. If the illness qualifies and if the employee is eligible for FMLA leave they should contact HR and complete the appropriate paperwork.

Certain employees are eligible for benefits under the Family Friendly Coronavirus Relief Act (FFCRA). Please contact HR for more information and see below for an explanation of this benefit.

If an employee tests positive for Covid-19, coronavirus the City will pay any co-pays and/or deductibles. The employee will be eligible for up to 30 days of Covid 19 paid administrative leave. The Covid 19 paid administrative leave will not be charged to their accumulated paid time off, but will run concurrently with their FFCRA leave. Please contact HR for tracking and timecard information.

If an employee is required to quarantine, they will be placed on Covid 19 paid administrative leave for up to 14 days. The Covid 19 paid administrative leave will not be charged to their accumulated paid time off, but will run concurrently with their FFCRA leave. Please contact HR for tracking and timecard information.

If during the work day an employee reports having a fever of 100.4 Fahrenheit (or higher) or reports that they are ill with Covid-19 symptoms (see below), they must put on a mask, be separated from other employees and be directed to leave the worksite immediately. The employee should be instructed to call their primary health care provider and the Health and Human Services Hotline 750-3250. The Hotline is operational seven days a week from 8:30 a.m. to 7:00 p.m. **If it is necessary (e.g. the employee is having difficulty breathing) call an ambulance.**

Instruct employees to use the appropriate building entrance to have their temperatures taken before reporting to duty. Employees who try to avoid this by using other entrances are subject to progressive disciplinary action. Encourage employees to take their temperatures at home before leaving for work and if it is 100.4 degrees Fahrenheit or greater to stay home, call their supervisor, their primary health care provider and the HHS Hotline.

If an employee contacts you and states that they have had their temperature taken at the entrance to a building and were informed that it is 100.4 degrees Fahrenheit or higher, instruct the employee to go home, call their primary health care provider and call the Health and Human Services Department Hotline.

Instruct employees to follow designated walking patterns in all buildings and to take appropriate stairwells. In buildings with multiple stairways, some will be marked “up” and some “down”. The purpose of this is to limit employees and members of the public from coming in close contact and therefore reducing the risk of employees and members of the public from getting sick.

Instruct employees not to have more than one person in an elevator at a time.

Instruct employees on business travel by automobile to travel alone. If an employee must travel with a co-worker or member of the public they should social distance themselves (sitting as far apart as possible) and wear face masks or coverings while traveling.

Provide employees with frequent hand washing and/or hand sanitizing breaks.

Instruct employees not to congregate and to maintain social distancing while working and while on breaks. Only one employee should sit at a dining table at a time in the break room. Employees at the snack bar must maintain a spacing of 6 feet while in line. Employees should maintain 6 feet of spacing while waiting to use a copier or in the mail room.

Instruct employees to wear face masks or coverings when working with the public.

Where Plexiglas barriers have been erected instruct employees to use same.

Contact HR for tutorials on using Zoom for virtual meetings. When possible use Zoom or other virtual meeting sites approved by the Director of IT rather than meeting in person.

Check in with your staff daily and remind them if they are experiencing any Covid-19 symptoms they need to go home.

Family members and friends (non-City employees) should not be visiting employees in City buildings during this period. If an employee would like to see a family member or friend during a meal or rest break they should meet outside of the building.

**Covid-19 symptoms include the following:**

- a. you have a fever (100.4 degrees Fahrenheit or higher) b. you have a cough c. shortness of breath d. difficulty breathing e. congestion or runny nose f. nausea or vomiting g. diarrhea

OR IF YOU HAVE TWO OR MORE OF THE FOLLOWING SYMPTOMS

- a. you have chills b. you have repeated shaking with chills c. you have lost the sense of taste or smell d. headache e. muscle pain f. sore throat

**FFCRA**

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and*
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

The City's FFCRA policy and request form is located on the COS (intranet) at Human Resources/Forms and Policies/Family Medical Leave Act.