

CITY OF MENDOTA HEIGHTS
COVID-19 Preparedness Plan—CITY HALL

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INTRODUCTION AND PURPOSE

The City of Mendota Heights is committed to providing a safe and healthy workplace for all employees and visitors. In response to the COVID-19 pandemic and to comply with Federal, State and local orders and directives the City has developed the following City Hall Preparedness Plan. The City's goal is to mitigate the potential for transmission of COVID-19 in the workplace.

The following controls and procedures are established by the City of Mendota Heights for operations at City Hall. The City has reviewed and incorporated industry guidance provided by the State of Minnesota, the Centers for Disease Control (CDC) and applicable to various areas of city business including:

- Minnesota Executive Orders
- Industry Guidance for Safely Reopening: General Industry Guidance
- Industry Guidance for Safely Reopening: Seated Entertainment & Meeting Venues
- Safety and Health Guidelines for the Employers and Employees of Essential Work Operations

Additional Plans have been developed for City of Mendota Heights Parks and Facilities, and the Par 3 Golf Course.

EMPLOYEES

The City of Mendota Heights is serious about the safety and health of its employees. The implementation of recommended precautions and procedures included in this plan requires the full cooperation of all employees. Employees and others working in City Hall workspace will be responsible for implementing and complying with the requirements of this plan and those mandated or recommended by the State of Minnesota.

While working, employees will be expected to adhere to the policies and procedures that have been established to ensure the safety of co-workers and the public. Failure to comply with the stated policies and procedures may be considered grounds for discipline.

VISITORS (PUBLIC ACCESS)

The City of Mendota Heights is serious about the safety and health of City Hall visitors. The implementation of recommended precautions and procedures included in this plan requires the full cooperation of all visitors.

CITY HALL SAFE WORK/BUILDING PRACTICES

All work and building practices shall be conducted in a manner that adheres to Minnesota Occupational Safety and Health Standards (MNOSHA), the Minnesota Department of Health (MDH) and CDC statutes, rules, standards, guidelines, and Minnesota's relevant Executive Orders related to COVID-19.

The following operational procedures address the need to implement and carryout public health protection measures for authorized city facilities, employees and the general public. Procedures

include a combination of engineering and administrative controls and safe work practices which focus on reducing the transmission of COVID-19 among employees and visitors, maintaining healthy business operations, and a healthy work environment.

City Hall Building Controls

- Transaction barriers have been installed at the City Hall reception desk. Floor markers will be used throughout the common lobby space indicating recommended social distancing locations.
- Employees are assigned separate work space (e.g. offices and cubicles) and equipment (e.g. computers and telephones). Work space is spread out or divided by at least six feet of separation recommended for social distancing. For shared workspaces, employees have been assigned to other work sites, are working from home or are staggering their work shifts to minimize contact.
- Various areas of City Hall will be closed or available for limited use. The small conference room will generally be off limits for use due to its size. The large conference room will be able to be used but only by very small (2-3 people) groups. Seating in Council Chambers has been reduced to 25% occupancy and chairs are socially distanced. Markers on the floor indicate placement of chairs to maintain social distancing.
- Cleaning supplies including wipes or spray bottles with sanitizer, paper towels, and hand sanitizer shall be provided in the small and large conference room and council chambers. Each room shall have safety guidelines placed near the entrance of the room.
- The City has installed needlepoint bi-polar ionization systems within City hall. There are five of these units throughout the building. Additionally, as scientific information becomes available about the virus, the City will continue to review and adjust City Hall HVAC systems recognizing the role they play in keeping employees healthy and safe.

Infection Prevention Measures and Practices

Through this plan, employees and visitors are advised to:

- Continue to transact business with the City via contactless methods. Public interaction by telephone, email, US mail, and public drop off in the city mailbox is strongly encouraged.
- Stay home if they are sick or have symptoms of COVID-19 (i.e. fever, cough, or shortness of breath).

Employees:

- Employees needing to stay home due to sickness should use their existing extended disability, personal or vacation leave and/or leave permitted under the Families First Coronavirus Response Act for COVID-19 related sickness. See Appendix D for policy and request forms.
- Self-monitor for signs and symptoms of COVID-19. Employees and visitors are encouraged to perform a daily self-symptom assessment and self-temperature check prior to entering City Hall.

Employees:

- Employees may access a number of COVID-19 self-assessment checklists and symptom checkers online. Employees are to track their own self-assessments. Copies of the Minnesota Department of Health Visitor and Employee Health Screening Checklist are available in the Engineering cubicle nearest to the employee entrance for employees to take and use on their own.
 - Employees shall inform their supervisor or Department Director if they are experiencing symptoms, are sick or have a sick household member with COVID-19 and are needing to self-quarantine in order to care for them. If prior to a scheduled work day, notification should be done through telephone call or text message.
- Practice good respiratory etiquette and hand hygiene. Employees and visitors are instructed to wash their hands frequently throughout the day with soap and water for at least 20 seconds or use hand sanitizer that contains at least 60% alcohol in place of soap and water. Employees and visitors shall cover coughs and sneezes with their sleeve or tissue and avoid touching their faces, in particular their mouths, nose and eyes.

Visitors:

- All visitors are encouraged to wash or sanitize their hands prior to or immediately upon entering City Hall. Hand sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at public entrances and in locations in City Hall so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly dirty.

Employees:

- The City has provided disinfectant spray and hand sanitizer to each employee. Additional disinfectant and hand sanitizer will be located in the Engineering cubicle closest to the employee entrance. Staff will be able to refill their spray bottle, as needed. Wipes and other cleaning supplies may be available for employee use and will depend on availability to the City. Employees are encouraged to keep cleaning and disinfecting supplies at their desks to support good hand hygiene and respiratory health.
 - Employees should be mindful when handing office equipment, office supplies or other such materials belonging to another employee. Employees will be responsible for cleaning any shared equipment and common touch surfaces after each use.
- Practice social distancing by maintaining 6 feet of distance between themselves and others.
- Floor space in front of the City Hall reception desk has been marked to indicate spacing of at least 6 feet. Public seating, including benches and chairs, have been placed at least 6 feet apart or eliminated.

Employees:

- Employees shall work their scheduled hours as established in their individual work plan. Work schedules have been determined in order to allow for as little contact as possible between employees.
- Employees who are able to work from home to fulfill their hours may continue to do so. Work from home arrangements should be coordinated with an employee's supervisor. Employees shall use accrued leave time to cover hours not actually worked.

- Flexible work schedules will be allowed so as to allow for staggering of staff in the office. Employees, with supervisor approval, may determine their start time and the days they want to work and can include Saturday and Sunday as part of their normal work week.
 - Employees shall minimize in-person meeting time and utilize electronic means of communication (e.g. email, telephone, Jabber Instant Messaging, video meetings through WebEx or Zoom) in continuing City operations.
 - Various parts of City Hall will be closed or available for limited use. The small conference room will generally be off limits for use due to its size. The large conference room will be able to be used but only by very small (2-3 people) groups. Employees will be able to prepare and store food in the upstairs breakroom/kitchen but the number of chairs will be reduced.
 - Employees have the option of placing tape on the floor in office spaces. This tape serves as a visual reminder for employees to keep their distance.
- Routinely clean and disinfect work spaces and equipment.
- City Hall procedures have been modified to incorporate updated housekeeping/cleaning practices including regular cleaning and disinfecting of common work areas and equipment. Common areas and touch points such as door knobs, conference room tables and bathrooms will be cleaned by the Facilities Manager daily.

Visitors:

- Visitors are encouraged to bring their own writing devices and to have forms and paperwork completed prior to coming to City Hall. City provided pens and reception desk counter surfaces will be cleaned and disinfected between each use.

Employees:

- Employees are responsible for routinely cleaning and disinfecting their own work space and other common area work surfaces as well as high touch areas (such as the copier, microwave, refrigerator door handle, kitchen tables, etc.) that they use.
 - Employees are responsible for cleaning and disinfecting city vehicles after each use. When possible, only one employee shall use a city vehicle at a time.
 - The City will provide appropriate and effective cleaning and disinfecting supplies, and are available for use in accordance with product labels, safety data sheets and manufacturer specifications. Wipes for housekeeping and disinfecting can be used, if available. If wipes become unavailable, spray bottles of disinfectant/surface sanitizer and paper towels have been provided and should be used on work surfaces and equipment.
- Use Personal Protective Equipment (PPE)
- Face Covering Requirement (EO 20-81): Under Executive Order 20-81, face coverings must be worn indoors in businesses or public indoor settings, including when waiting outdoors to enter an indoor business or public settings by all employees and visitors. Face coverings must be worn outdoors when it is not possible to maintain social distancing.

Employees and visitors are strongly encouraged to have a face covering with them at all times to be prepared to comply with the requirements of the Executive Order.

A face covering must be worn to cover the nose and mouth completely and can include a paper or disposable face mask, a cloth face mask, a scarf, a bandana, a neck gaiter, or religious face covering. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering are exempt from face covering requirements. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. Individuals should consider using alternatives to face coverings, including clear face shields and staying home as much as possible.

When possible, the City will provide accommodations to employees and visitors who state they have a medical condition, mental health condition, or disability that makes it unreasonable for them to maintain a face covering, such as permitting use of an alternate form of face covering (e.g. face shield) or providing service options that do not require a customer to enter the business. The City may not require visitors to provide proof of a medical condition, mental health condition, or disability, or require customers to explain the nature of their condition or disability.

Nothing in Executive Order requires the city or its employees to enforce the requirement to wear face coverings when it is unsafe to do so, or authorizes the city or its employees to restrain, assault or physically remove employees or visitors who refuse to comply the Executive Order requirements. Nothing in the Executive Order authorizes the City or its employees to violate other laws, including anti-discrimination laws.

Employees:

- Face Masks/Face Coverings
 - The City provides disposable face masks for employees to use during the work day. A supply of face masks is located in the Engineering cubicle nearest the employee entrance.
 - Employees may temporarily remove face coverings when working alone, including when alone in an office, conference room, or a cubicle with walls that are higher than face level when social distancing is maintained. Face coverings may also be removed when alone in city vehicles, or the cab of heavy equipment or machinery or in an enclosed work area.

Additionally, employees and visitors can temporarily remove face coverings when presenting or speaking at a governmental meeting subject to the Open Meeting Law, provided that social distancing is always maintained.

- Employees must wear face coverings when in City Hall common space (e.g. workroom, council chambers, and hallways) and when interacting with visitors or coworkers. Employees should carry a face covering to be prepared for person-to-person interactions and to be used when no longer alone.
- Employees shall wear a face covering when working outdoors in situations where social distancing cannot be maintained.
- Employees may choose to wear gloves. Gloves will be provided by the City when available. If gloves are unavailable due to PPE shortages, employees shall practice good hand hygiene by washing their hands for at least 20 seconds with soap and water frequently throughout the day. Hand sanitizer (which is greater than 60% alcohol) can be used for hand hygiene.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In addition to other prevention strategies, the use of Personal Protective Equipment (PPE) may help prevent the spread of COVID-19. The City of Mendota Heights will provide employees with PPE needed to keep workers safe while performing their job. Depending on the position, PPE may include: face masks or face coverings, disposable gloves, eye protection, and transaction shields at the City Hall reception desk.

The City of Mendota Heights acknowledges that during a pandemic, PPE may be in short supply. PPE will be selected based on the results of the City’s hazard assessment and specific job duties for each position.

EXPOSURE TO COVID-19

Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

A potential exposure means being a household contact or having close contact within 6 feet of an individual with a confirmed or suspected case of COVID-19 for 15 minutes or longer. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

In potential exposure situations, the Assistant City Administrator or City Administrator will be the primary point of contact with the reporting employee.

Employee Secondary Exposure

If a member of the employee’s household, or someone under the care of an employee is exposed to a suspected or confirmed case of COVID-19, the employee shall notify their supervisor, Employees may be permitted to work following a potential exposure to COVID-19, provided the employee remains asymptomatic and takes additional precautions prior to and during their work shift to protect themselves, co-workers and the community.

Employees who have had a potential exposure but remain asymptomatic should adhere to the following practices prior to and during working hours:

- Notify their supervisor or Department Director of any known potential or actual exposure. The supervisor or Department Director is responsible for notifying the Assistant City Administrator of any employee potential exposure.

- Self-Monitor and prescreen before each work shift. Employees will be required to take their temperature and assess symptoms prior to each work shift. Employees should continue to self-monitor for the required number of days. Employees are responsible for reporting any changes in symptoms to their supervisor or Department Director. If changes in symptoms occur, employees must stay home. If at any time the employee or member of the employee's household starts to show symptoms, the employee shall notify their supervisor immediately.
- Wear Personal Protective Equipment (PPE) including a face mask or face covering at all times while in the workplace for 14 days after last exposure and gloves at all times while touching common area work surfaces, equipment, for 14 days after last exposure.
- Practice social distancing by maintaining 6 feet of separation from others, as work duties permit.
- Disinfect and clean work spaces and equipment, routinely.

Employee Exposure to a Confirmed Positive Case of COVID-19

If at any time an employee has come in close contact with someone who has a confirmed positive case of COVID-19, the employee shall notify their supervisor and the Assistant City Administrator immediately.

If the employee is at work and learns that someone with whom they have been in contact has a confirmed case of COVID-19, the employee shall be sent home immediately. If the employee is at home, the employee shall not report to the work site. The employee shall notify their supervisor. The Assistant City Administrator and the supervisor will conduct a risk analysis to determine if contact exposure has occurred.

The employee will be responsible for following the recommended CDC precautions including:

- Staying home until 14 days after the last exposure and maintain social distance (at least 6 feet) from others at all times. Employees should check with their supervisor regarding working from home arrangements.
- Self-monitor for symptoms.
- Avoid contact with people at higher risk.
- Follow CDC guidance if symptoms develop.

EMPLOYEE CONFIRMED CASE OF COVID-19

If at any time an employee has a confirmed positive case of COVID-19, the employee shall notify their supervisor immediately. If the employee is at work, they will be sent home immediately. If the employee is at home, they shall be instructed not to report work.

If an employee appears to have symptoms of COVID-19 upon arrival at work or becomes sick during the work day, the employee will be isolated within their workspace and required to wear a mask prior to moving from their workspace. The employee will be sent home immediately. Depending on circumstances, all work surfaces and equipment that the employee used up to 48 hours prior, will be cleaned and disinfected following CDC cleaning and disinfecting guidelines.

Information on the persons who had contact with the employee during the time the employee had symptoms and two days prior to symptoms appearing will be compiled. The City will notify all of the identified individuals of the potential exposure. Information will be shared with other city employees to the extent necessary to assess the risk involved. Information will remain confidential to maintain the privacy of the employee's health status and health information.

The City will protect the privacy of all employees, employees' medical information and information about accommodations or leaves in accordance with applicable federal and state laws.

Employees will be required to follow CDC and health provider guidelines after testing positive for COVID-19 prior to returning to work.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

COMMUNICATION AND TRAINING

Each employee will be provided a copy of this plan and necessary training will be provided as needed to an employee. Communication and training will be ongoing and this plan will be updated as the COVID-19 environment changes.

AUTHORITY TO CHANGE OR MODIFY

Circumstances related to COVID-19 are continuously changing and evolving. The City Council has approved this plan and authorized city staff to change or modify plan elements based on current statutes, rules, standards, guidelines and Minnesota's relevant Executive Orders related to COVID-19.

Supervisors are to monitor how effective the program has been implemented and carried out. Supervisors shall communicate any needs or adjustments to the Assistant City Administrator. The City will continue to monitor and evaluate operations and procedures and make necessary changes to ensure the safety of employees.

PLAN CONTACT AND CERTIFICATION

Cheryl Jacobson, Assistant City Administrator

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Appendix A:

HEALTH SCREENING QUESTIONS

Per CDC/MDH guidelines, the following are health screening questions to ask when conducting self-assessments. If an employee answers yes to any of these questions, they should stay home or if at work will be sent home.

1. A new fever (100.4°F or higher), or a sense of having a fever?
2. A new cough that you cannot attribute to another health condition?
3. New chills that you cannot attribute to another health condition?
4. New shortness of breath that you cannot attribute to another health condition?
5. A new sore throat that you cannot attribute to another health condition?
6. New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
7. A new headache that you cannot attribute to another health condition?
8. New loss of smell or taste that you cannot attribute to another health condition?

Appendix B:

CLEANING AND DISINFECTING

[Source: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>]

Employees shall practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks and electronics) with household cleaners and disinfectants that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions employees should take when applying the product, such as wearing gloves and making sure they have good ventilation during use of the product.

- **CLEANING** refers to the removal of germs, dirt and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **DISINFECTING** refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection.

How to Clean and Disinfect

- Hard (Non-porous) Surfaces
 - Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Employees should consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available. Follow manufacturer's instructions for all cleaning and disinfection products for (concentration, application method and contact time, etc.).
- For electronics
 - Follow the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Appendix C:

HAND HYGEINE

[Source: <https://www.cdc.gov/handwashing/when-how-handwashing.html>]

Hand washing is one of the best ways to protect yourself and your family from getting sick. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

During the COVID-19 pandemic, you should also clean hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth.

Washing Your Hands the Right Way

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Use Hand Sanitizer When You Can't Use Soap and Water

You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

Sanitizers can quickly reduce the number of germs on hands in many situations. However, sanitizers do not get rid of all types of germs, may not be as effective when hands are visibly dirty or greasy and might not remove harmful chemicals from hands like pesticides and heavy metals.

Using Hand Sanitizer

- Apply gel/liquid product to the palm of one hand (read the label to learn the correct amount). Rub your hands together.
- Rub gel/liquid over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Appendix D
COVID-19 FAMILIES FIRST CORONAVIRUS RESPONSE ACT LEAVE POLICY

(ATTACHED)



COVID- 19

Families First Coronavirus Response Act Leave Policy

INTRODUCTION AND PURPOSE

The Families First Coronavirus Response Act (FFCRA) requires government employers provide employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. In compliance with the requirements of the FFCRA, the City of Mendota Heights (the “City”), adopts the following policy for Emergency Paid Sick Leave and Emergency Family and Medical (Public Health Emergency) Leave effective April 1, 2020 through December 31, 2020.

EMERGENCY PAID SICK LEAVE

Employee Eligibility

Full and part time employees of the City who have been employed for a minimum of one calendar day as of April 1, 2020 are eligible. An employee is eligible to take leave related to COVID-19, if the employee is unable to work or work remotely for the following reasons:

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 a Federal, State or local quarantine or isolation order or as advised to by health care provider.
5. The employee is caring for a son or daughter whose school or place of care has been closed, or the child care provider 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.

Length of Leave

Eligible employees will receive up to two weeks of Emergency Paid Sick Leave. Full-time employees qualify for up to 80 hours of leave. Part-time employees qualify for the average number of hours worked during a typical two-week period. The two-week period shall be determined by the City.

An employee using Emergency Paid Sick Leave for qualifying reasons (1), (2), (3), (4) and (6) must take paid sick leave in full-day increments until either: 1) the full amount of leave is exhausted; or 2) there is no longer a qualifying reason for taking paid sick leave. Additionally, under these conditions an employee

may qualify for Family and Medical Leave Act (FMLA) leave, which shall run concurrently with Emergency Paid Sick Leave, and all other regular FMLA policies and procedures shall apply.

An employee using Emergency Paid Sick Leave for qualifying reason (5), may use the Emergency Paid Sick Leave intermittently or on a reduced schedule with the approval of the employee's Department Head and Assistant City Administrator. Additionally, under this condition an employee may qualify for leave under the Public Health Emergency Leave.

An employee may qualify for leave under two or more qualifying reasons, but an employee is only eligible for a maximum of 80 hours of Emergency Paid Sick Leave. An employee is not required to use other available paid leave before using Emergency Paid Sick Leave.

Pay Benefits

Under qualifying reasons (1), (2), and (3) an employee is paid 100% of their regular rate of pay up to \$511 per day (\$5,110 in total).

Under qualifying reasons (4), (5), and (6) an employee is paid two-thirds of their regular rate of pay, up to \$200 per day (\$2,000 in total). Under these qualifying reasons, an employee may elect to supplement their pay with accrued vacation, extended disability, personal leave, or comp time, not to exceed 100% of their weekly gross salary.

Emergency Paid Sick Leave Limits

Emergency paid sick leave will expire on December 31, 2020. This leave will not carry forward and will not be paid to an employee upon separation of employment or at the end of the year.

PUBLIC HEALTH EMERGENCY LEAVE (EMERGENCY FMLA)

Public Health Emergency Leave is a temporary expansion of the Federal Family and Medical Leave Act (FMLA) and provides pay and benefit protection to an employee who is unable to work or work remotely due to caring for a son or daughter whose school or place of care has been closed, or whose child care provider is unavailable due a public health emergency.

Employee Eligibility

All current employees of the City who have been employed for a minimum of 30 calendar days as of April 1, 2020 are eligible for benefits under this section.

Length of Leave

Public Health Emergency Leave provides for a combination of up to 12 weeks of unpaid and paid leave. Leave taken under this policy shall count towards an employee's total allotment of leave, for any qualifying reason, in a 12-month period under FMLA.

Leave may be used intermittently or on a reduced schedule with the approval of the employee's Department Director and the Assistant City Administrator.

Pay Benefits

The first 10 days of Public Health Emergency Leave are unpaid. An employee may elect to use paid leave (e.g. vacation leave, personal leave, extended disability or comp time) during the 10-day unpaid period, or the 10 days may be paid using Emergency Paid Sick Leave, if taken for a qualifying reason.

After the initial 10 days, an employee may be entitled to up to 10 weeks of job protected leave at two-thirds their regular rate of pay up to \$200 per day (\$12,000 in the aggregate over a 12-week period—two weeks of paid emergency sick leave followed by up to 10 weeks of paid expanded family and medical leave). An employee may elect to supplement their pay with accrued vacation, personal leave, extended disability, and comp time, not to exceed 100 percent of their weekly gross salary.

OTHER RIGHTS AND RESPONSIBILITIES UNDER FFCRA LEAVE

Notifying the City of the Need for FFCRA Leave

An employee should make their request for leave known as soon as possible, by notifying their immediate supervisor or Human Resources and filling out a request form. If an employee is incapacitated, the employee's representative should give verbal notice as soon as possible. Calling in "sick" does not qualify as adequate notice. An employee must provide sufficient information regarding the reason for an absence for the City to know that protection and benefits may exist under this policy.

Generally, the City will require certification to verify the qualifying reason for the leave. An employee should be prepared to provide documentation such as a copy of any quarantine or isolation order, or written note by a health care provider advising self-quarantine, or a notice of closure of school or childcare provider.

It is understood that requesting healthcare provider documentation may place additional burden on the medical community; therefore, if an employee is unable to obtain documentation, at a minimum, the name, address, and phone number of the employee's treating healthcare provider must be provided. The City of Mendota Heights reserves the right to request additional documentation completed by a healthcare provider or childcare provider in situations where there is reason to believe an employee has fraudulently obtained leave or paid benefits.

Rights Upon Return from FFCRA Leave

An employee who takes FFCRA leave may be reinstated to the same job or an equivalent position upon completion of the leave. If an individual has exhausted all leave under this policy and is still unable to return to work, the situation will be reviewed on a case-by-case basis to determine what rights and protections might exist.

The law provides that an employee has no greater rights upon return from leave than the individual would have had if they had continued to work. Therefore, an employee may be affected by a layoff, reorganization, furlough, change in job duties, or other change in employment if the action would have occurred had the employee remained actively at work.