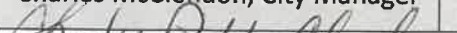


<b>CITY OF CATHEDRAL CITY</b>			<b>HR-AP 06</b>
<b>ADMINISTRATIVE POLICY</b>			
<b>Approved by:</b>	<b>Distributed by</b>	<b>Original Date</b>	
Charles McClendon, City Manager 	Human Resources	March 18, 2020	

**SUBJECT:**

EMPLOYEE INFORMATION AND GUIDELINES REGARDING COVID-19

**POLICY:**

Under Cal-OSHA, employers are required to maintain safe and healthy working conditions for employees. Given the recent developments and expanding scope and urgency surrounding COVID-19 (also known as "Coronavirus"), Cathedral City is providing employees with the following information and guidelines in order to promote a safe and healthy working environment.

**EMERGENCY ACTIONS:**

As of March 16, 2020

**1. To Protect our Community:**

- a. We will follow all orders or directives from Riverside County Health and Emergency Management departments; and California Health and Emergency Management departments.
- b. No park reservation permits will be issued until further notice.
- c. Cross coverage arrangements have been developed with Palm Springs and Riverside County for Dispatch coverage and existing mutual aid agreements for Police and Fire are available.

**2. To Protect our Employees and those in contact with our staff:**

- a. Employees should monitor Centers for Disease Control (CDC) guidelines on COVID-19. Should an employee have any concerns about exposure to COVID-19 or related quarantine impacts, the employee should immediately contact the Human Resources Department.
- b. The permit counter is closed. Staff will issue permits and review simple plans through the glass window. Plan review and items taking a longer review time will be taken through the window and handled separately.
- c. Police and Fire records will be issued remotely only.
- d. No live scans will be completed at Police until further notice.
- e. Internal meetings will be done via teleconference unless a critical need exists that dictates otherwise.
- f. Certain designated employees will be asked to work from home or engage in flexible work arrangements and schedules as appropriate.
- g. Full Time Employees (other than sworn police and fire and dispatch personnel) who need to shelter in place at home will be allowed to do so and to use accrued leave time.
- h. Full Time Employees who are new to the organization and don't have adequate leave in their banks will be allowed to go negative on accruals up to 80 hours so they can continue to get paid and receive medical benefits. Future leave accruals shall cover such deficits.
- i. Employees required to quarantine may use accrued leave hours to do so. Safety employees will be evaluated on a case-by-case.

3. **To protect the fiscal health of the City government:**
  - a. All hiring is frozen except the Police Chief position and Dispatchers
  - b. All travel is prohibited
  - c. All departments are to cease any optional expenditures
4. **Council and Commission Meetings:**
  - a. Teleconference attendance will be available
  - b. Public Comment electronically will be available
  - c. Agendas will be limited to essential items

5. **Employees May Be Sent Home:**

Given the seriousness surrounding COVID-19, there may be circumstances where employees will be required to leave work and go home. The City will apply criteria in making these determinations in a consistent manner to ensure the health and safety of all City employees. The following criteria will be considered: exhibition of symptoms associated with COVID-19; severity of such symptoms associated with COVID-19; travel to or through areas with known community transmission of COVID-19; known or suspected contact with COVID-19 affected individuals. Should an employee have any concerns about having met any of these criteria, the employee should immediately contact the Human Resources Department.

Should an employee be sent home, the employee should strongly consider seeking immediate medical attention. An employee who is sent home from work or is home on account of self-quarantine due to COVID-19 may use accrued sick leave and if sick leave is exhausted, vacation leave. The City may require that the employee provide a note from a treating physician clearing the employee to return to work before allowing the employee to return to work.

6. **Personal Prevention Actions:**

The following are personal prevention actions that employees can take to ensure a safe and healthy working environment.

- Wash your hands often with soap and water. If soap and water are not available, use alcohol-based hand sanitizer.
- Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately.
- Limit close contact with people who are sick.
- Refrain from unnecessary physical contact, such as handshakes and hugs, with co-workers, guests and members of the public.
- Refrain from using other workers' phones, desks, offices or other work tools, when possible.
- Maintain regular and diligent housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment and other elements of the work environment.

Due to the fluidity surrounding the scope and impact of COVID-19, the City may issue supplemental employee information and guidelines as necessary. Employees should closely review all such guidelines, and contact the Human Resources Department should they have any questions.