

Introduced by: City Manager Debra M. Irvin

AN ORDINANCE of THE CITY OF BERKELEY AMENDING THE EMPLOYEE HANDBOOK OF PERSONNEL RULES AND REGULATIONS, POLICIES AND BENEFITS IN RELATIONS TO COMMUNICABLE DISEASES; COMMONLY KNOWN AS THE CORONAVIRUS POLICY

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BERKELEY, MISSOURI, AS FOLLOWS:

Section 1. PURPOSE

This policy provides general guidelines for addressing safety in the workplace and reporting exposure to coronavirus.

Section 2. CITY OF BERKELEY EMPLOYEES RESPONSIBILITIES

As Coronavirus (COVID-19) continues to be very prevalent across the area and the country we want to reach out to employees. We want to take this time to reinforce our COVID policy guidelines for all employees:

WORKPLACE HEALTH & SAFETY

1. Building Entrances and Work Locations
 - a. ALL employees are **REQUIRED** to wear masks to enter all buildings.
 - b. Mask **must** be worn in all public spaces (hallways, bathrooms, interacting with co-workers and the public away from your workstation, and in private offices).
 - c. Temperatures will be taken at City Hall and all of our locations upon entering. Any employee with a temperature of **100.4 or higher** will not be allowed to enter.

2. Personal Protective Equipment (PPE)
 - a. Cleaning supplies and hand sanitizer will continue to be provided and available in each Department.
 - b. Masks will be made available, please check with your department head if you need any.
 - c. Gloves also will be provided and should be used when handling mail, deliveries and cash or other payments.

3. Social Distancing
 - a. Occupancy of shared spaces such as conference rooms and the breakrooms should be limited to 50% capacity.
 - b. Adhere to social distancing standards of a minimum six (6) feet. Employees are to respect personal boundaries.
 - c. Limit physical meetings, use phone or video conferencing when possible.
 - d. Limit paper documents, scan and email when at all possible.

4. Cleaning

- a. Staff will continue to clean and sanitize the building on a daily basis
- b. Staff will clean and sanitize shared spaces such as break areas and restrooms twice daily.
- c. If a positive case is reported in the workplace, arrangements will be made for a deep clean if necessary.

EMPLOYEES WHO HAVE TESTED POSITIVE FOR CORONAVIRUS WILL BE ASKED THE FOLLOWING QUESTIONS:

- When did they start having symptoms?
- When did you last work?
- When did you take the test? Or when will you be tested?
- Name all employees/work related individuals that the employee has been in close contact with (within 6 feet) and for a prolonged period of time (15 minutes), since having symptoms.

Key Protocols and Procedures:

- Disinfect the work or city vehicle area
- Positive employee quarantined minimum 14 days and require a negative test result prior to return.
- Notify affected Employee(s) who have been in close contact (within 6 feet) and for a prolonged period of time (15 times) of the positive employee.
- Individuals who were within close contact quarantine for 14 days after last contact with employee. Testing is required.
- Others who are generally concerned in the immediate work area may take sick leave off to test and return to work upon negative results.
- Reminder paid sick leave is available if you hold a positive balance.
- Employees who do not have sick leave will be allowed to take vacation leave or leave without pay during the testing and waiting period.

Supervisor can inform their staff of a positive *employee (do not reveal name, of course a challenge in smaller departments)*. Remind employees they should be diligent about:

- Monitoring for symptoms and temperature and stay home if they are sick.
- Wearing face covering/masks at all times in the workplace.
- Washing hands regularly.
- Using hand sanitizer regularly.
- Disinfecting work areas regularly.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

Eligibility Requirements

All full time and part time employees who are actively employed with the City of Berkeley for a minimum of 30 days are eligible to be compensated for leave due to COVID-19 for up to 80

hours. Any time used beyond the 80 hours will be counted against sick and or vacation hours. The Qualifying reasons for COVID-19 leave are listed below:

1. Employee has documentation from a health care provider that they have been advised to self-quarantine due to concerns related to COVID-19.
2. An Employee experiencing symptoms of COVID-19 must have a medical diagnosis from a health care provider to verify such; and provide to immediate supervisor and/or human resource.
3. An Employee caring for an individual who: (a) is subject to a federal, state or local quarantine or isolation order related to COVID-19, or (b) has been advised by a health care provider to self-quarantine due to concerns related to COVID-19 precautions.
4. An Employee caring for a child because school or place of care for the child has been closed or the child care provider of the child is unavailable due to COVID-19 precautions.

FALSELY OR KNOWINGLY FALSIFYING CORONAVIRUS AS A WAY TO TAKE DAYS OFF WORK

1. Any employee who falsely report Coronaviruses as a way to take days off work will be reprimanded, including and up to termination.
2. Any employee who reports coronaviruses or exposure to coronaviruses will be required to submit a medical statement from a qualifying medical physician to their immediate supervisor before returning to work.
3. Any employee who reports fever, chills, loss of smell or any of the symptoms of coronaviruses outlined by the CDC is required to submit a negative test report before returning to the workplace.

Section 3. The policy will be incorporated with the current personnel handbook, as if fully set out herein.

Section 4. This Ordinance shall be in full force and effect from and after its passage.

1st Reading this 01st day of February 2021

2nd Reading this day of 2021

3rd Reading, PASSED and APPROVED, this **day of** **2021**

Babatunde Deinbo, Mayor

ATTEST:

Deanna L. Jones, City Clerk

Approved as to Form:
Donnell Smith, City Attorney

Final Roll Call:

Councilwoman Mitchell	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Williams	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Anthony	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman Hindeleh	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman-at-Large Greene	Aye ___	Nay ___	Absent ___	Abstain ___
Mayor Deinbo	Aye ___	Nay ___	Absent ___	Abstain ___