



MINUTES OF THE PERSONNEL COMMITTEE

MONDAY, MARCH 23, 2020, 4:30 PM

Special Telephonic Meeting of the Personnel Committee

To listen to the meeting go to:

<https://www.youtube.com/CityOfGreenBay>

A. ZOOM MEETING CALL NUMBERS

I. I. The attached documents contains telephone numbers and instructions for calling into this Zoom Meeting.

B. ROLL CALL.

I. Members: Ald. Bill Galvin, Chair, Ald. Kathy Lefebvre, Vice Chair, Ald. Barbara Dorff, Ald. Veronica Corpus-Dax

Present: Veronica Corpus-Dax, Barbara Dorff, Kathy Lefebvre, Bill Galvin

Others present: Ald. Mark Steuer, Fire Chief David Litton, Police Chief Andrew Smith, Police Commander Kevin Warych, Finance Director Diana Ellenbecker, Chief of Staff Celestine Jeffreys, Human Resources Director Joe Faulds, Human Resources Operations Manager Melanie Falk and others.

C. APPROVAL OF THE AGENDA.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to approve the agenda.
Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

D. APPROVAL OF MINUTES.

I. Approval of the minutes from February 25, 2020.

Moved by Ald. Kathy Lefebvre, seconded by Ald. Veronica Corpus-Dax to approve. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

E. REGULAR BUSINESS.

- I. Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Records Clerk - Police
 - b. Building Maintenance Technicians - Public Works
 - c. Administrative Clerk - Public Works

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to approve. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

2. Consideration with possible action the request by Ald. Johnson to draft a resolution requesting the state to suspend rules on utilization of the Unemployment Insurance fund to allow employers and/or governments to access the fund in tandem with matching subsidy payments to fully compensate employees affected by Coronavirus who are temporarily and/or partially displaced.

Moved by Ald. Barbara Dorff, seconded by Ald. Kathy Lefebvre to refer to staff to prepare a resolution. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

3. Consideration with possible action the request by Ald. Dorff to the Finance or Personnel committee by Fire and what other departments may be appropriate, regarding our current city pandemic plan in terms of potentially needed finances and personnel, especially, but not limited to, protecting our first responders from contamination.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to approve the revised Emergency Preparedness Plan for COVID-19. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

F. INFORMATIONAL.

- I. Building Maintenance Technician Emergency Authorization to Hire

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Kathy Lefebvre to receive and place on file items #1, #2 and #3. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

2. Recruitment initiated to add a full-time Senior Animal Keeper position approved as part of the 2020 budget.

3. Report of routine personnel actions for regular employees.

4. Next meeting date: April 7, 2020

G. ADJOURNMENT.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to adjourn. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

VERBATIM MINUTES

Galvin: Is Kathy going to be able to overlook, maybe we should be able to hear [inaudible 00:00:05] [crosstalk]

Celestine Jeffreys: Yes. That was what happened to everyone at Council is that when we had a computer connecting point in, we were actually trying to get some things going and that muting that I had done where everyone could not hear that is no longer the case. If you're muted you should be able to hear.

Galvin: Alright, very good. Alright, should I go?

Celestine: You're good to go. Go ahead, Alder.

Galvin: This will be a Personnel Committee meeting for the city of Green Bay more so via Zoom. The Chief of Staff Jeffreys announced that everyone from the Committee is here and present and so we will start this meeting. I'm waiting for the approval of the agenda.

Barbara Dorff: Ald. Dorff, this is Ald. Dorff and I move to approve the agenda.

Veronica: Dax, second.

Galvin: Alright I have a motion to approve, I have a second all those in favor say "Aye".

Participants: Aye.

Galvin: Alright that passes unanimously. I'm looking for an approval of the minutes for my last meeting on February 22, 2020.

Veronica: I will second.

Galvin: Alright, all those in favor say Aye.

Participants: Aye.

Celestine: Sorry, Ald. Galvin could you just clarify who moved it and who seconded it?

Galvin: [unintelligible 00:01:46]

Barbara: Ald. Lefebvre moved it.

Galvin: Okay, I would have said moved it and I think it was seconded by Ald. Corpus-Dax.

Veronica: Correct.

Galvin: Alright. [unintelligible 00:02:05] out there?

Celestine: Yes.

Barbara: Yes.

Galvin: Okay. On a regular business. The first item is consideration with possible action the request to fill the following replacement positions and our subsequent vacancies resulting from internal transfers. Item A is records clerk for the Police Department, item B is a building and maintenance technicians for public works and either administrative clerk for public works staff.

Joe: We do have the request to fill included in your package. If you have any questions you can answer those otherwise you can re-recommend to approve.

Galvin: Alright, I have no questions. Ald. Dorff do you have any questions?

Barbara: No, I have no questions.

Galvin: Ald. Lefebvre, do you have any questions?

Kathy: No I don't have.

Galvin: Ald. Corpus-Dax, do you have any other questions?

Veronica: I do not.

Galvin: Alright I will entertain a motion.

Veronica: Motion by August.

Galvin: Okay, I will get this motion to Ald. Barbara Dorff and the second to Ald. Corpus-Dax. All those in favor?

Participants: Aye.

Galvin: Consideration with possible action the request by Ald. Johnson to draft a resolution requesting the state to suspend rules on utilization of the Unemployment Insurance fund to allow employers and/or governments to access the fund in tandem with matching subsidy payments to fully compensate employees affected by Coronavirus who are temporarily and/or partially displaced. Ald Johnson is not able to make it here he has another meeting that's taking place at the same time. He did contact me and gave me his thoughts on why he made this motion. Does staff have anything to say after this?

Joe: This is Joe Faulds the HR Director. No, I don't have anything to add to that. What I'll add is we are able to work with Ald. Johnson and to create a resolution that could be passed at the next County Council Meeting just to keep that in mind if you do direct staff to work on it. We can have it ready for the next County Council Meeting.

Galvin: All right [unintelligible 00:04:32] orders that present here. Small businesses are required to put money into a fund towards [unintelligible 00:04:42] that is if an employee is laid off or job ceases to exist they can get unemployment compensation. That

compensation like especially, City of Green Bay we are compensating employees like we did, we set up an emergency meeting last week to compensate employees who were unable to work due to the coronavirus for several reasons that are listed in their declaration. If we were able to get the state to free up those funds it will allow us to compensate those employees at 100% without all the money coming out of our coffers. There need some legislation not just to free it up but also as Ald. Johnson explained to me. If we were to try and compensate them they might, using the term, The Unemployment Compensation Fund where some of that might be reduced by the state so what we're looking for in a resolution is for the funds to be released and for us to use the money so that they can be compensated 100% using a combination of city funds and the state Unemployment Compensation Funds.

Barbara: I have a question, Ald. Gavin.

Galvin: Sure.

Barbara: Are we jumping the gun by doing this at all? Will there be some federal legislation coming out?

Galvin: He understands there could be some federal funds coming this way. There may be some state funds but in the meantime, he thought it was best to get this resolution sent to the legislature so they can start action on it. If we don't need it quick, but the best part [unintelligible 00:06:41] we're best served if we pursue it and don't need it than not to pursue it then need it and that takes longer to get to ask those funds released.

Veronica: Okay, I would like to make a motion recorded down but you can continue the discussion if you want to.

Galvin: Ald. Corpus-Dax do you have any questions or comments?

Veronica: No, I don't. I mean, it makes sense to have it. Hopefully, we don't need it but if we do need it, then at least we have it started.

Galvin: Okay, thank you. In all that was said do you have any questions or comments?

Veronica: I did. I think Ald. Dorff brought it up when I was considering that I was wondering too if this would be allowed to the state and the regulations and everything. I think that was well answered and I definitely feel that it is important that we do this for our employees.

Galvin: All right, so I have a motion from Ald. Dorff to send the staff to put together a resolution. I need a second.

Veronica: I second.

Galvin: A second from Ald. Lefebvre. All those in favor.

Participants: Aye.

Galvin: Ayes have it. Alright. It sounds like it has passed unanimously. Under information now we've Building Maintenance Technician Emergency Authorization to Hire.

Barbara: No because we still have number three. [crosstalk]

Galvin: I'm sorry, I apologize. Number three, Consideration with possible action the request by Ald. Dorff to the Finance or Personnel Committee by Fire and what other departments may be appropriate, regarding our current city pandemic plan in terms of potentially needed finances and Personnel, especially, but not limited to, protecting our first responders from contamination. Ald. Dorff?

Barbara: I have decided to turn this over to director Faulds because he sent us some really good information, he updated on the information that we got at Council. With direct talk, will you please talk about this a little bit?

Joe: Yes, I can do that. This is Director Faulds here. The plan was sent out to all last week, and the emergency declaration was approved last week at a Special Common Council Meeting and then this plan is to coincide and be consistent with that. The plan, the purpose of it is to minimize the impact of COVID-19 on the employees and the public. Last week, we went into detail and Chief Litton went into detail on the background of the Coronavirus and also the symptoms of it and then we talked about what our staff is doing to disinfect our workplace and to make it safer for our employees.

Some of the steps we are taking is to limit the direct contact that we have with our employees on the public and we've also suspended, most if not all, in-person meetings. Then we are excluding some employees from employment based on travel or based on having symptoms similar to COVID-19 and then we've also implemented a telecommuting policy to allow in-place work from home and then the last thing is we've been looking at essential and non-essential functions and what employees need to be working and what services are being cut could affect some of our employees' services and obviously a determination from the state will be coming down tomorrow which will affect that as well.

Going through I've already touched on how our meetings have been more over the phone or over email and also this Committee and Council Meetings are through Zoom or any other video conferencing that we can do. What I sent to the Committee yesterday and what it was is the same plan but I highlighted some of the changes that were different from last week. I'm going to touch on those so the first one was with the exclusion from employment and return to work, that's where the CDC and the Department of Health Services has changed when someone can come back who is experiencing symptoms of COVID-19 or maybe symptoms similar to it.

If someone is excluded from employment because they were experiencing symptoms of COVID-19, they can come back if they have a COVID-19 test that demonstrates a negative results or if three days have passed since recovery which means that their fever has gone away or that they're not experiencing respiratory issues and at least seven days have passed from the first experience of symptoms and then also there to be decantation from a provider saying you can return to work.

Then also we have it updated to the travel and return to work policy. At this point, Brown County is a pest native spread of COVID-19 so the rationale for the travel boundary can seem somewhat out of place because right now you could go to the grocery store and get

COVID-19 so how do we put a policy together that excludes people who travel from work. What we did was we're still looking at people who have traveled, let's say, the past couple weeks who used plane or public transportation, the risk seems more likely of exposure to COVID-19 if you're in those public transportation areas so we are still going to follow the CDC recommendations to quarantine someone for 14 days. Then going forward if someone continues to travel they will also be quarantined for 14 days.

Where the exception is coming though as the Department of Health Services has allowed for either police officers or Fire Departments or first responders to allow their employees to be quarantined for less time if there is an issue with the staffing. That's what we gave the, I guess authority for our Police and Fire Department to implement that if they need to.

Then I think the last piece of it is, it's unclear at this point if someone travels on their own for personal travel if they'll be allowed to use paid sick leave through the federal legislation or will have to use their own sick leave through the CDC. That's still up in the air that we're working on and we'll have more information when we know more about the new federal legislation which is called The Family First Coronavirus Response Act gets put into effect.

The last piece of it was the leave benefits and payroll considerations, this was based on the State of Emergency declaration from last week and it's to be consistent with that. What this allows for is, any employee who's been diagnosed with COVID-19 or is caring for a family member who's been diagnosed with COVID-19 or is caring for a child who may be home due to school closing or childcare is closed due to COVID-19 or is excluded from employment or is advised by a healthcare provider to self-quarantine due to concerns over COVID-19, those individuals will continue to receive paid sick leave.

The second piece of it is, if we have any services that are cut we will continue to allow the individual to receive full pay and benefit based upon there will not be any available work. What I can let the Committee know at this time is, we have very few employees that are in that boat. Most of our employees are either working from home or do have 40 hours of work and one thing that happened today was with some employees who have less than 40 hours of work.

Our clerk's department needed some help with elections and many of them were able to come in and fill the hours of work by helping out the clerics Department. Even though we may have some employees who may have less work we're able to find different work for them from different departments or they're able to work from home. Not a lot of people are affected by this but in case maybe the state order tomorrow changes that, it might allow us to have that leeway to give our employees full pay and benefits.

That's the emergency preparedness plan that we put together. I know it doesn't really touch upon a lot of the operational plans specifically for probably the most important departments, Fire and Police and with their operations our DPW but that's for more of the general guidelines for employees.

Barbara: Along those lines-- This is Ald. Dorff, operationally with fire employees and in prep, maybe with DPW, are we checking the temperatures of people when they come to

work so that whole networking will imply that to like other first responders? [unintelligible 00:15:35] in policies

Gavin: Ald. Dorff, from the Police Department we have ordered that the thermometers where you just basically pointed out of your forehead and it tells you the temperature we are not taken shipping to those where they should be here at the Pinot by the 25th, however, the school district was graciously enough to give us their thermometers from their Health Department so we have two points of entry within the Police Department and we have thermometers at the door. We have it optional so people can actually take this thermometer to get the temperature and a lot of people are taking it.

The reason we haven't made it mandatory yet is because as these thermometers are the ones that but the problem is your tongue and then you take your temperature [crosstalk] we didn't want people to think that there's spreading germs from one person to the next. However, once we do take shipment of those other thermometers hopefully, this week Wednesday by the latest, it will become mandatory for us.

Veronica: That was Kevin Warych from the Police Department.

Gavin: I'm sorry what did you say?

Veronica: I said and that was Kevin Warych from the Police Department.

Gavin: For our studio audience.

Veronica: Yes for our studio audience.

Joe: I know Chief Litton, you're going to want to jump in here but this is Joe Faulds. I'm going to just add one quick thing. I want to make sure that HR has a chance to review whether or not we should make it mandatory and maybe the legal ramifications for doing that for our employees. I think that's something we need to review and at least see what we can use the temperature for and I guess what our risk is with that.

Barbara: If they're using thermometers that are [unintelligible 00:17:21] would we require that? There wouldn't be a risk the, will there? Sorry, this is Ald. Dorff.

Litton: This is Chief Litton from the Fire Department. There was some concern about a mandatory order in relation to the Privacy Protection Act otherwise known as PHIPA that we can't mandatorily tell the employees that they have to take their temperature. Though we can have the equipment there available for them to voluntarily do so and then if they get a temperature that falls within the parameters they can self-report and then they can be sent home convalesce.

Barbara: Chief, does the Fire Department have the thermometers yet? This is Ald. Dorff.

Litton: [unintelligible 00:18:13] same order.

Barbara: Okay.

Litton: We're not expecting shipment-- we've got the ones that we have on our endpoints, obviously have to stay at the endpoints. The order that we placed, the last one got

shipping receiving somewhere after April 1st. That is the latest information that I have which is almost a couple of weeks away.

Kathy: This is Ald. Lefebvre. What you're saying then is that once you get this temperature, once you just read someone's forehead is that then will almost become mandatory before they can come into work? No [crosstalk]

Gavin: This is Ald. Gavin. Because we can't see each other when someone wants to talk let try and ket each other or each representative stop talking when they are done, they can just announce "I am done with my question or my comment" and then some else can jump in. I think Ald. Dorff still has and if she wants to continue, she may.

Barbara: My understanding from what I heard from Chief Litton is that because of PHIPA, we may not be able to require them to have their temperature taken, is that accurate?

Litton: It's Chief Litton, the Fire Department that is an accurate statement.

Barbara: Okay, thank you.

Galvin: Ald. Dorff, are you done?

Barbara: Yes. Ald. Gavin, it's finished right now. Thank you.

Gavin: Okay. All right. Ald. Lefebvre, go ahead.

Kathy: Okay. I was wondering then can we make a request to the state, can the state make it mandatory order that they have to have their temperature taken?

Gavin: Staff?

Litton: [unintelligible 00:20:28] federal law it has not been waived, I don't believe that it'll be waived. There are some provisions and therefore there are various things that we can't disclose as far as healthcare providers in a pandemic or in an emergency, but mandatory ordering employees to take the test is not one of those exceptions.

Kathy: I'm done.

Gavin: All right. Ald. Corpus-Dax do you have any questions or comments?

Veronica: I do not.

Gavin: All right. Thank you. This would be for I think to Joe. I had a question about travel. In as much as we have been requesting a shelter place, I'd imagine when employees are off duty we would hope they get their shelter in place. If we have employees though that whoever choose to travel by air or other public transport to vacation sites or things like that and then return and they're either found to be infected with the virus or even if they have to go to a quarantined place. I'm wondering how the city is going to look on that? How are we going to treat that?

Joe: This is Joe Faulds. Yes, it's a very good question. We've been working on more and more information about how to treat that. I think common sense would say that based upon what we know about the exposure of COVID-19 and the risk that posed to the

individual employees in the public if they travel and come back. I think common sense would say, "We would prefer that they use their own sick leave." We just want to make sure that we're legally okay to ask them to do that based upon new legislation that I just went through.

I think right now we are going to look into it a little bit more but if legally we can ask you to use your own sick leave, we'll do that.

Gavin: All right. I would prefer that. Obviously 99% of employees are good people they want play with rules they want to do the right thing. We all come up with these situations that we didn't anticipate. I don't think that someone would think about doing this. I just think [unintelligible 00:22:47] all the other employees that I'm trying to [audio cut]. We do our due diligence just to make sure we understand the ins and outs of these rules and ramifications that go with it.

Veronica: This is Ald. Corpus-Dax. Effective 17/2020 is what Galvin was talking about where it says, "If the employee will be asked to self-quarantine for 14 days that employee may not be able to put his sick leave?"

Joe: Yes, Ald. Corpus-Dax. This is Joe Faulds here. Yes, the section that you pointed to that is correct and just one thing I want to add real quickly. I think Ald. Dorff asked about adding like the thermometers to this planned. One thing is I'd look at the emergency declaration as giving us authority to have this planned. This has to be consistent with that. We also want to be consistent with any federal or state work of laws.

This piece is more of a communication piece to our employees in the public. If we have to adapt and change, we're going to follow the laws no matter what so, even if it doesn't get into the policy or this plan. We are still going to follow the laws and it might not be up to date with the current plan that we have, but we are going to try to update as soon as we can.

Gavin: Okay. I appreciate that, Joe. I know this whole thing is so fluid you guys are really putting a lot of extra work [unintelligible 00:24:27] stop to try and keep everyone up to date and aware and appraise with what's going on. Again, you don't know what's going to happen but we have 14 fire employees and [unintelligible 00:24:42] we quarantine we have five police officers that had to be quarantined. This can really upset organization especially if we have other employees that can't come in contact with people because of preexisting condition. I think we have to be very careful to protect our employees but also to have enough employees available to do the job that is expected of them. So thank you very much.

Barbara: Is there any motion that you'd like, Mr. Jeff? This is Ald. Dorff.

Gavin: Yes, I guess I would ask Joe if there's a motion he thinks that should be made with this [unintelligible 00:25:24].

Joe: A motion to approve, I think would be okay.

Gavin: A motion to [unintelligible 00:25:36]

Barbara: I'd like to approve. This is Ald. Dorff.

Veronica: Second.

Gavin: I have a motion to approve by Ald. Dorff seconded by Ald. Corpus-Dax. All those in favor?

Alderspersons: Aye.

Gavin: That passes unanimously. All right we're going to move on to letter F, information. First one, Building Maintenance Technician Emergency Authorization to Hire.

Joe: This is Joe Faulds, I note the information but I don't think we can take them altogether. I might just talk about odd ones if that's all right with you, Jeff?

Gavin: All right with me. Absolutely, go ahead sir.

Joe: So we have the emergency authorization to hire for the BMTs and trying to find the second one is recruit for the senior animal keeper. The emergency authorization to hire we had some BMTs that resigned and we needed to fill those positions for maintenance and security purposes as soon as we could because we had I think a couple of weeks until our next Personnel Committee Meeting.

The chair of Personnel and Eric Genrich approved the emergency authorization. That's why we want ahead and filled those positions before it went to the Committee, that's why we have this information item here. Then with the senior animal keeper, that is a position that was approved through the budget and that's the information that we are starting to recruit.

One, I thought this would be a good opportunity to talk about how going forward obviously not anytime soon because we have more pressing things to deal with. I think for efficiency purposes the city might be asking for the Common Council to allow positions that have been approved through the budget to be approved at the staff level, so we don't have to come back for the authorization from Personnel. Any reclassification or any elimination of a position or adding of a position we would then come back to Personnel.

There're several communities that already do this and this should help I think with the efficiency purposes and renew the emergency hire we won't have to go that route.

Gavin: Okay. I guess what you're saying is that if we need to hire someone you don't have to go through the process of going to the Personnel Committee, you want to go through the chair and/or the mayor. Is that what are you saying?

Joe: No, I'm saying this is our information. We have to do a little more research on this. Sorry, this is Joe Faulds. We have to more information on it or get more information but what we are asking for is when the Common Council approves positions during the budget process, that you then allow the staff of those positions to be hired or refilled as they become open throughout the year instead of going through the emergency authorization process and there're several Committees that are ready to do this.

I guess the thought is Common Council disapproved this positions this past December not a whole lot has changed in the next couple of months, why do we need to go back to Personnel to ask for that authorization but we do feel that the Personnel Committee does need to weigh in reclassification, restructuring of departments, eliminating positions or adding positions. I'm just giving you guys a heads up that I think this will be an item that we might bring in down the road.

Gavin: That makes sense. Why spend time on something that the Council has already approved, rather they can go through Committee and Council whatever, yes, good. Yes, very tortuous system that just I guess form of delayed process when we need these people in place a lot soon. That's a better view to pursue that. [crosstalk] Yes, go ahead Joe.

Joe: I have to say that we have the Required Routine Personnel Actions, if you guys have any questions on that, and if you have any questions too about what I just went through, you can always give me a call or talk to me about it at a later date.

Gavin: Okay. Ald. Dorff, do you have any questions or comments?

Barbara: I do not.

Gavin: Ald. Corpus-Dax? Ald. Corpus-Dax, do you have any questions or comments on what Joe just talked about our position to hire recruitments through Required Routine Personnel Actions?

Veronica: No.

Gavin: All right, thank you.

Veronica: We'll have questions here but no, not right now.

Gavin: All right, Ald. Lefebvre?

Kathy: No, I do not.

Gavin: All right. Then I think this is just, we're looking for a motion to receive and place on file.

Veronica: You want us to basically place it on file?

Kathy: Ald. Lefebvre.

Gavin: All right, I've got a motion by Ald. Corpus-Dax, and I think I had a second by Ald. Dorff. All those in favor?

Barbara: I'm sorry, it was actually Ald. Lefebvre. She's [crosstalk]

Gavin: I'm sorry. Okay, we have a second by Ald. Lefebvre. All those in favor?

Alderspersons: Aye.

Gavin: All right. So, our next meeting is tentatively set for April 7th, 2020. I'll entertain a motion to adjourn.

Barbara: I'll move.

Kathy: Second.

Veronica: Ald. Corpus-Dax.

Gavin: All right, all those in favor?

Alderpersons: Aye.

Gavin: All right. So, Celestine?

Celestine: Yes?

Gavin: Now, do we all hang up the phone and log off and then-

Celestine: Yes.

Gavin: All right, very good.

[00:31:31] [END OF AUDIO]

**CITY OF GREEN BAY
EMERGENCY PREPAREDNESS PLAN
FOR COVID-19 (CORONAVIRUS)**

The purpose of this policy is to address the steps the City is taking to minimize the impact of COVID-19 (coronavirus) on our employees and the community. The wellbeing of our employees and the community is important to us and this policy outlines the precautions the City is implementing. Since the COVID-19 situation is ever evolving, the City will continue to monitor this matter by receiving information from public health agencies to stay up to date with the best strategies and precautions to implement for the wellbeing of our employees and the community.

BACKGROUND

The Coronavirus Disease 2019 (COVID-2019) is a respiratory illness that can spread from person to person.ⁱ The virus is thought to have spread mainly through people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes.ⁱⁱ It is also possible that a person can get COVID-19 when touching a surface that has the virus and then touching their own mouth, nose, or possibly their eyes.ⁱⁱⁱ

Reported illnesses have ranged from mild (some with no symptoms) to severe, including illness resulting in death.^{iv} Older people and people of all ages with severe underlying health conditions—like heart disease, lung disease, and diabetes—seem to be at a higher risk of developing the COVID-19 illness^v.

As of now, people with the COVID-19 virus are contagious while they have symptoms and possibly before symptoms are present^{vi}; therefore it is important that employees with symptoms consistent with COVID19 minimize their exposure to others.^{vii} This policy addresses the steps the City is taking to minimize the impact of COVID-19 and the employment and operational considerations based on the COVID-19.

To continue to receive up to date information on COVID-19 please visit: www.cdc.gov/COVID19

SYMPTOMS

COVID-19 SYMPTOMS

Fever
Cough
Shortness of Breath

INFLUENZA

Fever
Chills
Cough
Sore Throat
Runny/Stuffy Nose
Muscle/Body Aches
Headaches
Fatigue
Vomiting/Diarrhea

WAYS FOR YOU TO PREVENT THE SPREAD OF GERMS AND COVID-19 □

The CDC recommends the following:

- o Wash your hands often with soap and water for at least 20 seconds

- o If possible, maintain a 6 foot distance between persons
- o Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- o Avoid touching your eyes, nose and mouth
- o Clean and disinfect frequently touched objects and surfaces
- The CDC recommends the following when you are sick:
 - o Stay home: When you are sick with an extremely contagious illness such as COVID-19, the stomach flu, influenza or other significant respiratory infection, it is important to stay home to recover.
 - o Employees that come to work with a contagious illness, risk spreading the virus to coworkers which could have an impact on operations if the virus is widespread. O Please be responsible and get the rest you need when you are sick.
 - o Many providers provide E-visits for you to consult with a physician or nurse.
- **Seek medical attention:** If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include:
 - o Difficulty breathing or shortness of breath
 - o Persistent pain or pressure in the chest
 - o New confusion or inability to arouse
 - o Bluish lips or face
 - o This is not an exhaustive list. Please consult your medical provider for any other symptoms that are severe or concerning.

STEPS THE CITY IS TAKING TO LIMIT THE SPREAD OF COVID-19

The City of Green Bay will take appropriate measures to limit or slow any further spread of this disease in our workplace and community. City Facilities are taking the following actions:

- Custodial staff is sanitizing and cleaning hot spots and heavily trafficked public areas of the building.
 - o Hot spots include: doorknobs, handles, public work counters, stair railings
- Daily disinfecting of bathrooms, sinks, drinking fountains
- Custodial staff has recently supplied 2 cans of Lysol/disinfectant spray for City Hall departments to use to sanitize work spaces and shared work areas within the department (shared phones, countertops, kitchenettes, etc.)
- Desks are cleaned as time permits, with an emphasis on the public areas of the department.
- If you would like your desk area cleaned, you are asked to communicate that with cleaning staff, and they will typically respond within 24 hours of receiving the request.

In the event there is a COVID-19 outbreak in our community, local public health officials may recommend community actions to reduce people's risk of being exposed to COVID-19. The City will follow the recommendations to help slow the spread and reduce the impact of COVID-19. The following precautions will be taken:

1. Limit direct contact with coworkers and the public. Meetings can be done through the use of telephone, video conference, or through email.
2. Exclusion from Employment for employees experiencing symptoms similar to COVID-19.
3. Telecommuting when possible determined on a case-by-case basis.
4. Determination of essential and non-essential functions where non-essential employees stay home.

Internal and External City Meetings

In the effort to limit as much direct contact with each other, all in-person meetings and gatherings among staff have been suspended. Please use email, telephone, or video conferencing to communicate with employees as much as possible.

In-person meetings with external clients or vendors have also been suspended. Any external meetings should be held via telephone, video conferencing or through email.

All meetings of the Common Council, Committees, Boards and/or Commissions may be conducted remotely, with access granted to the public to the full extent practicable.

Telecommuting

The City may implement a telework policy if a public health agency recommends employers incorporate the use of voluntary home isolation or voluntary quarantine for the workplace or if the City determines telecommuting is a necessary precaution for our employees and the public. The telecommuting policy will be dependent upon the type of positions and the service needs to the public. The ability for a position to telecommute will be determined on a case-by-case basis with consultation from the Human Resources Department.

Exclusion from Employment & Return to Work

The City of Green Bay will take appropriate action to prevent, suppress, and control COVID-19 and other communicable diseases. In order to maintain a safe work environment, the City may exclude certain employees from employment if they are experiencing symptoms similar to COVID-19.

Individuals who are excluded from employment under this protocol will be given an Exclusion from Employment Notification Form (EENF) and will be directed to go home and will not be allowed to return to their worksite until the following conditions are met:

- a) A public health approved test for COVID-19 demonstrates a negative result;
- b) At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and**
 - i. improvement in respiratory symptoms (e.g., cough, shortness of breath); **and,** ii.
 - At least 7 days have passed *since symptoms first appeared*.^{viii} Or
- c) Documentation from a healthcare provider that you are able to return to work.

Travel & Return to Work

The City has postponed any out of state travel and any unnecessary in-state travel for employees.

At this point, Brown County has community spread of COVID-19. This means that individuals traveling within our community may be exposed to COVID-19. Individuals in our area are encouraged to stay at home unless it is necessary to leave. Keeping that in mind, this travel section is intended to address employees who have already traveled or who may travel using public transportation (i.e. airplane, bus—other than getting to and from work—or cruise ship) as this type of travel will more than likely result in a higher risk of exposure to COVID-19.

The City will follow CDC guidelines for managing employees returning from personal travel. The CDC recommends that individuals traveling to areas that have a widespread or ongoing community spread of COVID-19 (Level 3 Travel Health Notice) should stay home for 14 days when returning home.^{ix}

Initially, the City implemented a 14 day quarantine for individuals who traveled domestically and met certain criteria in an effort to minimize the impact of COVID-19 in our area. The CDC^x and Wisconsin Department of Health Services^{xi} recommend that employers should continue to follow the recommended 14 day quarantine if staffing permits. As such, the City will follow the 14 day quarantine recommendation for employees, but may have separate quarantine procedures for Fire, Police, and other essential positions to allow staffing to meet the safety needs of the community. Employees returning earlier than 14 days to work should closely monitor themselves for COVID-19 symptoms. If the employee experiences those symptoms, they should report them immediately to a supervisor.

Effective March 17, 2020, an employee will be asked to be self-quarantined for up to 14 days if the employee travels using public transportation (airplane, cruise ship, or bus—other than going to and from work) to an area with community spread of COVID-19. That employee may not be eligible for paid sick leave under City policy or the Family First Coronavirus Response Act.

Leave Benefits and Payroll Considerations

Based on the Proclamation Declaring a State of Emergency City of Green Bay COVID-19 Response and following the Family First Coronavirus Response Act (FFCRA), an employee will continue to receive pay for their time away from work if the employee has:

- been diagnosed with COVID-19,
- caring for a family member who is diagnosed with COVID-19,
- caring for a child who is home due to a school closing or unable to find childcare due to COVID-19,
- excluded from employment, or
- is advised by a health care provider to self-quarantine due to concerns related to COVID19.

We ask for payroll purposes that the individual or supervisor enter the leave hours as “sick leave” on the employee’s time sheet. Documentation may need to be provided depending on the type of leave (i.e. medical documentation if diagnosed with COVID-19 or caring for a family member who is diagnosed). You also may qualify for FMLA and will be asked to use FMLA during your time away from work.

Employees will be expected to return to work as soon as they have received a return to work or received a negative test for COVID-19. Employees requesting additional time off once the exclusion period ends

must follow regular time off request procedures.

Moreover, the Proclamation Declaring a State of Emergency stated that employees who are non-essential and asked to stay home to prevent contracting or spreading the illness will continue to receive compensation based on their regular rate of pay and benefits. If your position is affected, then you, your supervisor, and Human Resources will collaborate to determine what kind of work is available. This may include catching up on projects/workload, alternative responsibilities to help others in your department or outside of your department, or training opportunities. In any event, the City will follow all of the guidelines in this plan (i.e. limited direct contact and social distancing) to ensure we are limiting direct contact between coworkers and with the public.

Employees that receive this type of leave due to COVID-19 will continue to accrue sick leave, vacation and personal leave benefits.

The City will reassess the benefits and sick leave policy before the City's Emergency Declaration expires on April 17.

CITY OF GREEN BAY
EXCLUSION FROM EMPLOYMENT NOTIFICATION FORM (EENF)
COVID-19 (Coronavirus)

Instructions: This form is to be used when City of Green Bay employees are excluded from employment in accordance with the aforementioned policy.

This section to be completed by Department Head or Authorized Designee

In accordance with the City of Green Bay policy for employees with symptoms or exposure of COVID-19 (Coronavirus), _____ has been excluded from employment
Employee Name

Effective: _____ a.m. p.m. on this _____.
Time Date

Individuals who are excluded from employment under this protocol will be directed to go home and will not be allowed to return to work until either:

- a public health approved test for COVID-19 demonstrates a negative result;
- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**, or At least 7 days have passed *since symptoms first appeared*; OR
- in consultation with a healthcare provider you are able to return to work.

(Note: Applicable pay requirements under the employees' health insurance policy will apply).

Employees will be expected to return to work as soon as the exclusion period ends. Employees requesting additional time off once the exclusion period ends must follow their department leave rules and policies.

Department

Signature of Department Head or Authorized Designee

CITY OF GREEN BAY POLICY FOR EMPLOYEES WITH SYMPTOMS OR EXPOSURE TO COVID-19 (CORONAVIRUS) – FAQ SHEET – MARCH 23, 2020

1. How do I know if an employee needs to be excluded from employment?

An employee should be excluded from the workplace if he/she meets any one of the following:

- Is diagnosed by a healthcare provider as having COVID-19 (coronavirus);
- Is currently experiencing symptoms consistent with the COVID-19 (coronavirus);
- Is currently experiencing symptoms similar to the COVID-19 (coronavirus); or
- Any employee who voluntarily travels after March 17, 2020 using public transportation (air, cruise, or bus) and travels to an area with community spread;

2. What do I do if an employee needs to be excluded from employment?

Supervisors should use prudent judgment when considering excluding an employee from work. Please read and familiarize yourself with the COVID-19 (Coronavirus) symptoms. CDC guidelines on COVID-19 (Coronavirus) can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

Supervisors who have concerns or questions about employees should consult with the Human Resources Department or Department Head before considering sending the employee home and excluding him/her from the workplace.

If, after careful consideration and consultation, it is determined that the employee should be excluded from employment, the department head or authorized designee should:

- complete the “Exclusion from Employment Notification Form (EENF)”
- give the form to the employee. The supervisor should further explain that the employee is being excluded from employment until he/she meets the criteria to be allowed to return to work; and
☐ attach a copy to a Personnel Action Form to be filed with Human Resources.

3. What do I do if I have to exclude an employee because of the employee’s travel?

For individuals excluded for travel purposes, please either fill out the EENF and email to Human Resources or email to Human Resources the name of the employee, and the dates he/she will be away from work. The employee will be away from work for up to 14 days based on the employee’s position and staffing needs.

4. What if the employee calls-in sick, or voluntarily goes home because he/she suspects COVID19 (Coronavirus)?

The employee can go/stay home if the employee has the symptoms of COVID-19. The employee or supervisor should enter the employee’s time into the appropriate pay code for employees who are sick with coronavirus like symptoms.

5. What if an employee calls-in sick, or voluntarily goes home, and claims the illness is something other than Covid-19 (Coronavirus) (i.e. back spasms, cold, migraines, etc.)

Do not assume that every employee who calls in as ill has symptoms to COVID-19. All City policies and procedures regarding requesting and receiving approval for sick leave will apply.

If an employee returns to work and displays symptoms consistent with COVID-19, the protocol for exclusion should be followed.

6. What do I tell other employees when someone has been excluded?

Supervisors should never discuss an employee’s health with any other employee. If another employee asks, you should simply state, “I would not discuss your health status with other employees, so I will not discuss his/hers with you. The employee is currently out on leave.”

7. How do I know when the employee is to be allowed to return to work?

Individuals who are excluded from employment under this protocol will not be allowed to return to work until either:

- A public health approved test for COVID-19 demonstrates a negative result (See Travel Section)
- In consultation with a healthcare provider you are able to return to work; or
- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and**
 - i. improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**, ii. At least 7 days have passed *since symptoms first appeared*.
- An employee sent home based on the employee's travel will be asked to return in 14 days, but may return earlier based on staffing levels and need.

The employee is expected to return to work once one of the above criteria has been met, unless otherwise directed by the department. If he/she chooses to remain at home because still not feeling well, all regular City and departmental sick leave policies and procedures should be followed.

8. Should I call an employee at home to get information about his/her symptoms, or an update as to his/her health status?

No. Once the employee has been excluded, it is up to the employee and/or the employee's health care provider to determine his/her ability to return to the workplace.

9. How is the employee who has been excluded from employment to be compensated?

An employee who is excluded from employment will enter time into the appropriate pay code on his or her time card. If the employee fails to return to work when the exclusion period ends, he/she must request the additional time off in accordance with the department leave rules and policies.

10. How is an employee compensated who is ill from the Coronavirus, cares for a family member who is sick from the Coronavirus, or stays home to care for a child due to a school closing or daycare closing?

An employee will be eligible for the Emergency Declaration paid leave time from the City. The employee or supervisor should enter the time into the appropriate pay code set up on the employee's time card.

11. What if the employee requests to work from home:

- a. **Because the employee is concerned about the increased risk of catching COVID-19 or**
- b. **While the employee has been excluded from work?**

For many jobs, this may not be possible. However, for certain jobs, there is the ability for employees to work from home. The department must determine what is appropriate for each individual situation and consult with the Human Resources Department regarding this possibility. If an employee is at home and is sick or suffering from COVID-19 like symptoms, the City strongly recommends that the individual receive the medical treatment and care necessary to recover before trying to work from home.

12. Can a healthy employee refuse to come to work, or perform job duties because of a belief that by doing so, he or she would be at an increased risk of catching COVID-19?

As stated above, not all jobs can be accomplished by working from home. Allowing an employee to work from home or telecommute will be a case-by-case basis. Each situation should be reviewed on a case-by-case basis in consultation with the Human Resources Director.

13. During a COVID-19 outbreak can my supervisor cancel my vacation time off request that has already been approved?

Yes. Your supervisor has the authority to cancel any pre-approved vacation request, especially in situations where there are serious staff shortages as a result of illness or otherwise.

14. Is there any assistance available to help me cope with the emotional impact of a COVID-19 outbreak?

Yes. The City of Green Bay provides resources to help employees and eligible dependents cope with these and other types of life events through its Employee Assistance Program (EAP) offered by the Employee Resource Center (ERC). You can call ERC at: 920-403-7600. ERC provides confidential, short term counseling at no cost to the employee up to 8 visits.

ⁱ Center for Disease Control and Prevention. *How COVID-19 Spreads* <https://www.cdc.gov/coronavirus/2019ncov/about/transmission.html>

ⁱⁱ Center for Disease Control and Prevention. *How COVID-19 Spreads* <https://www.cdc.gov/coronavirus/2019ncov/about/transmission.html>

ⁱⁱⁱ Center for Disease Control and Prevention. *How COVID-19 Spreads* <https://www.cdc.gov/coronavirus/2019ncov/about/transmission.html> ^{iv} Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Symptoms* <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html> ^v Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Symptoms* <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

^{vi} Center for Disease Control and Prevention. *How COVID-19 Spreads* <https://www.cdc.gov/coronavirus/2019ncov/about/transmission.html>

^{vii} Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Steps to Prevent Illness* https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019ncov%2Fabout%2Fprevention-treatment.html

^{viii} Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Disposition of NonHospitalized Patients with COVID-19* <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-homepatients.html>

^{ix} Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Travelers Returning from High Risk Countries* <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

^x Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Disposition of Non-Hospitalized Patients with COVID-19* <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html> ^{xi}

Wisconsin Department of Health Services. *Updated Guidance for local health departments and government partners about home isolation and quarantine for COVID-19* <https://www.dhs.wisconsin.gov/dph/memos/communicable-diseases/2020-12.pdf>