



Novel Coronavirus 2019 (COVID-19)

Guidance for Managers & Supervisors

Version 2

March 18, 2020

The guidance provided below is based on the information we have about COVID-19 and its presence in Riverside County at this time. The situation is fluid and the general advice provided below as to how to handle issues that arise may as a result of the virus may change. Please ensure that you are reviewing the most recent version of this document.

If you encounter an unusual circumstance or your specific circumstance is not addressed below, please contact your Human Resources Business Partner (after conferring with your chain of command) for guidance.

GENERAL INFORMATION

What is Coronavirus?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

What are the symptoms of Coronavirus?

Individuals affected with COVID-19 have mild to severe respiratory illness with symptoms of fever, cough, and shortness of breath.

Preventing Transmission of the Virus in the Workplace

- Remind employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 70-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water, alcohol-based hand sanitizer that contains at least 70-95% alcohol and alcohol-based hand wipes in the workplace. Ensure that adequate supplies are maintained. Place hand wipes in multiple locations or in conference rooms to encourage hand hygiene.
- Provide tissues and no-touch disposal receptacles for use by employees.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. No additional disinfection beyond routine cleaning is recommended at this time.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

Specific information about COVID-19 and recommendations as to prevention can be found in the supplement to these guidelines produced by the Department of Public Health and our County Health Officer.

INFORMATION SPECIFIC TO COUNTY EMPLOYEES

Note: For employees working in healthcare settings, we recommend that Departments follow direction provided by the Riverside County Public Health

Officer, the CDC and the State of California Department of Industrial Relations linked here:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html>

Interim Guidance for Protecting Health Care Workers from Exposure to Coronavirus Disease (COVID-19)

Send Symptomatic Employees Home

Note: This section applies to employees who have symptoms of an illness, that may include fever, cough, shortness of breath) but have no known exposure to COVID-19, do not have a positive COVID-19 diagnosis and/or have not traveled to a high-risk area identified by the CDC.

The employee should be directed to stay home and not come to work until they are free of fever and other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

During this period of the COVID-19 epidemic, we do not recommend requiring a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner. Further, at this time, we do not recommend triggering FMLA/CFRA for an employee taking time off when suffering from acute respiratory illness or caring for a sick family member as sufficient doctor's certification is required to support these leave types and will similarly overwhelm doctor's offices unnecessarily. During the epidemic period, management should encourage employees to stay home to care for themselves and/or sick family members and should remind employees that doing so will not be viewed negatively by the County.

For employees who earn sick and vacation leave accruals, sick leave accruals should be exhausted first, then vacation, holiday and compensation time accruals. If a regular employee exhausts all accruals, they shall be allowed to negatively accrue sick leave in an amount not to exceed 40 hours for those with no positive COVID-19 diagnosis and 80 hours for those with a positive COVID-19 diagnosis as certified by a health professional. A special payroll code has been developed for this instance so please contact your payroll representative for further information. The employee's sick leave banks shall be repaid bi-weekly with the accruals provided by the MOU until the balance returns to the positive before the employee shall be able to use sick leave accruals for pay thereafter.

For employees who accrue annual leave, any existing previously-earned sick and holiday accruals should be exhausted prior to using annual leave accruals. If a regular employee exhausts all accruals including annual leave, they shall be allowed to negatively accrue annual leave in an amount not to exceed 40 hours for those with no positive COVID-19 diagnosis and 80 hours for those with a positive COVID-19 diagnosis as certified by a health professional. A special payroll code has been developed for this instance so please contact your payroll representative for

further information. The employee's annual leave banks shall be repaid bi-weekly with the accruals provided by the Management Resolution until the balance returns to the positive before the employee shall be able to use annual leave accruals for pay thereafter.

14-Day Exposure/Diagnosis/Travel Self-Monitoring Time Off Period

Note: This section applies to an employee who has been (or the employer reasonably believes has been) exposed to COVID-19, has a COVID-19 diagnosis, or has recently traveled to a high-risk area identified by the CDC.

The employee should be directed to stay home for a minimum period of 14 calendar days, unless a health care provider indicates that the employee may return earlier.

If the employee receives a positive COVID-19 diagnosis, this would qualify as a serious health condition and FMLA/CFRA should be triggered.

For employees who earn sick and vacation leave accruals, sick leave accruals should be exhausted first, then vacation, holiday and compensation time accruals. If a regular employee exhausts all accruals, they shall be allowed to negatively accrue sick leave in an amount not to exceed 40 hours for those with no positive COVID-19 diagnosis and 80 hours for those with a positive COVID-19 diagnosis as certified by a health professional. A special payroll code has been developed for this instance so please contact your payroll representative for further information. The employee's sick leave banks shall be repaid bi-weekly with the accruals provided by the MOU until the balance returns to the positive before the employee shall be able to use sick leave accruals for pay thereafter.

For employees who accrue annual leave, any existing previously-earned sick and holiday accruals should be exhausted prior to using annual leave accrual. If a regular employee exhausts all accruals including annual leave, they shall be allowed to negatively accrue annual leave in an amount not to exceed 40 hours for those with no positive COVID-19 diagnosis and 80 hours for those with a positive COVID-19 diagnosis as certified by a health professional. A special payroll code has been developed for this instance so please contact your payroll representative for further information. The employee's annual leave banks shall be repaid bi-weekly with the accruals provided by the Management Resolution until the balance returns to the positive before the employee shall be able to use annual leave accruals for pay thereafter.

Immune Compromised & Employees 65+ Years of Age

In accordance with the guidance issued by Governor Gavin Newsom on March 15, 2020, employees with an compromised immune system or those who are 65 or more years of age are encouraged to self-isolate at home. Employees in these categories are encouraged to comply with the guidance and can request time to self-isolate from their supervisor/manager.

For employees who earn sick and vacation leave accruals, sick leave accruals should be exhausted first, then vacation, holiday and compensation time accruals. If a regular employee exhausts all accruals, they shall be allowed to negatively accrue sick leave in an amount not to exceed 40 hours for those with no positive

COVID-19 diagnosis and 80 hours for those with a positive COVID-19 diagnosis as certified by a health professional and/or are quarantined for 14 days. A special payroll code has been developed for this instance so please contact your payroll representative for further information. The employee's sick leave banks shall be repaid bi-weekly with the accruals provided by the MOU until the balance returns to the positive before the employee shall be able to use sick leave accruals for pay thereafter.

For employees who accrue annual leave, any existing previously-earned sick and holiday accruals should be exhausted prior to using annual leave accruals. If a regular employee exhausts all accruals including annual leave, they shall be allowed to negatively accrue annual leave in an amount not to exceed 40 hours for those with no positive COVID-19 diagnosis and 80 hours for those with a positive COVID-19 diagnosis as certified by a health professional and/or quarantined for 14 days.. A special payroll code has been developed for this instance so please contact your payroll representative for further information. The employee's annual leave banks shall be repaid bi-weekly with the accruals provided by the Management Resolution until the balance returns to the positive before the employee shall be able to use annual leave accruals for pay thereafter.

Employees may request to telework and or voluntary furlough while self-isolating. The details of these two options are discussed later in this document.

Other Potential Scenarios related to COVID-19

Please contact your Human Resources Business Partner for specific guidance if any of the following occur as they will be handled on a case-by-case basis and will be fact specific:

- The employee is off work for an extended period (for these purposes - beyond fourteen days) while suffering from an acute respiratory illness;
- If an employee refuses to take time off to care for themselves while suffering from an acute respiratory illness;
- If an employee who has been sent home provides certification from their healthcare provider that the symptoms, they are experiencing are non-communicable;
- If an employee in a healthcare setting refuses to provide services to a patient suffering from COVID-19 or claims their health/safety is at-risk due to caring for a COVID-19 patient; or
- An employee notifies you that they have been diagnosed positive with COVID-19 or have been in close contact with someone diagnosed positive with COVID-19.

The Equal Employment Opportunity Commission released a notice titled "Pandemic Preparedness in the Workplace and the Americans with Disabilities Act," which provides additional specific guidance that may be helpful, including how much information an employer may request from an employee who reports to work feeling ill or who calls in sick. The notice is linked below:

[Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)

Childcare Issues as a result of the COVID-19 Pandemic

Most schools have closed due to the COVID-19 pandemic. Employees who need to take off time for childcare needs due to school closures are eligible to use available leave balances (and exhaust them before utilizing the next type) in the following order:

- Vacation/Annual Leave
- Holiday
- Compensatory Time
- Sick Leave
- Negative Sick Leave accruals up to 40 hours

Note: If, during the above period of caring for their child(ren), either the employee or the employee's eligible family members become ill, the employee is eligible to use available sick leave balances and the above order or accruals is not applicable.

Employees may also elect to voluntarily furlough during this time in accordance with Board Policy C-31. The benefits of furlough versus an unpaid leave are that flexible benefits payments and retirement benefits for many employees are not impacted. Please contact Human Resources for more information about this option.

Employees may contact their supervisor to determine if they are eligible for telecommuting.

This provision is only effective during the COVID-19 pandemic and while the employee's children's schools are closed.

Telecommuting - Continuity of Government – Essential Employees & Services

In order to confine and contain COVID-19 and ensure essential services are being performed, a Department Head may elect to allow working from home/telecommuting for certain employees either in a full time or part time capacity. Remember that not all jobs can be performed from home and consideration as to FLSA exempt vs. non-exempt status of the employee(s) should be evaluated. The following basic requirements should be considered prior to allowing an employee to work from home:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home as they do when working at their County work location.
- Employees must be available to their supervisors and co-workers during the agreed upon work hours.
- Employees must be able to attend scheduled meetings (e.g., conference call) and participate in other required office activities.
- The employee (exempt and non-exempt) should complete the attached activity log for each day of telecommuting and submit them when timesheets are due.
- The telecommuting arrangement is temporary and can be revoked at any time.

- The employee will be asked to attest that all work on the activity log is an accurate reflection of the work performed on behalf of the County in order to receive pay.
- An employee may be approved to telecommute simultaneous to time off to address childcare needs, assuming the employee or those they are caring for are free of illness. If either the employee or those they are caring for are ill or become ill during the telecommuting, the employee should notify their supervisor as the order of leave balances to be used may change.
- The Department should focus on productivity of the employee and partial telecommuting/partial days off (where they utilize leaves to cover the balance of the day when not telecommuting to receive full pay for the day) is an option.

If it is determined that an employee will be allowed to work from home, an agreement (sample attached) must be established between the Department and the employee that identifies employee work expectations and the timeframe the employee will be able to work from home. Please contact your Human Resources Business Partner for additional assistance.

Workers' Compensation

If an employee acquires the Coronavirus, it will most likely not be covered by Workers' Compensation unless there is a nexus to their job. Workers' Compensation claims associated with Coronavirus will be evaluated on a case by case basis. If an employee claims that their illness is work-related, please follow all normal protocols for handling Workers' Compensation claims.

Employee Work Related/Personal Travel

We recommend that all Departments cancel any upcoming work-related travel. An employee who has recently returned from personal travel and is symptomatic should be sent home consistent with the advice above. An asymptomatic employee who has recently returned from personal travel to an area identified by the CDC as a high-risk area must remain at home and away from work for no less than 14 days after such travel unless a health professional advises the employer that the employee may return earlier.

Additional guidance as to travel and health notices for each country can be found on the CDC's site linked here:

[COVID-19 information for Travelers | CDC](#)

Meetings & Gatherings

In accordance with the directive of the County Health Officer, all gatherings with an expected presence of at least 10 individuals taking place between March 16, 2020 and April 30, 2020 are prohibited, with some limited exceptions. To the extent possible, meetings should be held via electronic messaging systems and social distancing (i.e. placing six feet between you and the person you are interacting with) is highly recommended. If business can be handled online, over the phone or via email, that is preferred.

Department Preparedness

County Departments should refer to their Continuity of Operations Plan (COOP) and identify their essential functions, essential jobs, and critical elements within the supply chains to maintain daily operations. Departments should ensure that plans are in place that contemplate increased absenteeism and supply plan disruption and identify potential solutions. Please contact Bruce Barton at EMD should you need guidance.

Declaration of Emergency

On Sunday, March 8, 2020, the County Public Health Officer declared a local public health emergency for the County.

All County employees are Disaster Service Workers (DSW's) and may be called to serve the County at this time.

While the County does not have any immediate plans to deploy DSW's, the County relies on our employees to step up in the time of need should their assistance be required.

Additional Information & Resources

Riverside County Public Health - [coronavirus](#)

Riverside County Human Resources - <https://rc-hr.com/Coronavirus>

California Department of Public Health - [nCoV2019](#)

Centers for Disease Control - [Coronavirus Disease 2019 \(COVID-19\) | CDC](#)

World Health Organization - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

SHORT-TERM TELECOMMUTING AGREEMENT

Employee Information

Name: _____ Hire date: _____

Employee ID: _____ Employee schedule: _____

Job title: _____ Department: _____

FLSA status: Exempt Nonexempt

This temporary telecommuting agreement will begin and end on the following dates:

Start date: _____ End date: _____

Temporary work location: _____

The employee agrees to the following conditions:

- The employee will remain accessible and productive during the agreed upon scheduled work hours.
- Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.
- Nonexempt employees are not authorized to work overtime hours while teleworking.
- Nonexempt employees are authorized to work up to 40 hours in an FLSA work week. Reduced schedules (i.e.: 20 hours a week, 3 hours a day) can be worked out in agreement with both the employee and the manager and time will be paid for actual hours worked.
- The employee will report to the employer's work location as necessary upon directive from his or her supervisor.
- The employee (exempt and non-exempt) will communicate regularly with his or her supervisor and co-workers, which includes a daily activity log of work activities for each day of telecommuting and submit each pay period on the day timesheets are due.
- The employee will comply with all County rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.
- The employee will maintain satisfactory performance standards.
- The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities. The employee is required to notify the manager if they will be caring for dependents during this agreement and will identify how they will be managing the work and dependent care concurrently.
- Should the employee not be able to work for any reason including due to illness or caring for an ill family member, they are to notify their supervisor and use appropriate leave balances for that time.
- The employee will maintain a safe and secure work environment at all times.
- The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice by the County.
- The employee will report work-related injuries to his or her manager as soon as practicable.

The County will provide the following equipment:

The employee will provide the following equipment:

The employee agrees that County equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on the County's equipment. The employee understands that all tools and resources provided by the County shall remain the property of the County at all times.

The employee agrees to protect County tools and resources from theft or damage and to report theft or damage to his or her manager immediately. The employee agrees to comply with County policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary County and customer information accessible from their home offices.

The County will reimburse employee for the following expenses:

Employee will submit expense reports with attached receipts in accordance with the County's [Board Policy D-1 Reimbursement for General Travel and other Actual and Necessary Expenses](#).

The employee understands that all terms and conditions of employment with the County remain unchanged, except those specifically addressed in this agreement.

- The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.
- The employee agrees to return County equipment and documents within five days of termination of employment.

Employee signature: _____

Date: _____

Department Head/Designee Signature: _____

Date: _____



