



TOWN OF PALM BEACH

COVID-19 PANDEMIC EVENT WORKPLACE STANDARDS GUIDE

2020



I. Purpose

The COVID-19 pandemic is a serious global event affecting the health and wellness of millions. The purpose of this guide is to provide employees with comprehensive resources related to the three primary topics below to reduce the potential spread of COVID-19 in the workplace.

1

Stay home if you are not feeling well.

Notify Human Resources if an employee exhibits COVID-19 symptoms. Employees who come to work or become ill at work will be sent home. Employees experiencing symptoms of COVID-19 may be eligible for Emergency Paid Sick Leave (EPSL); Human Resources should be contacted for all absences or illnesses that may be related to COVID-19. Symptoms appear approximately 2-14 days after exposure to COVID-19, and may include those listed in Sections [VII. B.](#) and [X. B.](#) of this document. Visit here for current information: www.CDC.gov.

2

Follow CDC, Federal, State & Local Guidelines Related to the Pandemic.

The CDC has a wide array of resources available online here (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) to assist citizens to protect themselves during the pandemic and what actions to do if sick. State and local municipalities may implement varying curfews, mandatory facial coverings, and other conditions that we should adhere to as citizens in our own communities. The Town will continue to provide employees with updated changes to any workplace standards related to the pandemic via email and the Town's website.

3

Protect Yourself and Others at Work.

Employees are provided with personal protective equipment and procedures for reducing the potential of infection in the workplace. These include: frequent hand washing or sanitization, avoid touching of the face, avoid group meetings, conduct remote meetings or work schedules when possible, stay at least 6ft (about 2 arms' length) from others, cover your mouth and nose with a cloth face cover when around others and unable to maintain at least 6ft of distance, cover coughs and sneezes, and clean and disinfect frequently touched surfaces daily.

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III. Communication & Information

Town-wide information relevant to employees regarding the COVID-19 pandemic will be provided via the following means:

- Town of Palm Beach email from Human Resources or the Town Manager's Office;
- Personal email on file with Human Resources for emergency purposes;
- Town Employee Information website:
<https://www.townofpalmbeach.com/815/Employee-Information>
- Employee Intranet Site:
http://notes/Intranet_files/Page1084.htm

The respective Department Director and/or Supervisors will provide employees with department specific information such as work schedules and operational matters.

IV. Administrative Closure and Reopening

Administrative closure occurs at the direction of the Town Manager and designees when Town facilities are fully closed, and only essential functions are performed to ensure continuity of operations. The Town Manager will also authorize the effective date for partial or full reopening of Town facilities and/or operations. Employees should review the communication methods above to ensure they stay up to date with the Town's operational status.

V. Essential & Non-Essential Employees

Following an administrative closure, employees will be notified by a supervisor if they are deemed essential and required to work or non-essential and should not report for work.

A. Non-Essential Employees:

- 1) Non-Essential employee is defined as those whose services are not needed to ensure continuity of operations. These employees are not required to report to work in any capacity.
- 2) Non-essential employees shall be coded as SAA for timekeeping purposes.
- 3) Employees who are deemed non-essential may be required to work at any notice.

B. Essential Employees:

An essential employee is defined as those who are required to work in any capacity in order to ensure continuity of essential Town operations. Work may be performed in person (as an On-Site Essential employee) or on a remote basis (as Critical Remote Work or CRW).

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i. [On-Site Essential \(OSE\)](#)

The Town Manager and/or Department Director may deem an employee to be essential and required to work on-site. All time worked in an OSE capacity time shall be coded as regular (REG).

ii. [Critical Remote Work \(CRW\)](#):

- 1) Employees may be assigned remote work to ensure continuity of critical Town operations as deemed appropriate by their respective Department Director and/or Town Manager. No work is to be performed without such direction or approval.
- 2) Remote work is defined as using Town provided equipment, including but not limited to computers and systems, to perform necessary work as approved by a Department Director on a remote basis at a site other than the normal workplace such as but not limited to one's home.
- 3) Time worked is to be tracked by both non-exempt and exempt CRW employees on the Weekly Timesheet (available on the [COVID-19 intranet page](#)) and approved by the supervisor in the manner that is standard practice within the department. Sworn Police and Certified Firefighters time is tracked thru Telestaff and Public Works field staff time is tracked thru Cartegraph; therefore, the Weekly Timesheet is not required.
- 4) Supervisors shall review the work of non-exempt employees on a daily basis to ensure the remote work performed continues to be deemed essential.
- 5) All time worked for CRW employees will be coded as RWT
 - a) Exempt employees on CRW are paid on a salary basis pursuant to the Federal Fair Labor Standards Act and if CRW is performed, they are compensated for the pay period as normal.
 - b) Non-Exempt employees are not authorized to work overtime when working remotely due to a pandemic. All hours worked are paid pursuant to the Federal Fair Labor Standards Act.

C. [Payroll SAA, RWT and REG Hours as of June 13, 2020](#)

1. Effective June 13, 2020, SAA time for non-essential employees as defined in the COVID -19 Workplace Guide (Section V.A. [found here](#)) is no longer approved.
2. Employees need to be scheduled to work either onsite and/or remotely based on operational and pandemic related precautionary safety needs as approved by the Department Director.
3. Employees who are authorized to work remotely may be asked to continue the Weekly Timesheet (as defined in Section V. B. ii. 3. of the [COVID-19 Workplace Guide](#)) at the discretion of the Department Director or his/her designee.

4. Remote work shall continue to be coded as RWT for payroll purposes. All other hours worked onsite are coded REG.

VI. Amendments to Policies

In response to a pandemic event and to prevent the spread of infection among the community or employee population, the Town Manager may effectuate changes to existing Town leave policies. Refer to the following temporary amendments and their effective dates for guidance:

1. Waiver of six-month sick and vacation leave waiting period allowing newly hired employees to use accrued leave prior to completing six (6) months of service for COVID-19 related illnesses.
 - a. As of June 26, 2020, this waiver will only apply to sick leave used as supplemental leave to Emergency Paid Sick Leave (EPSL) per [Administrative Procedure 1-20-7](#) for COVID-19 related absences.
2. Allow the use of accrued sick leave for any necessary self or mandatory quarantine period.
 - a. As of June 26, 2020, this exception is no longer valid. Employees shall seek assistance via Emergency Paid Sick Leave per [Administrative Procedure 1-20-7](#) for COVID-19 related reasons.
3. Ability to direct any employee to return home and sick leave would be used if they arrive at work presenting with symptoms the Center for Disease Control (CDC) has deemed to be of concern.
 - a. As of June 26, 2020, there are no changes to this item.
4. Allow applications for sick leave donation without a FMLA qualifying event.
 - a. As of June 26, 2020, this waiver will only apply for COVID-19 related absences.
5. Impose travel restrictions on any work related conferences and/or training events.
 - a. As of June 26, 2020, there are no changes to this item.
6. Impose required return to work notifications and potential self-isolation requirements for any employees taking non-work related leave to locations that the CDC has identified as moderate or high-risk and/or those identified by Executive Order of the Governor of the State of Florida.
 - a. As of June 26, 2020, there are no changes to this item. Employees shall continue to notify Human Resources as identified in the notice provided on May 14, 2020 ([found here](#)).

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7. Impose mandatory employer notification of any contraction and/or exposure to the pandemic.
 - a. As of June 26, 2020, there are no changes to this item.
8. Allow Department Directors to amend staff schedules such as flexible work schedules (including Saturday and Sunday), or compressed workweeks (Ex. four 10-hour days) while maintaining normal business operations.
 - a. As of June 26, 2020, there are no changes to this item.
9. Temporarily amend the Leave Conversion policy by extending the period an employee may elect leave conversion and/or either reduce or eliminate the required prior use of vacation leave associated with eligibility for leave conversion.
 - a. As of June 26, 2020, there are no changes to this item.
10. Employees scheduled for pre-approved leave (i.e. Annual Leave, Floating Holiday, approved FMLA and pre-approved sick leave) will not have their leave bank charged for these approved absences during the pandemic emergency; providing all leave is subject to cancellation.
 - a. As of June 26, 2020, this waiver is no longer applicable.

A. Pandemic Personal Leave:

Whereas pursuant to Section 5-3.2 of the Employee Manual entitled Accrued Vacation leave, once the maximum accrual of vacation leave is reached, no additional vacation leave may be earned until the amount of time accrued falls below the maximum allowed. Pandemic Personal Leave (PPL) may be provided by the Town Manager for employees identified as essential employees by their Department Directors during exigent circumstances, such as a pandemic, in the following manner:

1. PPL is effective when the vacation leave accrual for an employee reaches its maximum accrual.
2. Accrual of PPL is equal to the current vacation leave accrual rate of an employee.
3. PPL must be used no later than one year from the date the Town manager enacts the PPL policy (04/03/2020 – 04/02/2021), referred to as the eligibility period.
4. At the end of the eligibility period (04/02/2021), any unused PPL will be lost.
5. PPL is not considered compensation for purposes of calculating final average compensation for retirement benefits.

The last day Pandemic Personal Leave accrual may be earned is June 26, 2020. Employees with PPL have until April 2, 2021 to use accrued PPL.

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All other policies remain in effect unless the Town Manager authorizes a change or a change is required pursuant to Federal law.

VII. Illness & Absences (including Travel)

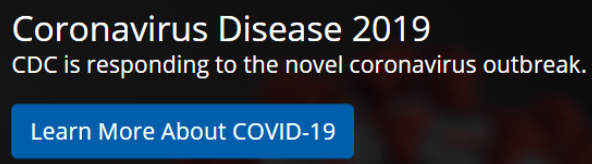
Employees should review the information within this Guide, which will also be shared within [Employee Notices](#) found online [here](#) or via the Town's [COVID-19 Intranet site](#).

A checklist for supervisors is available on the [COVID-19 Intranet site](#) to provide assistance for the following circumstances:

- Employee Appears Sick at Work with COVID-19 Symptoms;
- Employee Calls Out Sick; and/or
- Employee Takes Personal Leave (vacation or other)

A. Non-Illness Related Absence (including Travel)

- 1) Employees shall notify Human Resources and their immediate supervisor if they travel to and/or through any destination identified a Level 3 CDC Travel Health



Coronavirus Disease 2019
CDC is responding to the novel coronavirus outbreak.

[Learn More About COVID-19](#)

Notice, as a self-isolation period may be required. The Level 3 status may change and the Town will rely on the most current information available at www.CDC.gov at the time of travel and/or absence for guidance.

- 2) Employees shall notify Human Resources and their immediate supervisor if they travel to and/or through any destination, or come in contact with anyone who has recently traveled to and/or through the areas, identified by Executive Order of the Governor of the State of Florida as requiring self-isolation. The status may change and the Town will rely on the most current information available at <https://www.flgov.com/2020-executive-orders/> at the time of travel and/or absence for guidance.
 - a) Exceptions to the self-isolation period following travel may be granted to emergency first responders by the respective Fire Chief or Police Chief.
- 3) Any absence from work shall be handled according to existing policies unless a policy exception or Federal provision has been provided for a COVID-19 related absence.
- 4) Essential employees who are unable to be available to work either on-site or remotely due to non-sick reasons (excluding childcare) may be allowed to use vacation, personal, or other eligible non-sick leave time upon supervisory approval.

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- 5) Non-essential employees shall be ready for work when called; however, if they are unable to work on-site or remotely due to non-sick reasons (excluding childcare) they may be allowed to use vacation, personal or other eligible non-sick leave time upon supervisory approval.

B. COVID-19 or Other Illness

Employees (or their supervisor) should notify either the Director or Assistant Director of Human Resources if an employee is absent and exhibits COVID-19 related symptoms. If an employee arrives to work with symptoms, supervisors should immediately:

- (1) Take steps to separate the employee from others.
- (2) Contact the Director or Assistant Director of Human Resources as COVID-19 testing and/or Federal paid leave may apply. Supervisors should consult the Supervisory Checklist found on the Town's [COVID-19 intranet site here](#).

COVID-19 symptomatic employees shall not return to work until cleared by a medical provider. Employees shall consult with Human Resources regarding any COVID-19 related illness and/or absence as testing resources and/or special leave provisions may apply.

Employees who are unable to work (or work remotely) due to the COVID-19 public health emergency, for one of the following six reasons, may be eligible for Emergency Paid Sick and/or Extended Family Medical leave pursuant to Administrative Procedure #1-20-7 ([found on the Town's COVID-19 Intranet site here](#)).

- 1) Federal, State, or local quarantine or isolation order related to COVID-19;
- 2) Being advised by a health care provider to self-quarantine due to concerns related to COVID-19 (provide documentation if available).
- 3) Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- 4) Caring for an individual who is subject to an order as described in reason for use (1) above or has been advised as described in reason for use (2);

COVID-19 Symptoms

Symptoms appear approximately 2-14 days after exposure to COVID-19, and may include: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, and/or Diarrhea.

This list does not include all possible symptoms .

Visit here for current information:
www.CDC.gov

- 5) Caring for a child of such employee if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
 - a) Emergency Family Medical Leave may also be requested. If your childcare provider, school, or place of care provided documentation of closure, please attach to this notice. The Town reserves the right to validate closure with the provider, facility, or school.
 - b) Child is defined as your own child, which includes your biological, adopted, or foster child, your step child, a legal ward, or a child for whom you are standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child; or an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.
- 6) 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.

VIII. Staffing Standards

Department Directors, or their designee, shall review operational needs and identify alternative work arrangements necessary to ensure continuity of operations. This may include but not be limited to:

- flexible work hours (staggered shifts);
- remote work;
- use of teleconferencing technology for meeting whenever possible;

Human Resources shall be consulted if the employee requests an accommodation, especially to assist employees who are vulnerable members of the population according to Section 1(A) of Executive Order #20-91 which states:

Senior citizens (over 65) and individuals with a significant underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immunocompromised status, cancer, diabetes, severe obesity, renal(kidney) failure, and liver disease) shall stay at home and take all measure to limit the risk of exposure to COVID-19.



IX. Physical Worksite Standards

A. Expectations of Employees

Employees are expected **and shall** adhere to the following physical worksite standards while on duty.

- 1) Refrain from in-person meetings whenever possible;
- 2) Follow all CDC hand sanitation guidelines;
- 3) Maintain a distance of six feet when coming into contact with others while at work (inclusive of break areas);
- 4) Wear a face mask/covering (either provided by the Town or your own appropriate for the workplace) **whenever you are in the presence of others, regardless of the distance.**



B. Expectations of Departments

Department Directors, or their designee, shall review and monitor the physical worksites to ensure the following is adhered to:

- 1) Increase physical space between workstations as much as possible to maintain at least a 6ft distance;
- 2) Refrain from congregating in common areas (including lunch/break areas) or around equipment (printers, copiers, fax machines);
- 3) Installation of temporary sneeze guards between workspaces and for public service areas;
- 4) Posters encouraging good hygiene and infection control practices at building entrances, restrooms, and work areas;
- 5) Avoidance of physical greetings such as handshakes;
- 6) Access to teleconferencing resources as needed;

According to Palm Beach County Order No. 2020-012:

Facial coverings **must be worn** by all persons, unless exempted per order,

- while obtaining any good or service, or otherwise visiting or working in any business or establishment; and
- in public places where social distancing in accordance with CDC guidelines is not possible or not being practiced; and
- when accessing governmental building for the purpose of conducting business, visitation, contracting and maintenance, delivery, or any other activity.

Per Palm Beach County, violations are subject to fines and/or other remedies.

(Visit here for complete guidance:
<http://discover.pbcgov.org/coronavirus>)

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- 7) Ample supply of personal protective equipment to include gloves, hand sanitization supplies, soap, facemasks and/or coverings, and disinfectant wipes and/or spray.
- 8) Daily disinfecting of high touch surfaces by individuals in their immediate workspaces and/or Town vehicles;
- 9) Scheduled daily disinfecting in common areas (including copiers, fax machines, printers, doorknobs, switches, keyboards and furniture).

C. Temperature Checking & Use of Infrared Thermometers

Infrared non-contact thermometers are available in each department upon request for employees. It would be best for employees to check their own temperature as it is not possible to maintain the proper 6ft distance if a coworker/supervisor provides the screening; unless the screener wears all proper PPE and barriers are in place per the CDC. (see <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>)

When an employee uses the non-contact infrared thermometer device for self-administered temperature checking, follow these steps:

- Step 1. First wash hands according to CDC guidelines;
- Step 2. Wear disposable gloves (and remove properly after use);
- Step 3. Follow device directions for self-checking; most Infrared Thermometer needs to be 0-3cm (about 1.18 in) from the forehead (not touching) but the user should follow device directions;
- Step 4. The device must be wiped with disinfecting wipes between uses and in accordance with instructions found with the device.

Per the CDC, temperature should be less than 100.4° F (38.0° C).



X. Employees Who May Have Had Exposure to or Confirmed COVID-19

All Town employees are considered critical infrastructure workers per the CDC. Should an employee appear with symptoms, have had exposure to a person suspected with or confirmed COVID-19, the Town will follow the guidance of the CDC for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19 found here:

<http://www.cdc.gov/coronavirus/2019-ncov/downloads/critical-workers-implementing-safety-practices.pdf>

A. If the employee was exposed to or has symptoms of COVID-19:

- Step 1. Upon becoming aware of an employee with symptoms and/or exposure, supervisors should immediately contact either the Director of Human Resources or Assistant Human Resources Director.
- Step 2. If the employee is at work, they should be isolated from other employees immediately.
- Step 3. The department supervisor shall work with Public Works to ensure the facility is disinfected.
- Step 4. Human Resources will work with the employee and the supervisor to arrange for proper testing.
- Step 5. If the employee is asymptomatic, they may return to work so long as they follow the guidelines provided by the CDC as noted above. However, the Department Director in consultation with the Human Resources Director may elect to have the employee remote work if possible, or remain home until negative results of testing are received.

B. If the employee is confirmed COVID-19:

- Step 1. Follow Steps 1 thru 4 above.
- Step 2. Human Resources staff will contact the employee and identify any/all persons he/she came in contact with (within 6ft) 48 hours prior to showing symptoms. Those identified will be sent for testing. If the employee(s) is (are) asymptomatic, they may return to work so long as they follow the guidelines provided by the CDC as noted above. However, the Department Director in consultation with the Human Resources Director may elect to have the employee(s) remote work if possible, or remain home until negative results of testing are received
- Step 3. Per the CDC protocol shared above, facial coverings/masks must be worn at all times while in the workplace for 14 days after last exposure regardless of the 6 ft distance guidelines.

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Step 4. Per the CDC protocol, daily pre-screening must be done of all staff for 14 days after last exposure. Fire Rescue will assist with PPE and screening materials for department staff to conduct these screenings. This ensures self-monitoring. This pre-screening shall include the following:

- Employee's temperature shall be taken prior to entry into the facility and start their shift.
- Employee assessment of symptoms needs to be taken on a daily basis.

Symptoms & Emergency Paid Sick Leave

It is of the utmost importance that employees are honest about their symptoms. There are Federal leave benefits available (Emergency Paid Sick Leave) to supplement compensation of those who miss work due to testing or contraction of the virus.

COVID-19 Symptoms

The CDC should be referred to for the most current symptoms found here:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Symptoms appear approximately 2-14 days after exposure to COVID-19 and may include:

- | | |
|---|------------------------------|
| ✓ Fever or chills | ✓ Headache |
| ✓ Cough | ✓ New loss of taste or smell |
| ✓ Shortness of breath or difficulty breathing | ✓ Sore throat |
| ✓ Fatigue | ✓ Congestion or runny nose |
| ✓ Muscle or body aches | ✓ Nausea or vomiting |
| | ✓ Diarrhea |

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XI. Return to Work Following Confirmed COVID-19

A. All Employees Excluding Fire Rescue Certified

All employees, excluding Fire-Rescue Certified, with confirmed COVID-19 who have symptoms or are asymptomatic (no symptoms) are directed by a healthcare provider per the CDC to be in isolation. They shall not return to work until the following conditions as outlined below apply.

The Town will rely on the guidance from the CDC found here for return to work protocols for all employees, excluding Fire Rescue certified:

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

Exceptions in excess of these protocols due to operational and/or personnel needs may be requested by the respective Department Director to the Director of Human Resources on a case-by-case basis.

B. Fire Rescue Certified Employees

Fire Rescue Certified employees with confirmed COVID-19 who have symptoms or are asymptomatic (no symptoms) are directed by a healthcare provider per the CDC to be in isolation. Employee(s) shall not return to work until the following conditions as outlined below apply.

The Town will rely on the guidance from the CDC found here for return to work protocols for Fire Rescue Certified Employees:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>.