COVID-19 Pandemic

The purpose of this resource is to document guidance and resources specific to City of Eugene Employees. resources specifically for COE employees. Visit the COE website for direction to information related to the fire, evacuation, recovery or volunteer efforts.

For information related to the incident, its impacts, and resources for the general public, please visit the following sites.

Centers for Disease Control (CDC)

- https://www.cdc.gov/coronavirus/2019-ncov/index.html

State of Oregon Health Authority:

- https://govstatus.egov.com/OR-OHA-COVID-19

City of Eugene Updates and Resources:

- https://www.eugene-or.gov/4333/COVID-19-Coronavirus

Contents:

- Temporary Provisions
- Safety Guidance
- Guidance for Coding Time
- Existing Resources & Reminders
- Recovery Resources

COVID-19 Pandemic

Temporary Provisions

Information, FAQs & Forms can all be found on the Benefits web page: https://www.eugene-or.gov/4358/COVID-19-Benefits-and-Resources

Title	Description	Effective Dates
Flexible Leave	Employees may access all available leave banks without restriction related to justification, after the employee has exhausted all vacation leave accruals.	**Active**
Emergency Paid Sick Leave (EPSL)	EPSL allows employees who are not able to perform available work or telework to access up to 80 hours of paid sick leave for a qualifying COVID-19 related reason, prorated to reflect the standard work schedule for employees working other than 40 hours a week. All EPSL hours coded since 4/1/20 count toward the total allowed. Qualifying Reasons: 1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID–19; or 2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19; or 3. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis; or 4. The employee is caring for an individual who is subject to either number 1 or 2 above; or 5. The employee is caring for his or her child 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; or 6. The employee is 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.	**Amended Leave Active 1/1/21 - 3/30/21**
Expanded Family and Medical Leave (EFMLA)	Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19 may be eligible for EFMLA/EOFLA.	**Expiring on 12/31/20**

Updated 12/17/20

COVID-19 Pandemic

Emergency Leave Donations (related to COVID)	Employees whose leave banks will be exhausted due to COVID-19- related temporary work place changes, school or child care closures, medical care for themselves or others, or other COVID-19 related reasons, can request a leave donation through the COVID-19 Leave Donation Program while the program is in effect.	**Active through 60 days following the end of the declared COVID-19 National Emergency**
Negative Balance/Leave Exceptions	The City of Eugene has implemented temporary policies allowing employees to use all available leave balances, and to carry up to two weeks negative vacation or PTO leave balances when earned vacation/PTO leave balances are exhausted.	**Expiring on 12/31/20** **Guide for viewing balances:** https://www.eugene-or.gov/DocumentCenter/View/53713/Negative-Leave-Balance-Policy-32520

(See Existing Resources section for other standard Leave Options available to COE employees including Voluntary Furlough)

COVID-19 Pandemic

Safety Guidance

Title	Description
General Safety	• Work from home when you can • Wash hands • Cover your cough & sneeze • Wear face coverings according to lead agency guidance • Maintain physical distancing • Self-monitor for symptoms, and stay home if you're sick
Working on-site	• Using lead agency guidance and framework provided below, every Department Operations Center (DOC) has developed a Safety Plan for on-site operations. Refer to your Department's Safety Plan for specific guidance related to reporting to work.
Face Coverings	Updated 11/23/20 Statewide – Masks or face coverings are required to be worn by all individuals at all times unless the individual: • Is at their own residence. • Is in their own personal vehicle. • Is under five (5) years of age. • Is eating or drinking. • Is engaged in an activity that makes wearing a mask, face covering or face shield not feasible, such as when taking a shower. • Is sleeping. • Is in a private, individual workspace. • Must remove the mask, face coverings or face shield briefly because the individual's identity needs to be confirmed by visual comparison, such as at a bank or if interacting with law enforcement. If possible, individuals should limit speaking while the mask, face covering, or face shield is off as speaking generates aerosols and droplets that can contain viruses. Please note that face shields are only allowed on a limited basis for specific needs such as talking to someone who is deaf or hard of hearing and needs to read lips to communicate.

COVID-19 Pandemic

Travel Advisory	On Friday, November 13 in conjunction with the Governors of Washington and California, Governor Brown issued a travel advisory for visitors entering the state and residents returning home from travel outside the state. Residents and visitors who travel outside Oregon have been advised to quarantine for 14 days upon return. Compliance with the advisory will help us slow the spread of COVID-19. We strongly encourage employees to stay in state. If you do travel out of state or have out of state visitors travel here, before returning to work, you must do one of the following: • Quarantine for 14 days. You can use eligible leave to do this if you are unable to perform all required work at home. In addition to eligible vacation or sick leave, employees can apply to use Temporary Emergency Sick Leave or apply for use of the COVID-19 Leave Donation Bank. • Call your health care provider for guidance or clearance to return to work. • ***UPDATE 12.11.20:** Due to the surge in COVID-19 cases, Lane County Public Health has changed their investigative guidelines. Now, people who test positive for the virus are asked to reach out to their own contacts. Investigators will only follow up on those case contacts who are in vulnerable populations. These include the elderly, those living in long-term care and people working in job settings with high risk of viral transmission. The county took up these new contact tracing recommendations from the Oregon Health Authority.
Reporting Positive COVID-19	If you have tested positive for COVID-19, are symptomatic, or are being quarantined due to travel or close contact, please be sure to adhere to normal absence reporting protocol. Let your supervisor know about your diagnosis or quarantine status. If you prefer, please contact the ERC at (541) 682-5061 with quarantine and diagnosis information so we can begin workplace contact tracing and safety responses. These efforts are to expedite internal safety measures to maintain the health of the workplace.

Safety Plans & Reopening Materials	• COE Worksite Reopening Checklist Template
	• COE Reopening Materials folder
	    ○ Facility Rules Poster
	    ○ Reopening Phases Poster
	    ○ Customizable version of Reopening Poster
	    ○ Customizable Reopening Power Point

COVID-19 Pandemic

Work from Home Resources	• COE Remote Work Guide* • Microsoft Teams Quick Start Guide • Work from Home Habits • Ergonomics checklist
Supervisor Tools	If you are a supervisor looking for additional tools, resources or support, be sure to visit the Supervisor Resources page on the website or check in with the ERC. Supervisor drop-in sessions are scheduled to occur on a regular basis to provide opportunities to learn about new policies, guidance and also to share challenges and get support from peers. To help maintain a healthy and safe work environment, all supervisors should report COVID-19 cases on behalf of their team utilizing this COVID-19 Reporting Form and follow all other steps in the Supervisor Checklist.

*COE Remote Work Guide is located on the city's secure intranet and will require login information for access.

Guidance for Coding Time

Coding Time for Building Closure	The City will follow *APM 15.3 as it relates to Emergency Facilities Closures. If a building was closed due to health or safety concerns related to the presence of wildfire smoke in our area employees should code Admin Leave(ABS) for the hours they were scheduled to work during the closure. If a building was closed mid-day, beginning at the time of the closure an employee who was working onsite should code the remaining hours of their shift to Admin Leave(ABS). A few examples: The building was closed for the day • If an employee was scheduled to work for 8 hours, they would code all 8 hours to Admin Leave. • If an employee was schedule to work 8 hours but had called out sick due to concerns about air quality before the decision to close was made the employee should code their scheduled hours to an appropriate leave bank as outlined in 15.3. • If an employee was scheduled to work 8 hours, had previously scheduled vacation and was taking a vacation day(unrelated to the fires) the employee will code 8 hours to Vacation.

COVID-19 Pandemic

	A building was closed at 2 pm • If an employee was scheduled 8-5pm and the employee reported to work at 8am they should code Regular time from 8-2pm and then Admin leave from 2-5pm. • If an employee was scheduled to work 8-5pm but had called out sick due to concerns about air quality the employee should code the entirety of their scheduled time to the appropriate leave bank as outlined in *APM 15.3. • If an employee was scheduled to work 8-5pm, had previously scheduled vacation and was taking a vacation day(unrelated to the fires) the employee will code 8 hours to Vacation.
Coding for EOC or related work	See guidance for coding time for emergency response / EOC work - https://www.eugene-or.gov/DocumentCenter/View/53766/Guide-for-Coding-Time---COVID19?bidId=

*APM is located on the city's secure intranet and will require login information for access.

Existing Resources & Reminders

Leave Options

Information, FAQs & Forms can all be found on the Benefits web page: https://www.eugene-or.gov/4358/COVID-19-Benefits-and-Resources

Title	Description	Source Information
Vacation, Holiday, Comp Banks	Standard days provided as defined in the Administrative Policy Manual (APM). Also reference Union Contracts for additional details.	**APM:** *http://ceshare/refcentral/apm/Pages/Index.aspx **Guide for viewing balances:** https://www.eugene-or.gov/DocumentCenter/View/53155/Viewing-Leave-Balances
Voluntary Furlough	Employees can request voluntary furlough up to a maximum of 240 hours, prorated for standard work hours (approximately 30 days) during a fiscal year of July 1 to June 30.	See Benefits link above for information and forms

COVID-19 Pandemic

Other Leave Options	Depending on your circumstances, other leave options may be available for your use.	
Along with these policies, each department should be looking at business need and flexibility in schedules including working remotely or alternative schedules, and/or reducing an employee's hours temporarily. Check in frequently as needs will/may constantly change.		

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Wellness

Title	Description	Source Information
Employee Assistance Program (EAP)	The City's EAP provider, offers confidential counseling services to assist you, as well as your immediate family members – at no charge.	**Cascade Behavioral Health:** https://cascadehealth.org/workplace-health-2/organizational-health/ OR 800-535-1347
Ergonomic Checklist		https://www.osha.gov/SLTC/etools/computerworkstations/checklist_evaluation.html
Teledoc	Counselors and physicians are available to provide support 7 days a week. The City is temporarily waiving all copays, co-insurance, and deductibles for all Teladoc services.	Register through your PacificSource InTouch Member account at www.PacificSource.com or call Teladoc at (855) 201-7488.
Flu Shots	Free flu vaccinations for all City of Eugene regular benefited employees and their family members on their health plan age 18 and over. T	**Flyer of Drop-in Clinics 2020:** https://www.eugene-or.gov/2274/Flu-Immunizations
eM Life Mindfulness	eMLife delivers virtual live and on-demand mindfulness sessions led by certified mindfulness experts, and offers new topics and mindfulness skills every day covering: • Anxiety • Mindful Parenting • Mindful Eating • Financial Stress • Working with Remote Teams • and more!	**eM Life:** https://vibe.emindful.com/signup/eugene
Other Benefits & Wellbeing Resources	Medical benefits, fitness programming and ancillary benefit and wellness options.	**Benefits Web Page:** https://www.eugene-

COVID-19 Pandemic

		or.gov/3532/Employee-Health-and-Wellbeing
City of Eugene Employee Resources	Summary of training, news and other updates	**For Employees Page:** https://www.eugene-or.gov/1141/For-City-of-Eugene-Employees

COVID-19 Pandemic

Recovery Resources

Title	Description	Source Information
FSA	If you're enrolled in the Flexible Spending Account plan for dependents and need to change your elections due to your care needs changing, see instructions on how to change your dependent care FSA.	**Instructions:** https://www.eugene-or.gov/DocumentCenter/View/53767/FSA-Child-Care-Change-Instructionsv3
Deferred Comp Emergency Withdrawal	If you experience an "unforeseeable emergency," defined by IRS regulations as a severe financial hardship arising from a sudden and unexpected illness or accident, loss of property due to casualty, or other similar extraordinary and unforeseeable circumstances arising as a result of events beyond your control, you may be eligible for an emergency withdrawal.	**Deferred Comp Guide:** https://www.eugene-or.gov/DocumentCenter/View/56879/Deferred-Compensation-Emergency-Withdrawal-Information
Workers' Compensation	OSHA has deemed COVID-19 a reportable illness for Worker's Compensation. If you suspect that you contracted the virus at work, please submit your claim following the normal reporting procedures and make a note that you believe it was due to exposure while working.	Contact EugeneERCClaims@eugene-or.gov for questions or claims information.
Unemployment	City of Eugene funds the Unemployment Insurance (UI) program to replace part of the lost income of eligible individuals who have lost employment with City of Eugene.	**FAQ:** https://www.eugene-or.gov/DocumentCenter/View/53768/Unemployment-FAQ-COVID-19 https://www.oregon.gov/EMPLOY/Pages/default.aspx