

## City of Madeira

**To:** All Staff  
**From:** Thomas W. Moeller, City Manager  
**cc:** City Council  
**Date:** March 23, 2020  
**Re:** COVID-19 Response – Administrative Directive

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As the COVID-19 pandemic continues to evolve so too does the City's response. The State of Ohio has issued a Stay at Home order effective March 23, 2020 at 11:59PM through April 6, 2020. This order impacts all, but as an essential business, the City must continue to provide service. The health and safety of all City employees is paramount. We will continue to operate but under modified conditions.

### **Personnel Policy:**

- 1) If any employee does not feel comfortable coming into work, the employee may use their sick and/or vacation time to stay home. The exception is Police personnel; they will follow the policies established and required by the State of Ohio and departmental procedures.
- 2) All newly established Federal FMLA guidelines will be followed for anyone who may become ill or have a family member impacted by the COVID-19 virus. The guidelines are divided into two categories, Employee Sick Leave and Public Health Emergency Leave (i.e., caregiving). More guidance on the implementation of these new provisions is expected from the Secretary of Labor in the coming days. The City will follow these directives from the Secretary of Labor.

**Employee Sick Leave:** Emergency paid sick leave ("EPSL") will be provided to an employee who cannot work or telework because the employee:

- Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- is caring for an individual who is subject to Federal, State, or local quarantine or isolation order related to COVID-19; or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;

- is caring for their minor child if the child's school or place of care has been closed, or if the child's care provider is unavailable due to COVID-19 precautions;
- 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."
- A full-time employee is entitled to 80 hours of EPSL. A part-time employee is entitled to an amount of EPSL equal to the average number of hours the employee works over a two-week period.

#### **Public Health Emergency Leave:**

- Between April 2, 2020 through December 31, 2020, employees may request leave for a "qualifying need related to public health emergency," which means the employee is unable to work or telework because they need to care for their minor child if, due to the COVID-19 emergency, the child's school or place of care has been closed, or the child's care provider is unavailable.

#### **Prevention Measures:**

All employees will follow the guidelines issued by the Center for Disease Control and the Home Department of Health in regard to the prevention of the spread of the illness.

- Stay home if you are sick.
- Wash/sanitize your hands often.
- Avoid touching your face.
- Practice social distancing and keep a 6 ft distance between others. This includes working time and all breaks/lunch periods.
- Limit personal interaction. Utilize the telephone, email or video conferencing to conduct business.
- Clean "high touch" areas often.
- Clean shared equipment after each use.
- Wash/sanitize hands before and after handling materials from the public.

#### **March 23, 2020 Operational Status:**

- **Police Department** – Police personnel will continue to provide safety services. Officers are to have limited contact with the public. Non-emergency work will be handled via telephone or email. Personal Protective gear will be used when warranted when interacting with the public.
- **Public Works** – All staff continues to report. Crews are to avoid interaction with the public. If this is unavoidable, social distance measures will be utilized. Extra steps to maintain social distance between employees is also being implemented. Task list is being prepared and will be evaluated as to the numbers of crew members needed to complete the job. Shared equipment and tools shall be cleaned between each use.

- **Administration and Tax/Finance** – The Municipal Building remains closed to the public. Staff remains on duty to field phone calls and emails from the public. Incoming documents left by the public for processing will be quarantined for 48 hours prior to handling by personnel. Steps to increase social distance between staff members are being taken. Work spaces will be distanced and common equipment will be cleaned between uses. Evaluation of what essential tasks is required for each position and determining what can be done from home is underway. Staff will convene later this week to discuss this evaluation and additional directives may be issued.
- **Building Department** – The Building Department will follow the same protocol on incoming documents as the Administration and Tax/Finance Departments. Inspections will be handled per the guidelines issued by the Home Builders Association of Greater Cincinnati. Dave Ballweg will be the point of contact for all building inquiries.

The COVID-19 situation will be continually monitored. Adjustments to our operating procedures will be made accordingly. Thank you for your continued dedication to the residents of Madeira.