

## Employee Communication 3/14/2020

Subject line: Coronavirus 2020: Employee Information for Absences from Work related to COVID-19

It is important to us that you, as an employee of the City of Lawrence, have the support and resources you need should you need to be away from work during this time of COVID-19. The following will be implemented from today, **March 14, 2020 through May 15, 2020.**

**FIRST** and **MOST IMPORTANT**: if you are sick, please stay home. Absences related to COVID-19 will not affect employee performance evaluation.

**SECOND**: In order to help relieve the financial pressure to employees who are unable to report to work during this unexpected event, the City has created a bank of hours for full-time and part-time Regular employees specifically for COVID-19 related absences.

In a new leave bank called C19, you will find hours equivalent to 1 standard workweek (40 hours or if you work 24-hour shift in Fire Medical 56 hours). These hours can be used for any reason related to the Coronavirus from now through May 15, 2020. The need for the continued use of this bank will be reevaluated at that time.

**THIRD**: We have worked to streamline our procedures during this time in order to make it easier for you. As always, if you would like assistance, please contact anyone in Human Resources directly or at our central line 785-832-3203 or [humanresources@lawrenceks.org](mailto:humanresources@lawrenceks.org).

***As this situation continues to progress, instructions may change.*** A page has been created on the Intranet [here](#) for your reference. The City of Lawrence will generally follow the [CDC Guidance for Businesses](#) for our workplace policies.

In order to carry out our mission there are essential positions that must be filled. Supervisors will communicate with effected employees in this case.

## Employee Instructions for Absence from Work Related to COVID-19

If you are sick, stay home.

If you are unsure if you should remain at home, please refer to the CDC website [here](#) regarding Isolation and Quarantine protocol.

If you need to be absent from work due to a non-health related reason that is related to COVID-19 (day care/school closure, etc.), please follow these same procedures.

### Call in Procedures for Absence from Work for All Employees

When calling in absent from work:

- Continue to use your regular division/department rules for calling in absent.
- In addition, Email [FMLA@lawrenceks.org](mailto:FMLA@lawrenceks.org) or call 785-832-3206 with the following information:
  - Attest that you are experiencing one of the 3 medically related reasons identified above (the requirement for medical documentation is being waived for COVID-19 during this period of time)

- or, Attest to any other reason related to COVID-19
- Provide expected dates of leave
- If for medical reasons, state if it is for yourself or for a family member
- Provide supervisor name

### **Pay Options During Absence for Full-time and Part-time Regular Staff**

#### C19 Leave Bank

You may access the C19 leave bank If you are a person:

1. [At risk for Serious Illness from COVID-19](#) (as defined by the CDC)
2. [With a Potential Exposure and is of Medium or High Risk](#) (as defined by the CDC)
3. Who is [Symptomatic](#) and/or Tests positive for COVID-19
4. Needs to be absent for a non-medical reason related to COVID-19 such as day care or school closures.

C19 hours will only be available March 14, 2020 through May 15, 2020 during this pandemic. C19 Hours will not be banked or paid out.

#### Other Paid Time Off Leave Banks

After the C19 bank is used, you may use your accrued benefit time according to policy. Policies can be found under Section III, Time-Off Benefits [here](#). Covered Police and Fire employees should refer to their Memorandum of Understanding. The paid time off benefits are:

- Sick leave (restrictions for sick leave to be only for personal illness is being waived for absences related to COVID-19 during this period of time)
- Family sick leave
- Vacation
- Personal days
- Kelly days
- Wellness days program
- Comp time

All benefit time for COVID-19, including C19 needs to be recorded in Executime to receive pay.

#### **FMLA & ADA**

- If an employee or family member (according to [FMLA guidelines](#)) tests positive for the Coronavirus:
  - Human Resources will send documentation to the employee's work email address (paper copies will not be mailed out)
  - Employees will not be required to submit medical documentation for COVID-19 related absences
- If you have an ADA qualifying disability and need to request an accommodation to be able to continue to work, follow the usual process:
  - Make a request to your supervisor
  - Supervisor will contact Human Resources
  - Request will be evaluated
  - Paperwork may still be required for COVID-19 related accommodations

## Other Employee Benefits

1. Employees on the City HealthCare Plan can contact Aetna at 855-788-5785 or go the website at [www.aetna.com](http://www.aetna.com).
2. Telemedicine Resources
  - <https://www.cvshealth.com/newsroom/press-releases/cvs-health-announces-covid-19-resources-aetna-members>
  - Teladoc.com/Aetna or 1-855-TELADOC (835-2362)
3. Employees and adult family members on the City HealthCare Plan can call the LMH Wellness Center at 785-505-3112.
4. Contact your Personal Healthcare Provider. (This will be subject to deductible and coinsurance)
5. [Employee Assistance Program](#) (login code: Lawrence) or call 800-624-5544

## How to Keep Informed

1. [Intranet](#)
2. [City Website](#)
3. Employee emails
4. Designated bulletin boards