

CITY OF YUBA CITY  
STAFF REPORT

**Date:** September 1, 2020  
**To:** Honorable Mayor and Members of the City Council  
**From:** Human Resources Department  
**Presentation By:** Natalie Springer, Human Resources Director

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**Summary**

**Subject:** City Employee Policies in Response to the COVID-19 Pandemic  
**Recommendation:** Adopt a Resolution approving Employee Policies in response to the COVID-19 Pandemic  
**Fiscal Impact:** Unknown

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**Purpose:**

To approve employee policies in response to the COVID-19 pandemic.

**Background:**

City employees have continued to report to work during the COVID-19 pandemic. While some City positions may be able to telework, the majority cannot. Additionally, some of these positions, such as a Police Officer or Firefighter, require the employee to directly interact with sick or injured people during the course of an emergency—increasing their likelihood of being exposed to COVID-19. As a result of an employee being exposed to COVID-19 as part of their work duties, the employee may test positive for COVID-19 or remain in quarantine for a prescribed period of time. The quarantine prescribed period of time is either from the local health officer or CDC guidelines that are outlined in the City’s COVID-19 Quick Guide (attached).

Currently, occupational health (who initially treats and cares for worker’s compensation claims) is not providing care or testing for COVID-19. There have been multiple issues with testing locally: testing sites are full, the individual must have COVID-19 symptoms to test, and test results have a long lag time. The hospital has agreed to test front line employees including Police Officers, Firefighters, and Water/Wastewater Operators. Other employees will need to seek out testing through their physician or local testing sites. Some employees have found success testing out of the area for COVID-19 as the time for testing is shortened as well as the wait time for the test results is reduced. Additionally, since occupational health is not providing COVID-19 care, employees will need to seek care with their personal physician, the hospital or other local medical facility.

An exposure to COVID-19 during work duties involves the employee being identified as a “close contact” of an individual who has tested positive for COVID-19. A “close contact” is someone who has been within 6 feet for 15 minutes or greater with an individual who has tested positive for COVID-19. If, because of the “close contact”, the employee tests positive for COVID-19, a worker’s compensation claim is initiated and any lost time or care is paid as part of a worker’s compensation claim. For an employee who quarantines due to a work related COVID-19 exposure (the employee may or may not have tested, if the employee has tested and it is a negative result) it may not be

considered a worker's compensation claim as there has been no injury or illness. It is recommended the employee quarantine for a period of time to prevent further spread of COVID-19 in accordance with the local health officer or CDC guidelines (outlined in City's COVID-19 Quick Guide). As such, Staff recommends the quarantining employee is paid administrative leave until the quarantine period ceases. If the employee's job allows them to work remotely, the employee will work from home before the employee is provided paid administrative leave. Legally, Emergency Paid Sick Leave (EPSL) can be applied to the employee's time away from work before the paid administrative leave begins. However, Staff feels EPSL time should be reserved for personal exposure to COVID-19, not work related exposure. The employee was exposed to COVID-19 at work and therefore, it is Staff's belief that the City pay paid administrative leave while the employee quarantines versus utilizing leave time that they could need at another time due to school closures/distance learning needs or family/personal COVID-19 exposure.

It is also recommended by Staff that employees have all work-related COVID-19 viral tests paid for by the City during the quarantine period. Please note that antibody tests will not be paid for by the City.

Before employees return to work from a work related COVID-19 exposure (and have tested positive for COVID-19), it is recommended the employee must certify in writing they have been symptom free for a set period of time (along with other conditions adopted from the CDC). Additionally, it is recommended that employees provide a medical release or one negative COVID-19 test result. Those employees who are quarantining due to a work related COVID-19 exposure (may or may not have tested, test results negative), it is recommended the employee must certify in writing stating they have been symptom free for a set period of time (along with other conditions adopted from the CDC) before returning to work.

If required, to ensure essential operations continue, the CDC advises that critical infrastructure employees may continue working following exposure to COVID-19, if they remain asymptomatic and additional precautions are taken to protect them and those they serve and work with. For this situation, the following practices should be adhered to prior to and during their work shift: pre-screen, regular monitoring, wear a cloth facial covering (as permitted), social distance (as permitted), and disinfect and clean work spaces.

While Staff has notified City Council of paying paid administrative leave due to a quarantine period, City Council has not authorized payment of work-related COVID-19 viral tests for employees who test during quarantine and authorized other related procedures for a work related COVID-19 exposure.

### **Analysis:**

Due to COVID-19 exposure at work, employees may have to quarantine. If this period of time is not paid through a worker's compensation claim, Staff recommends compensating this time as paid administrative leave (if the employee does not have the ability to work from home). Additionally, Staff recommends paying for any viral tests the employee may receive as a result of their work related COVID-19 exposure. Finally, Staff recommends a consistent return to work process for employees who have tested positive for COVID-19 or have quarantined due to a work related exposure. Staff has implemented these practices and is seeking formal approval from City Council.

### **Fiscal Impact.**

The fiscal impact is difficult to address as it may vary depending on the length of the quarantine period, as critical infrastructure employees may return to work sooner, how many employees are exposed to COVID-19 as a result of work, or if employees receive a COVID-19 test during their

quarantine period.

**Alternatives:**

Do not approve employee worker's compensation policies and provide staff direction.

**Recommendation:**

Adopt a Resolution approving the employee policies due to the COVID-19 pandemic.

**Attachments:**

- A. Resolution
- B. City of Yuba City COVID-19 Quick Guide

Prepared By:

*/s/ Natalie Springer*

Natalie Springer  
Human Resources Director

Reviewed By:

Finance  
Special Counsel

Submitted By:

*/s/ Diana Langley*

Diana Langley  
Interim City Manager

SM

SS by email

# ATTACHMENT A

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY  
AMENDING EMPLOYEE POLICIES  
IN RESPONSE TO THE COVID-19 PANDEMIC**

WHEREAS, the City recognizes the need to amend employee policies in response to the COVID-19 pandemic; and

WHEREAS, the City Manager implemented interim measures on an emergency basis for this purpose; and

WHEREAS, the City Council now wishes to approve the interim measures,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Yuba City as follows:

Approve the amended employee policies in response to the COVID-19 pandemic, specifically:

1. Employees may have to quarantine due to a work related close contact COVID-19 exposure. See the City's COVID-19 Quick Guide (attached). This quarantine period, if not covered by worker's compensation and there is no remote work available, will be compensated through paid administrative leave until the quarantine period ceases as identified by local health officer or current CDC guidelines that are outlined in the City's COVID-19 Quick Guide (attached).
2. All COVID-19 viral tests related to a work related exposure shall be paid by the City. If viral tests are not paid by the worker's compensation program then the City shall directly pay for the viral test.
3. Before employees return to work from a work related COVID-19 exposure (and have tested positive for COVID-19), the employee must certify in writing that they have been symptom free for a set period of time (for the period currently prescribed by CDC along with other conditions imposed by the CDC). Additionally, the employee provides a medical release or one negative COVID-19 test result.
4. Those employees who are quarantining due to a work related COVID-19 exposure (may or may not have tested, test results negative), the employee must certify in writing they have been symptom free for a set period of time (for the period currently prescribed by CDC along with other conditions imposed by the CDC) before returning to work.

The foregoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 1st day of September, 2020.

AYES:

NOES:

ABSENT:

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Shon Harris, Mayor

ATTEST:

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Patricia Buckland, City Clerk

Approved as to form:

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Stacey Sheston  
BB&K, Special Counsel

# ATTACHMENT B



# City of Yuba City COVID-19 Quick Guide

As a helpful tool – please refer to the table below. Please note, pursuant to the footnote below, if you are deemed to be an essential worker, and are asymptomatic, you may be advised to return to work immediately, following regular health screenings and safe working practices. If you experience any of the instances in the table below, please work with your Supervisor and HR to assess your length of quarantine.

	<b>A</b> What do I do if I have symptoms identified with COVID-19 (but no test)?	<b>B</b> What do I do if I've been diagnosed COVID-19?	<b>C</b> What do I do if I test positive for COVID-19 but am asymptomatic?	<b>D</b> What do I do if I've been exposed to someone with confirmed COVID-19 (as a close contact)?	<b>E</b> What do I do if a member of my family who I have been in close contact with has been diagnosed with COVID-19?	<b>F</b> What do I do if a member of my family has been exposed and has been in close contact with someone with confirmed COVID-19?	<b>G</b> What do I do if I, or a member of my family, has been exposed to someone with confirmed COVID-19 while social distancing (> 6 ft)?
<b>STEP 1</b>	Do not come to work!	Do not come to work!	Do not come to work!	Do not come to work!	Do not come to work!	Complete the self-assessment and temperature check prior to coming to work.	Complete the self-assessment and temperature check prior to coming to work.
<b>STEP 2</b>	Call your Supervisor/HR.	Call your Supervisor/HR.	Call your Supervisor/HR.	Call your Supervisor/HR.	Call your Supervisor/HR.	If you are symptom free, come to work.	If you are symptom free, come to work.
<b>STEP 3</b>	Self-isolate until at least 24 hours have passed since resolution of fever without the use of fever-reduction medications and other symptoms have improved and at least 10 days have passed since symptom onset.	Work with your Supervisor and/or HR to notify all persons that you were in close contact with (being < 6 ft from them for > 15 mins).	Work with your Supervisor and/or HR to notify all persons that you were in close contact with (being < 6 ft from them for > 15 mins).	Work with your Supervisor and/or HR to notify all persons that you were in close contact with (being < 6 ft from them for > 15 mins).	Work with your Supervisor and/or HR to notify all persons that you were in close contact with (being < 6 ft from them for > 15 mins).	If you have one or more COVID-19 related symptoms, follow the guidance in Column A.	If you have one or more COVID-19 related symptoms, follow the guidance in Column A.
<b>STEP 4</b>	You are strongly encouraged to get a COVID-19 test.	You must isolate for a period of 14-days.* Work with HR to complete a Leave of Absence form and possible workers' compensation paperwork.	Isolate until 10 days from positive test.	You must self-quarantine for a period of 14-days.* Work with HR to complete a Leave of Absence form and possible workers' compensation paperwork. You are strongly encouraged to get a COVID-19 test.	You must self-quarantine for a period of 14-days.* Work with HR to complete a Leave of Absence form and possible workers' compensation paperwork. You are strongly encouraged to get a COVID-19 test.		
<b>STEP 5</b>		After the 14-day isolation period, you are to self-assess your symptoms – if at least 24 hours have passed since resolution of fever without the use of fever-reduction medications and other symptoms have improved, you may return to work.		After the 14-day quarantine period, you are to self-assess your symptoms – if at least 24 hours have passed since resolution of fever without the use of fever-reduction medications and other symptoms have improved, you may return to work.	After the 14-day quarantine period, you are to self-assess your symptoms – if at least 24 hours have passed since resolution of fever without the use of fever-reduction medications and other symptoms have improved, you may return to work.		

**WHAT IS "CLOSE CONTACT?"**

- Within 6 ft of a person with confirmed COVID-19 for 15 mins or more.
- Direct physical contact. (E.g. kissing, hugging)
- Shared eating or drinking utensils.
- Contact with respiratory secretions. (E.g. cough/sneezing close to you)

**WHAT DOES IT MEAN TO "ISOLATE?"**

- If you have COVID-19 you should isolate whether or not you have symptoms. Isolation separates people who are infected with the virus from others, even in their home.

\*Where 14-day quarantine would compromise essential operations, the City may determine that some employees who A) did not require hospitalization or B) are critical workers, may return to work sooner than 14 days by considering certain criteria specific to the workplace and employee:

- The employee is able to wear a surgical mask throughout the work day, except while eating, and comply with all infection prevention procedures. A cloth face covering may also be used in the event of mask shortage.
- The facility has implemented all best practice infection prevention procedures, as determined by the local health department.
- Pre-screening to assess employee temperature and symptoms prior to starting work has been implemented, ideally before entering the facility.
- Employee is able to self-monitor for temperature and symptoms at home and work.
- Employee is able to maintain a minimum of six feet of distance from other employees in the workplace. Of note, six feet does not prevent all transmission of SARS-CoV-2.
- Physical barriers are in place between fixed employee work locations to supplement distancing.
- Cleaning and disinfection of all areas and shared equipment can be performed routinely in the workplace.

Learn more at  
[www.YubaCity.net/COVID19](http://www.YubaCity.net/COVID19)

