




To: All City Employees, City Council and the Community at Large

From: Chris Heard, City Administrator 

Date: March 19, 2020

RE: City Operations and Mayoral Declaration relating to COVID-19 number 2

To further clarify information provided in the Memo dated 3/18/2020 relating to advancing sick time to all eligible employees. I am suspending *Personnel Policy Chapter 9 Section 3 subsection J Documentation*. I am including the specific subsection for your convenience in this memo. This suspension will be in effect from 3/18/2020 and continue for 15 days.

Documentation

When possible, employees requesting paid sick leave must complete a Request for Leave Form and submit it to their supervisor for approval prior to the leave being taken. If sick leave is taken unexpectedly, the leave can be documented on the timesheet. An employee must present satisfactory proof of illness/injury that prevents him/her from working whenever the employee uses sick leave for 3 or more consecutive work days, and at any other time if requested by the City. An employee may also be required to present satisfactory proof of family relationship and/or satisfactory proof of a family member's illness, injury, and/or appointment with a doctor, dentist, or other medical professional if the employee wishes to use accrued sick leave to care for a family member. If the employee fails to present such proof in a timely manner, use of sick leave will be disallowed and no other paid leave may be used for the absence. Abuse of sick leave may result in discipline up to and including termination of employment.

In addition to providing this information I will be closing the facilities of City Hall, the Library, the new animal control facility, and public works. This closure will be effective 3/20/2020 and will be reopened on Monday 3/23/2020 starting with regular business hours. If you show any signs of illness related to COVID19 please do not report to work and notify your supervisor.

During this closure we will be bringing in a company to sanitize all areas within the facility.

The police department and fire station and other City facilities will be sanitized in coordination with departmental activities and department heads recommendations.

Since my last memo, the Governor has also issued guidance related to assembly and social distancing of 10 or more people, we continue to stress the importance of proper sanitation and limiting contact when possible.

I will continue to update you the employee as we navigate through this unprecedented pandemic.