

COVID-19 Safety

Employee Responsibilities & Resources

Dear colleagues,

The challenge of the COVID-19 pandemic has gone on for long enough that the extraordinary work from City employees may seem ordinary around our community and organization. That's a testament to your resourcefulness and commitment during perhaps the biggest collective challenge of our professional lives. I'm thankful every day for everyone in the City workforce, and proud that we've been able to provide our critical services without interruption.

As the pandemic continues, this safety guide can help you navigate workplace issues. It's likely to be updated as conditions change, but the basic framework of our resources, policies and mindset for the rest of the pandemic is reflected here. We want to make it as easy as possible to protect each other at work, and support each other through the challenges this pandemic brings to every household. Thank you once again for rising to every occasion.

Best regards,



Craig Freeman, *City Manager*



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Free Drive-Thru COVID-19 Testing for Employees

Free drive-thru COVID-19 testing is available for all City employees who meet CDC testing criteria.

- > Tell your supervisor if you need to be tested.
- > A Medical Monitoring Unit (MMU) referral is required for an appointment for a test.
- > The Fire Department will administer your test.
- > Two hours (max) paid time off for testing, including travel time, is available.

Q & A

Are family members of City employees eligible for testing?

Not at this time.

Can I contact the MMU directly to schedule a test?

No. Contact your supervisor about scheduling a test.

I didn't receive an MMU referral. Can I still show up for testing?

Appointments are required.

I need to reschedule. What should I do?

Contact your supervisor.

What should I bring to my appointment?

Bring your City ID and a separate photo ID with your date of birth, like a driver's license.

How much does testing cost?

Testing is free.

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Employee Responsibilities & Resources

Our shared responsibility to **protect each other and our residents** is more important than ever while we maintain our critical services during the coronavirus pandemic.

Using guidance from national, state and local public health officials, we have a network of policies and resources to keep each other as safe as possible while we work.

This guide is a handy summary of what that means for you, for supervisors and for all of our workspaces. It's not comprehensive, but it's a good resource. If you have questions, you have four main points of contact. Don't worry if you don't know which one to contact – whoever you ask will help you find the right place.

Contacts

- 1 Your supervisor
- 2 Your Division Head/
Department Director
- 3 Risk Management
(405) 235-SAFE (7233)
fi-riskmgmt-covid19@okc.gov
- 4 Human Resources:
(405) 297-2530
personnel.labor@okc.gov

Your Responsibilities

- > Stay home if you feel sick.
- > Tell your supervisor immediately if you test positive for COVID-19, or if you have been exposed to someone who has.
- > Let your supervisor or Risk Management know if you don't have adequate PPE (including masks) or cleaning supplies.
- > Wear a mask indoors at work, unless you're alone. It's required for shared spaces like hallways, restrooms, break rooms, conference rooms, elevators and more. It's also required in indoor public places by City ordinance. Some Departments may also have specific requirements.
- > Wash your hands often.
- > Respect each other. Be aware of your responsibilities. Show each other grace. Remember it may be just a temporary lapse if someone isn't wearing a mask, or is standing closer than 6 feet to a coworker. It's always best to start with a polite reminder. We're in this together.
- > Keep your distance.
- > Disinfect high-touch surfaces.
- > Limit in-person meetings. Minimize face-to-face interactions.

COVID-19 Safety

Expanded Leave Programs

Expanded Leave Programs

Donated Leave	Each employee may receive and use up to 10 days of sick leave donated by other coworkers if you or your family test positive for or are exposed to COVID-19, or for pandemic-related childcare needs, or if you are at higher risk for a serious COVID-19 infection.
Borrowed Leave	Any employee with a paid leave accrual balance of zero, who has also used all available donated sick leave, may borrow 10 days of paid sick leave from their own future sick leave accruals.
Emergency Paid Sick Leave Act (EPSLA)	This paid sick leave, which is in addition to any sick leave you already have, is available if you've been exposed to COVID-19, if you have to care for someone under quarantine for COVID-19 exposure, or absences for pandemic-related school and childcare facility closings. Up to 80 hours are available for full-time employees, and part-time employees are eligible for the average number of hours worked every two weeks. It's fully paid leave if it's related to your own exposure, or 2/3 of your wages otherwise.
Emergency Family & Medical Leave Expansion Act (FMLEA)	This act expands FMLA leave to include absences related to school and childcare facility closings as a qualifying event. Up to 12 weeks of FMLA leave are available, either unpaid or using accrued leave. The FMLEA also provides paid leave (2/3 of your wages) for qualifying school or childcare-related absences.

Read more about these programs on [InsideOKC](#) or ask your supervisor.

Resources

Employee Assistance Program (EAP) via Alliance Work Partners (AWP)

awpnow.com

(registration code AWP-OKC-2151)

(800) 343-3822 • (800) 488-1823 (TDD)

Safe, confidential and no cost to you. Counseling, work-life balance resources, legal and financial services, skill building and more.

OKC Care Employee Medical Center via Premise Health

mypremisehealth.com

(405) 276-2030

Everyone on a City health insurance plan age 2 and up can access services at no cost to you.

Human Resources

personnel.labor@okc.gov

(405) 297-2530

Get help with expanded leave programs and other issues.

COVID-19 Safety

Supervisors

Be aware of the resources and responsibilities for all employees. You're the most important communication bridge between critical information and our employees. The people you supervise are counting on you to know what's going on.

Supervisor Responsibilities

- 1 Lead by example.
- 2 Everybody, including you, is feeling stressed, or worse. Remember that. Show your employees compassion, and ask them to show you the same. Be there for each other.
- 3 Department Directors and Division Heads have discretion to implement re-opening plans, within certain guidelines. Use that discretion, but prioritize employee and public safety. Find details in the Reopening Framework available from Human Resources.
- 4 We now have collective experience for safe operations while maintaining productivity. Lean on it. Whether it's working remotely for office workers or being smart about PPE, empower your employees to make decisions with safety in mind.
- 5 For confirmed and suspected cases of COVID-19 or exposures to COVID-19 on your staff, complete the most recent version of the Medical Monitoring Unit (MMU) COVID-19 Reporting Form and email it to okcmacc.mmu@okc.gov.
- 6 Keep the MMU informed when employees return to work after illness, isolation or quarantine.
- 7 Send home any employee showing signs of illness. Notify the MMU if the employee had the most common symptoms of COVID-19: fever, cough, shortness of breath, chills, loss of taste and/or smell, sore throat, congestion or runny nose, muscle or body aches, headache, fatigue, nausea or vomiting and/or diarrhea.
- 8 Employees who test positive for COVID-19 can return to work after 10 days from the onset of symptoms (if symptoms have gone away), and after 24 hours without a fever without the use of fever-reducing medicine.
- 9 Encourage a culture of minimized face-to-face interaction but work with other members of the leadership team and trusted staff to think of ways to maintain healthy social contact for your team, even if it's virtual.

Resources

Medical Monitoring Unit (MMU)

okcmacc.mmu@okc.gov
Report confirmed and suspected positive tests or cases of COVID-19 or exposures to COVID-19.

Risk Management

fi-riskmgmt-covid19@okc.gov
(405) 235-SAFE (7233)
Get help with workplace safety issues, including access to PPE, safety evaluations and more.

Human Resources

personnel.labor@okc.gov
(405) 297-2530
Get help with expanded leave programs and other issues.

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At Work & Home

It's an ongoing logistical and emotional challenge for parents to balance work, school and childcare during the pandemic.

Balancing School & Childcare

The working parents across every City department have children in public and private schools and daycare facilities across the metro. Whether they are open or closed, or offering in-person instruction and care, is likely to change and be different for different parents. Some parents may also be using family caregivers, many of whom may be especially vulnerable to COVID-19 because of age or other issues.

Employees and supervisors should work together on common-sense accommodations for parents who can make adjustments while maintaining productivity on the job. Keep in mind expanded leave policies, opportunities for flexible scheduling, and reaching out to colleagues across our organization for ideas on how they've handled it.

Solutions for each parent and workplace are likely to be different, so it's OK to be creative when finding ways to appropriately deliver services while managing our human needs. If you still have questions, contact Human Resources.

Human Resources: (405) 297-2530 • personnel.labor@okc.gov

You can find more information about donated and expanded leave programs on the expanded leave programs page.

Teleworking

Teleworking is at the discretion of the Department Director, or designee, based on these requirements:

- 1 The characteristics of your job must be appropriate for telework.
- 2 Supervisors must inform teleworking employees of requirements, and confirm in writing that they understand responsibilities for supervising a teleworking employee.
- 3 The teleworking employee must sign the Temporary Telework Agreement, provided by your supervisor.

Workplace

- > City buildings are closed to the public, with limited exceptions.
- > Everyone entering a City building for the first time on any work day must first pass a temperature check. You must wear a mask during the temperature check, and so must the person checking it. Color-coded wristbands provide access without a temperature check for the rest of the day. Specific procedures may vary for some worksites.
- > Masks are required in shared spaces such as foyers, hallways, elevators and restrooms.
- > The City has plenty of PPE and cleaning supplies available, including masks. If you don't have enough for your workspace, contact Risk Management.
- > City offices are fogged every weekend.
- > Staff are frequently cleaning our shared workspaces and high-touch areas.
- > People who can work from home effectively should be allowed to do so. It helps protect the employees who can't work from home.