COVID-19 SUPERVISOR PROTOCOL

The health and safety of all employees is our number one priority. As we move forward through what is now a declared global pandemic, COVID-19, the following guidelines are being temporarily implemented, effective immediately, to minimize the spread of COVID-19 and impacts to employees.

Please keep in mind this is an evolving situation and this information will be updated accordingly.

1. **When do I send an employee home?**
   Ask your employee the following questions. If he/she answers yes to one or more of the following questions, he or she needs to stay home.
   - Do you have a fever (greater than 100.4 F [37.8 C] using an oral thermometer) or symptoms of respiratory illness such as cough, shortness of breath or difficulty breathing?
   - Have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days?
   - Have you recently traveled outside of the area and were in public locations such as retail shops, restaurants, bars, or ski lodges? If the employee is showing symptoms of the virus or has objective concerns of being infected:
     - Advise the employee to call him/her primary care physician*

*The CDC urges those who objectively believe they may have the Coronavirus to call ahead before visiting a doctor or emergency room.

2. **Can Employees Telework (Work From Home)?**
   - If the employee’s position allows him/her to telework, you can authorize him/her to work from home after considering the nature of the employee’s duties, the availability of any necessary equipment (personal computer, etc.), and computer and communication connectivity.
   - Employees who are permitted to telework will be required to sign a telework agreement. The telework agreement will cover the period the employee is permitted to work from the approved alternate location (e.g., home).
   - An employee may telework during regular work hours; however, if he or she is caring for a spouse (including civil union, common law, and domestic partnership), son, daughter, grandchild, sibling, parent, grandparent, or in-law, he/she must report the hours for care as away from work and take Emergency Pandemic Leave or PTO.
   - If an employee does not want to come to work because he/she is fearful of contracting the virus, you can determine if teleworking is an option. If not, his/her only option will be to use their PTO, Comp time, or leave without pay.

3. **What is Emergency Pandemic Leave?**
   - Emergency Pandemic Leave provides compensation for a maximum of 80 hours for full-time benefitted employees.

COVID-19 Policy & Procedures
• Regular part-time employees working 20 or 30 hours a week will be compensated for a maximum of 40 hours or 60 hours, respectively.
• Part-time seasonal employees will be compensated for a maximum of four (4) days. Hours paid will be based on regularly scheduled shifts.

4. **What Paperwork Do I Need To Fill Out?**
   • Ask the employee to fill out the Emergency Pandemic Leave Request form located at the Village Hall. The form must be completed within 24 hours to properly code hours for payroll.

5. **How Will Employees Get Paid?**
   • If teleworking, the employee will be paid his/her hourly rate for hours worked.
   • If it is not possible to telework with current job duties, assign projects/work that can be done at home. The employee will only be paid for actual hours worked.
   • If unable to reassign work duties, either within or outside your department, the employee will be eligible for Emergency Pandemic Leave.
   • If the employee has the virus or symptoms of the virus or needs to care for someone who has the virus or symptoms of the virus, the employee will be eligible for Emergency Pandemic Leave.

6. **Can Employees Travel?**
   • All business and work-related travel has been restricted or cancelled until further notice.
   • If an employee has traveled outside of the area and was in public locations such as retail shops, restaurants, bars, or ski lodges, he/she should be asked to self-quarantine at home for a minimum of 72 hours. The employee will be eligible for Emergency Pandemic Leave and, if feasible, teleworking.

7. **What Do I Do If An Employee Shows Up To Work And I Believe He/She Is Sick But He/She Answered “No” To All The Above Questions?**
   • If the employee is showing objective signs of illness, you have the right to send them home.

8. **School Has Been Canceled and Closed For An Employee’s Son/Daughter/Dependent What Are Their Options?**
   • Employee can telework if his/her position allows his/her to work from home. He/She will need to sign a telework agreement.
   • If employee cannot telework and there are no other projects he/she can take home, he/she is eligible for Emergency Pandemic Leave.

9. **When Can My Employee Return To Work?**
   • An employee may return to work when he/she has been isolated at home and away from others until seven (7) days has passed since symptoms first appeared, AND 72 hours after the fever has gone away, with improvement in respiratory symptoms. Symptoms are
defined as free of a fever (100.4 F [37.8 C] or greater using an oral thermometer), cough, shortness of breath and any other flu-like symptoms, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

- An employee does not need a doctor’s note to return to work; however, he/she will be asked to self-certify he/she meet the above requirements.
- If an employee has traveled outside of the area, and was in public locations such as retail shops, restaurants, bars, or ski lodges, is able to return after being self-quarantined for 72 hours and are symptom free as listed above.

10. **What If My Employee Is Out Of PTO?**
   - Contact Administrator.

11. **What Do I Do If My Employee Is Currently On PTO, Workers’ Comp, FMLA And Is Ready To Come Back?**
   - Ask the employee the series of questions under number 1 and ensure he/she has been isolated at home away from others until seven (7) days have passed since symptoms first appeared AND 72 hours after the fever has gone away, with improvement in respiratory symptoms.

12. **What Do I Do If My Employee Wants To Change PTO Hours To Telework Hours?**
   - Refer to questions under number 2 to see if teleworking is an option.

Please reach out to your Administrator with any questions or clarification on specific situations.

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**APPROVED THIS __21___ DAY OF MARCH, 2020**

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Leo Martinez, Mayor

Attest:

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Shawn Jeffrey, Clerk-Administrator
**Emergency Pandemic Leave Protocol**

**Policy**

All Village employees are eligible for, and covered by, the Village’s Emergency Pandemic Leave Policy when activated by the Village Mayor. Emergency Pandemic Leave provides compensation at 100% of the employee’s current rate of base pay for time off work due to a declaration of an emergency pandemic. This policy allows an employee to be provided leave for exposure to, or as a result of, a quarantinable communicable disease (COVID-19). This policy may be amended as we address the emerging pandemic.

**Length of Leave**

Emergency Pandemic Leave will provide compensation for a maximum of 80 hours for full-time benefitted employees.

Regular Part-time employees working 20 or 30 hours a week will be provided compensation for a maximum of 40 hours or 60 hours, respectively.

Part-time seasonal employees will be provided compensation for a maximum of four (4) days. Number of hours provided will be based on regularly scheduled shifts.

If needed, leave may be taken Intermittently.

**Qualifying Events:**

Employees will qualify for Pandemic Leave based on one or more of the following criteria:

1) The employee is subject to Federal, State, or local quarantine or isolation order related to COVID-19
2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis
4) The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in subparagraph (2)
5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions.
6) The employee is experiencing any other substantially similar condition specified by the Secretary of health and Human services in consultation with the Secretary of the US Treasury and Secretary of Labor
7) Any employee who is providing care for a spouse (including civil union, common law, and domestic partnership), son, daughter, grandchild, sibling, parent, grandparent, or in-law who has become symptomatic as defined by the CDC due to a quarantinable communicable disease (COVID-19).
**Requesting Leave**

Any employee requiring Emergency Pandemic Leave must contact the Village Administrator or his/her designee. The employee requesting Pandemic Leave must complete an Emergency Pandemic Leave Request Form obtained from the Village Administrator or his/her designee.

**Return to Work**

An employee may return to work if he/she has been isolated at home away from others until seven (7) days has passed since symptoms first appeared AND 72 hours after the fever has gone away without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Symptoms include a fever of 100.4° F or higher using an oral thermometer, coughing, shortness of breath and any other flu-like symptoms. Employees will be asked to self-certify they meet the above outlined conditions before being allowed to return to work.

**Benefits During Leave**

Emergency Pandemic Leave payments are considered taxable income to the employee. PTO accruals, retirement contributions, and all other benefits will continue during the use of Emergency Pandemic Leave. Emergency Pandemic Leave hours will not reduce the number of hours allowable under the Village’s Short-term Disability and Family Medical Leave policies.

**Additional Leave**

In the event an employee exhausts Emergency Pandemic Leave, additional leave options are available as outlined in the Village’s Personnel Policy Manual.

This Policy is subject to change with current events and required policies and procedures of mandated by the President of the United States and Governor of New Mexico.

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Leo Martinez, Mayor

Attest:

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Shawn Jeffrey, Clerk-Administrator
**Temporary Teleworking Policy**

Due to the current COVID-19 (coronavirus) outbreak, the Village of Cimarron is allowing employees, whose job duties are conducive to working from home, the ability to request, or be assigned, temporary telework arrangements. Please keep in mind this is an evolving situation and this policy may change.

Employee requests will be considered on a case-by-case basis. Factors of consideration may include: the nature of the employee’s duties, the availability of any necessary equipment (personal computer, etc.), and computer and communication connectivity.

Once approved, the employee should not assume any specified period for telework, the Village may require certain tasks be performed in-office, and/or the Village may require employees to return to regular, in-office work at any time. The Village will continue to monitor guidance from health officials and the need for remote work arrangements.

Teleworking employees must follow all security measures to protect any Village records or files, including electronic information. Employees must follow Village procedures related to computer use, network access, information security and storage of documents. No one other than the employee is permitted to access Village information or use Village equipment.

Employees who are permitted to telecommute will be required to sign a telework agreement. The telework agreement will cover the period the employee is permitted to work from the approved alternate location (e.g., home). If an employee is granted temporary teleworking arrangements while under a quarantine period, the Village will attempt to provide the employee enough work to perform. An employee may telework during regular work hours; however, the time he or she is caring for a family member he/she must report those as hours away from work and take paid time off, leave without pay, or request Pandemic Emergency Leave while caring for a spouse (including civil union, common law, and domestic partnership), son, daughter, grandchild, sibling, parent, grandparent, or in-law.

APPROVED THIS 21 DAY OF MARCH, 2020

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Leo Martinez, Mayor

Attest:

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Shawn Jeffrey, Clerk-Administrator

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