

## City of Woodway Employee FAQ

**Coronavirus (COVID-19) – Frequently Asked Questions Information included here may change as further information is released by the U.S. Department of Labor, County, City Council, City Manager or as circumstances change due to the pandemic.**

Q. Are we still in a “Stay-At-Home” Order set by state and local authorities? A. Yes. The McClennan County order expires April 30. We will keep everyone updated if they end or extend the order.

Q. What is the latest comments from the Governor related to opening the state? A. Governor Abbott has canceled the remaining school year for local school districts and higher learning both public and private. He has reopened State parks limiting to groups of five or less and mandated that face masks must be worn. He has relaxed the ability to obtain non-emergency medical procedures. The Governor will allow non-essential stores that choose to reopen to offer curbside only operations. All of these relaxed measures are dependent on the continued positive signs that the State as a whole is flattening the curve.

Q. What City offices will remain open for business? A: Essential City offices will remain open but closed to the public for “in person” communications. Online and teleconference is available for individual and business customers, such as Water Billing, Permitting, Cashier or individual needs to conduct city business.

Q. What do I do if I need access to protective equipment and cleaning supplies like sanitizer? A. City Management is working with department directors to ensure an adequate supply of sanitizer and standard personal protective equipment for City employees. The City encourages all departments to support the implementation of good hygiene practices, including regularly cleaning work areas and ensuring sanitizer is available to employees.

Q. What should I do if I have been approved to work from home? A. Continue working from home following the guidance provided by your immediate supervisor. You will be paid your regular salary during the time you work remotely.

Q. My work is deemed essential, but I do not want to be at work at this time. How do I get paid? A. You will be required to use your available accrued leave balances, starting with vacation leave. After you have exhausted your accrued leave balances, you will be placed in a leave without pay status. Sick leave must be used in accordance with the City’s Personnel Rules.

Q. When does the Family First Coronavirus Response Act begin? A. Beginning April 1, 2020, eligible employees may qualify for up to 80 hours of leave, as provided by the Families First Coronavirus Response Act.

Q. What happens after the 80 hours of Families First Coronavirus Response Act leave is exhausted? A. Employees may be required to use their accrued leave balances, including sick and vacation leave. Sick leave must be used in accordance with the City’s Personnel Policy.

Q. Do I need to report exposure to COVID-19? A. Yes. Employees who are well but who have been exposed to COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

Q: Are events and activities canceled? A. All City sponsored departmental related programs, events, activities, trainings, and seminars scheduled in the community at city owned facilities, and/or which involve City staff, are cancelled until further notice. This includes the planning and organizing of resources where the City has been invited to participate.

Q. What if an immediate family member is ill due to COVID-19? Can I use sick leave? A. Yes, caring for an ill family member is an appropriate use of paid sick leave. Employees must notify the department of the absence and follow current call-in procedures. In addition, beginning April 1, 2020, caring for an individual with COVID-19 is an appropriate use of emergency paid sick leave for eligible City employees, available through the Families First Coronavirus Response Act.

Q. What are the requirements to work remotely if I am not mandated to stay home? A. Department Directors will determine the feasibility to work remotely for employees in their departments. Employees are not allowed to work remotely without authorization from their Department Directors. Employees authorized to work remotely must check in with their supervisor every day. Supervisors must address and establish expectations regarding work output, communication, and schedules.

Q. How do I report my hours when working from home? A. All employees authorized to work remotely are required to enter their hours worked in the timekeeping system on the same day of hours worked, or as soon as feasible thereafter. Supervisors are responsible for ensuring that time entries are made for their employees working remotely.

Q. Will I be eligible for FMLA? A. An employee who has been infected with COVID-19 or an employee who must care for an infected family member may be eligible for leave under the Family and Medical Leave Act ("FMLA").

Q. What if I am exposed to a co-worker that tested positive for COVID-19? A. If the City is notified that an employee has tested positive for COVID-19, the City will follow CDC guidelines in notifying employees who have been exposed to COVID-19 by a co-worker. Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

Q. Should I stay home if I am sick? A. In accordance with CDC guidelines, employees who have symptoms of acute respiratory illness will be required to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees should notify their supervisor and stay home if they are sick.

Q. Can I travel? A. The City will follow the CDC guidelines on travel. The City will also follow any mandatory orders issued by federal, state, or local authorities with respect to travel, and any employees who travel to any area subject to a mandatory quarantine will not be allowed to return to work until the end of the quarantine period.

Q. What if I have scheduled future travel for work? A. All City travel currently scheduled has been suspended effective immediately, until further notice.

Q. Am I required to report sick family or household members? A. Employees who are well but who have a sick family or household member with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

Q. What is my department doing to address continued City services? A. Department Directors will establish workforce shortage procedures that maintain essential services during this public health emergency. Each department shall:

- Establish minimal staffing levels
- Identify essential employees
- Identify those employees who can telecommunicate
- Implement flexible scheduling where feasible
- Identify those personnel that are non-essential and can be cross trained and reassigned to ensure continuity of services.

Q. Where can I find more information relevant to COVID-19 outbreak? A. You can visit The Center for Disease Control website <https://www.cdc.gov/coronavirus/2019-ncov/index.html>