



COVID-19 EXPOSURE LEAVE POLICY EFFECTIVE JULY 1, 2020

Exposure to Coronavirus is increasing as cases spike across Oregon. Therefore, the City of Newberg is enacting a policy to provide additional paid COVID-leave to employees subject to mandatory quarantine. This paid leave will be available to all employees, including emergency responders, if you meet one of the three criteria below **AND your job duties do not allow remote work to be performed.**

1. If you have been advised by a health care provider or by the City of Newberg to self-quarantine due to concerns related to COVID-19; or
2. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis; or
3. The city instructed you to go home or remain home and self-quarantine;

In such a case, the city will provide up to two weeks (80 hours, or pro-rated for part-time) of additional paid COVID-leave for the period of forced quarantine, subject to the following conditions:

- A. You notify the city if you experience any symptoms of illness, high fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, nausea, vomiting, diarrhea;
- B. You follow any direction of the city to be tested;
- C. If you test positive, other employment policies will come into effect and you should contact HR for further guidance.

If you violate the quarantine, you may be subject to revocation of the additional leave and possible disciplinary action.

Emergency responders remain ineligible for leave under the Families First Coronavirus Response Act.

The city can end this policy at any time without prior notice.