

Sue Ryan

From: Dan Weinheimer
Sent: Tuesday, July 14, 2020 1:24 PM
To: Newberg Employees
Subject: COVID-19: COVID Exposure Sick Leave Policy
Attachments: COVID-Exposure sick leave policy 7_01_2020.pdf

Follow Up Flag: Follow up
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Good afternoon everyone,

As COVID-19 positive cases rise across Oregon your chances of being in close contact with a COVID-positive person are increasing. There are personal protection steps that you can take. Mask Up Newberg! Just this morning, Governor Brown announced new regulations for wearing masks outside as well as inside, if a physical distance cannot be maintained.

It is our goal to keep City employees safe and to make sure that no one feels the need to come to work sick. Now, more than ever, it is critical that anyone symptomatic stay home and use their sick leave. This protects others and the leave bank is there for your use. Telework has been permitted through the COVID-19 pandemic and may be used as an option for those exposed to COVID-19 and asked to stay home. Many of our essential workers do not have the ability to work from home and my goal is to make sure they can self-quarantine if they need to. For this reason, I am issuing the City of Newberg Exposure Leave Policy, retroactively effective July 1, 2020.

If you become aware that you have been in close proximity to a COVID-positive person you should report this immediately to your supervisor who will ask you to self-quarantine for 14 days. For those of you able to perform remote work you may schedule the tasks as usual with your department head. Those of you unable to perform work or those of you who do not have enough remote work for a full-day [confirmed in advance with your supervisor], will be protected by this new policy so that you can stay home to protect yourself and others.

Timesheet Entry Instructions

W/O Pay – if this line appears on your timesheet, please use it to record COVID Exposure leave and put “W/O Pay = COVID-Exposure” in the notes section.

This is still paid leave per the new policy.

OTHER not included OT – if this line appears on your timesheet, please use it to record COVID Exposure leave and put “OTHER = COVID-Exposure” in the notes section.

If you become sick yourself or COVID-positive normal sick leave policies will apply and you should contact HR for instructions before coming back to work. Please also note, COVID-Exposure leave is designed to keep you and others safe. If you break quarantine you will not be entitled to this special leave. Those that do not report COVID-19 contact to a supervisor and/or Human Resources, do not self-quarantine on request or in other ways do not follow the intent or letter of this policy may also be subject to disciplinary action.

The city may end this new policy at any time without notice. Mask Up! Stay Safe, Do your part, protect yourself and others!

Thanks,

Dan

Dan Weinheimer
City Manager
City of Newberg
Direct: 503.537.1207
www.newbergoregon.gov
Pronouns: he – him – his

