



COVID-19 EXPOSURE LEAVE POLICY EFFECTIVE January 1, 2022

To protect employees from Covid-19 and to maintain a safe workplace, the city will require employees to quarantine when exposed or symptomatic as per Oregon OSHA, OHA, and CDC guidelines. Employees who are unwell are not expected to perform work. In addition, not all employees subject to an exposure quarantine have technology, connectivity, or can be assigned remote work tasks and training by the city.

Therefore, the City of Newberg is renewing its provision of paid Quarantine Leave to employees subjected to mandatory Covid-19 quarantine. Effective January 1, 2022, all employees will be provided with up to 80 hours (pro-rated for part-time) paid Covid Quarantine Leave. This paid leave will be available if you meet one of the criteria below.

1. You have been advised by a health care provider to home-quarantine due to concerns related to COVID-19; or
2. The City of Newberg has instructed you to go home or remain home under quarantine for exposure or illness; and
3. You are unable to work because the city cannot assign work to you remotely during the required quarantine period; or
4. You are experiencing symptoms of COVID-19 or are seeking a medical diagnosis.

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

- A. You will notify the city if you develop any covid symptoms of illness, 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 or a family member will notify the city if additional medical care or hospitalization takes place.
- C. You will follow any direction of the city or county to be tested.
- D. You will follow the city directions regarding home quarantine, except as needed to care for your health needs.
- E. If you test positive, other employment policies will come into effect and you should contact HR for further guidance.

IF you are not symptomatic, the city may assign remote work, which will not count against the 80-hour covid leave bank. When an employee has used their 80 hours of Covid Leave, additional time off will come from their accrued sick, comp, and vacation time to cover non-worked hours.

Covid Quarantine Leave is not part of the employee benefit package and only relates to the COVID-19 Pandemic. This Covid Leave cannot be cashed out or used towards retirement or separation accruals. It cannot be combined with unused COVID Leave from a previous year.

If you violate quarantine conditions set by the city or a health provider, you may be subject to revocation of this paid leave and possible disciplinary action.

The city can end this policy at any time without prior notice. This policy is tied directly to the State of Oregon Pandemic designation and will end when the State of Oregon COVID Pandemic guidelines are no longer in effect or by December 31, 2022.