

COVID 19 Pandemic Response City Manager Directive

Number 2020-04

Originally Issued: March 20, 2020

Revised: June 4, 2020

Whereas, the public health emergency regarding COVID-19 and the facts underlying the actions taken on the federal, state and local level continue to warrant action by the City of Blaine to protect and preserve public health, safety, life and property, the following directives are issued by the City Manager.

IMMEDIATE ACTION: This directive takes effect immediately upon issuance.

Returning to Work After Travel:

1. Any employee who is returning to work after travel by airplane, train, ferry passenger compartments, or bus (excluding local travel on Whatcom County Transit buses) shall inform their immediate supervisor of such travel before returning to work. Such employee will be separated from the general employee population due to sustained exposure to groups of more than 10 people that are inherent in the recently used mode of travel. The duration of travel or the length of the vacation/time away does not change the need to be distanced from the general employee population. This does not apply to travel by personal vehicle with small groups (ex. cars, trucks, RVs).
2. The separation requirements will commence upon the employee's return to work after traveling and will terminate on the 14th day following employee's completion of the travel (the "Separation Period").
3. Accommodations for separation: The City will accommodate separation in one of the following manners:
 - a. Remote Work. Employees whose work allows for work from home shall be required to work from home and will be provided the resources to do so.
 - b. Designated Workspace. Employees who cannot work remotely from home due to the nature of their duties shall be provided with work that allows for independent work in a location separated from other employees by time or distance ("Designated Workspace"). An employee accommodated this way shall remain in their Designated Workspace during the work day except for the following purposes (the "Authorized Purposes"): (i) to use sanitary facilities as necessary; (ii) to travel through the workplace for ingress and egress to the Designated Workspace at the beginning and end of the day and to leave the facility for lunch or breaks. Unfortunately, due to unavoidable interactions with other employees in break rooms and other common areas, the employee may not utilize such areas during the Separation Period; however, such employee will be afforded an extra five minutes for each break in order to accommodate the additional time needed to exit the facility to have the

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break. An employee who is assigned to a Designated Workspace shall wear a cloth face covering or similar mask when walking within any portion of a City facility other than the Designated Workspace and shall keep a distance of at least six feet with other employees during those times.

- c. Self-Isolation. If neither remote working or a designated workspace is feasible in light of the employee's work, the employee will be required to self-isolate at home pending two negative test results spaced 48 hours apart..
 - i. An employee required to self-isolate shall be granted paid administrative leave for the necessary hours pending two negative test results.
 - ii. Testing shall be conducted at a location designated by the city.
 - iii. Testing costs shall be paid by the city.
 - iv. Test results shall be provided to the city and the employee.
 - v. An employee who tests positive may use sick leave, vacation leave, or compensatory leave, at their option, until their condition warrants return to work, as determined by a medical provider.
4. Zero Tolerance. There will be a zero tolerance policy enforced by supervisors regarding bullying or ostracizing any employee who is taking these special precautions to protect others.
5. Termination. This Directive may be modified, revised, or revoked at any time by the City Manager as health authority guidance and COVID-19 conditions change.