

HEALTH AND SAFETY

PERSONNEL POLICIES AND PROCEDURES

Personnel Policy Adopted by Res.: (N/A)

12.4 Emergency /Disaster /Inclement Weather and Pandemic Preparedness

Personnel Procedures Revised: 05/21/2021

1. PURPOSE: To establish procedures for on and off-duty employees in the event of a natural or manmade disaster, inclement weather or pandemic.
2. ORGANIZATIONS AFFECTED: All department/divisions. Refer also to individual Department Standard Operating Procedures.
3. REFERENCES: City of Bothell Comprehensive Emergency Management Plan.
4. PROCEDURES:
 - A. Natural or Manmade Disaster or Inclement Weather. In case of a natural or manmade disaster or inclement weather, off-duty employees shall take appropriate steps to protect themselves and ensure the safety of their families, and then report to work as soon as reasonably possible.
 1. In the event a state of emergency is declared by the Mayor, the City Manager is designated as the Emergency Services Director and all City Employees will follow the City Manager's orders, regardless of department chain of authority or command.
 2. Employees will be compensated for all time worked in the event of an emergency according to the Fair Labor Standards Act and applicable Collective Bargaining Agreements.
 3. Employees who are scheduled to work, but unable to report to work due to disaster conditions will not be compensated as "time worked" but may take vacation or comp time to compensate for said leave.
 4. If an employee's work location becomes non-operational due to inclement weather or a natural or man-made disaster, said employees may be deployed to another location to work. Alternatively, non-emergency employees may be released from duty due to said conditions at the discretion of the City Manager or designee at no loss in pay for the duration of the disruption of services.
 5. In the event of an earthquake or other natural disaster, employees should check themselves and their families for injury and ensure their safety, including assessing the immediate area for damage. Call the City's Employee Update Hotline (425-806-6105) for information regarding City operations, and report to work as soon as reasonably possible, or as directed on the Employee Hotline or your department's standard operating procedures.

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6. In the event an employee is unable to report to work due to injury, road closures, etc., the employee should make every attempt to contact the City by phone or any other means available.
 7. Following a disaster, monitor KIRO AM Radio 710 or call the City's Employee Update Hotline at 425-806-6105 for information.
- B. Pandemic. It is the policy of the City of Bothell to promote a safe and healthy work environment for its employees. To this end, the following procedures are created in an effort to minimize exposure and absenteeism in the event that a pandemic is a threat to our employees, their families and the City. (See also the City's Comprehensive Emergency Management Plan Support Annex #5 - Pandemic Influenza.)

The City of Bothell remains open to serve its citizens in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work on their regularly scheduled shift. However, employees are expected to first ensure the health of themselves and their families and then report to work as soon as possible.

Employees are urged to cover their coughs by coughing into their elbows or into a tissue, to wash their hands regularly, to use alcohol hand gel, and to avoid touching their eyes, nose, or mouth. Hands and work surfaces should be disinfected frequently during an outbreak.

The following procedures apply during a pandemic:

1. The City may implement temporary emergency procedures to minimize face-to-face contact between employees. Such measures may include greater use of e-mail, websites and teleconferences, and employees may be temporarily assigned to work from home, or work shifts may be staggered.
2. When a pandemic has been declared, the City Manager may require daily staff absentee reporting (S.A.R.) from each department to assist in determining the level of impact the pandemic is having on City services.
3. Employees who have symptoms related to the illness that is causing the pandemic are prohibited from coming to work. An employee should not report to work if they are feeling ill and are in doubt as to why. If the employee is in doubt, they should not report to work and are encouraged to consult their physician.

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4. Employees reporting to work who exhibit symptoms will be sent home and encouraged to consult their physician. The employee shall be required to utilize accrued leave pursuant to the Personnel Policies and Procedures Manual or applicable collective bargaining agreement if they are sent home due to symptoms or are required to quarantine in accordance with the recommendations of public health agencies.
5. If an employee or their spouse's/domestic partner's, or dependent's illness prevents an employee from reporting to work or on time, they are responsible for notifying their supervisor pursuant to the provisions of the Personnel Policies and Procedures Manual or applicable collective bargaining agreement. Employees must not return to work until they have been free of symptoms for at least twenty-four (24) hours or what is the recommendation of public health agencies at that time.
6. Employees are required to utilize paid leave for absences when recovering from or caring for a spouse/domestic partner or dependent recovering from the disease causing the pandemic.
7. Regular full-time and part-time employees who have no accrued leave and contract the disease that causes a pandemic may request an advancement of up to twenty-four (24) hours sick leave to compensate for work hours missed due to the employee's personal illness. The sick leave advancement shall be applied hour for hour of work missed up to a total of 24, and shall be deducted from the employee's regular accrual until the hours advanced are repaid.

The City Manager may review and approve additional hours of sick leave advancement for individual employees when extenuating circumstances exist. These requests must be approved by and submitted in writing to the City Manager by the Department Director.

- C. On-call/Work-at-home Emergency Leave: In the event of inclement weather or a natural disaster, or in preparation for or during a pandemic, it may become necessary to compensate employees for alternative work situations that aren't covered by the City's leave policies and have arisen out of the need to protect the workforce, participate in regional efforts such as reducing traffic or the risk of exposure to an infectious disease, or reduce City operations. In that event On-call/Work-at-home Emergency leave may be authorized at the sole discretion of the City Manager or Acting City Manager in accordance with the following procedures:
1. On-call/Work-at-home Emergency Leave will be reviewed, approved, and potentially renewed on a per payroll period basis which ends on the 15th and the last day of every month. Factors included in consideration shall include need and available financial resources.
 2. On-call/Work-at-home Emergency Leave may be approved for reasons that include but are not limited to the following:

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- (a) Inclement weather or a natural disaster prevents employees from traveling to work safely as determined by state agency advisories or recommendations.
 - (b) Regional or state health authorities recommend employees stay at home for the purpose of reducing the spread of an infectious disease or other state of emergency.
 - (c) An employee who is not eligible for sick leave in accordance with City policy is quarantined to prevent exposure to an infectious disease in accordance with guidelines and recommendation of state and regional health agencies.
3. Employees who are telecommuting or taking paid leave per City policy are not eligible for On-call/Work-at-home Emergency Leave. All efforts to telecommute shall be made before an employee is approved for On-call/Work-at-home Emergency Leave.
 4. All efforts shall be made to provide tasks or assignments to employees who are approved for On-call/Work-at-home Emergency Leave that may not rise to the level of telecommuting but provide operational, developmental, or business-related benefits to the City. Such tasks and assignments may be different from those normally assigned to an employee during nonemergency conditions.
 5. Employees who are on On-call/Work-at-home Emergency Leave shall remain fit for duty and capable of performing the essential functions of their position, and must be available via telephone or email to City personnel, during their normally scheduled work hours.
 6. Employees who are on On-call/Work-at-home Emergency Leave must report to work when directed by their supervisor.
 7. Employees who are approved for On-call/Work-at-home Emergency Leave are eligible to have absences excused from work. They will receive full pay and benefits in accordance with City policy or the relevant collective bargaining agreement as if they were working their regular work schedule.