**MEMORANDUM**
**The City of**
**Cleveland**

**DEPARTMENTAL MEMO**

TO: Department Heads

FROM: Vicki Hagerman, City Manager

DATE: March 17, 2020

SUBJECT: Workplace guidelines and Travel Restrictions concerning Novel Coronavirus COVID-19 (“COVID-19”)

Please distribute this guidance to Department Heads and Supervisors to help address employees’ workplace shall question and concerns about COVID-19 (the coronavirus):

Due to the recent situation regarding the COVID-19 virus, and the fact that the Governor has issued a declaration of emergency and the Mayor’s Public Notice, the need for the following special measure is required at this time. These measures will be in place until the state of emergency is lifted by both the Governor and the Mayor or until further notice by the City Manager’s Office.

**SICK EMPLOYEES**

The symptoms of COVID-19 are fever, cough and shortness of breath. Any employee exhibiting these symptoms whiles at work shall be:

* sent home immediately by their supervisor
* encouraged to contact their health care provider
* not allowed to return to work until medically cleared by their health care provider to resume normal duties.

Any employee who calls in sick indicating symptoms of COVID-19 shall not be allowed to return to work until medically cleared by their healthcare provider to resume normal duties.

Employees must use sick and/or vacation leave accruals during any absence related to their suspected or confirmed COVID-19 infection. Specifically, for absences related to a suspected or confirmed COVID-19 infection, employees eligible to accrue vacation and/or sick leave pursuant to the City of Cleveland Handbook who have a leave accrual balance of zero shall be allowed to borrow up to 10 days of sick leave for COVID-19 related absences. The employee must submit a written request seeking approval from the Personnel Department. Employee form must state that the employee understands that they must repay the borrowed sick leave with future accrual of leave.

If an employee is send home or calls in sick because of COVID-19 symptoms, the employee’s Department Head shall notify HR and City Manager (contact information provided below) of the employee’s name, contact date/time, and contact information.

Human Resources (HR): Michelle Lehnus mlehnus@cityofclevelandok.com

City Manager: Vicki Hagerman cm@cityofclevelandok.com

**TRAVEL RESTRICTIONS AND GUIDANCE**

**Business Travel**- All City business travel is prohibited effective immediately. Exceptions must be approved by the Operations Manager. Exceptions generally will only be considered for in state travel or travel involving meetings of less than 10 people. Employees should seek to get refunds or credit where possible for travel that has already been booked.

**Personal Travel**- After the date of this memo, any employee taking a personal trip to a country with a COVID-19 related CDC Warning Level 3 (including layovers through the same) shall not return to any City worksite until they have completed a 14-day isolation period and have been released by their medical provider. These countries are listed at <https://wwwnc.cdc.gov/travel/notices> and currently include all of Europe (including the UK and Ireland), Iran, South Korea, and China. During this period, employees will be required to use sick vacation, FMLA (if eligible), Leave Without Pay, or borrowed leave as previously described above until medically cleared by their healthcare provider to return to work.

Employees taking other out of state travel (both domestic and international) must disclose the destination of their travel (including layovers) to their supervisor and department head prior to departure. Depending on the location of the travel, employees may be asked to self-quarantine for up to 14 days. This will be addressed on a case-by-case basis.