

Subject: Temporary Personal Travel Policy

Effective Date: March 13, 2020 – April 10, 2020 with options for extension

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To All City Employees:

The City of Durham is taking proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the City's goal during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The City of Durham is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

This policy applies to all full-time, temporary with benefits, and part-time employees and Council members.

I. Policy

A. Personal travel

1. Personal travel is defined as any movement outside the state of North Carolina other than an employee's home or points between.
2. Upon return from travel, employees must notify their supervisor and contact HR Connect prior to returning to work. The employee should contact their supervisor according to departmental protocols and contact HR Connect via email at HRConnect@durhamnc.gov.
3. HR Connect will direct the employee to complete an Online Personal Travel Screening form. The form will determine the potential risk stemming from the travel. The criteria may change as more is learned about the disease, but may include:
 - Travel destination
 - Dates of travel
 - Means of transportation
 - Exposure to large groups (greater than 100 people)
4. Human Resources will be utilizing the most up-to-date CDC guidance related to travel risks to evaluate the employee's Online Personal Travel Screening form.
5. Employees must accurately report all travel and requested information. Failure to do so will be considered a breach of policy, subject to disciplinary measures up to and including termination.
6. Procedures will differ if employees develop symptoms before returning to work.

B. Symptomatic Employees

1. If employees develop symptoms during or upon return from travel, the following protocol will take effect. Symptoms of concern include but may not be limited to:
 - Fever
 - Cough
 - Body aches
2. Employees who develop symptoms of concern during or upon return from travel must contact HR Connect at 919-560-4214 or via email at HRConnect@durhamnc.gov to obtain a link to the Online Personal Illness form, which must be completed within one business day of the first date of absence. If the employee is physically unable to complete the form, it can be completed by an employee's designee.
3. Employees will be granted a one-time allotment of emergency leave equivalent to 5 days of regular work. After 5 days, the employee must request clearance by a doctor. Acceptable forms of clearance may change, as circumstances change, but may include a negative test for any infectious disease.
4. If the employee is cleared by a doctor after 5 days, they must present the clearance to HR electronically before they are cleared to return to work on the next regularly scheduled work day after HR clearance is received.
5. If the employee is not cleared, the employee must use accrued leave until he/she is cleared to return to work. Leave policies will be relaxed to allow the use of sick leave, vacation leave, comp time, or management leave, etc. as needed. In all cases, the employee will be required to obtain acceptable clearance from a doctor before returning to work.

C. Asymptomatic Employees

1. If an employee is not showing symptoms upon return from travel, the results of the Personal Travel Screening form will be used to assess the possible risk posed to other City employees.
2. Employees should not return to work until the form has been completed and evaluated by Human Resources.
3. Employees designated as low risk by Human Resources will be required to return to work no later than their next scheduled work day. If the employee does not return to work after being cleared by Human Resources, they will be required to use accrued leave in accordance with leave policies in effect at the time. Human Resources administrative time used to evaluate an employee's safe return to work will not count against an employee's personal leave.
4. Employees designated as high risk by Human Resources will be required to self-isolate for a minimum of 14 days from their date of return. This time frame may change as more is learned about the disease.
 - a. Any employee who can work from home during this period is encouraged to do so. Departments are encouraged to develop and assign suitable tasks to keep employees productive as long as they are symptom-free. No overtime will be granted for work completed off-site due to this protocol.
 - b. Employees who cannot work from home will be granted up to 5 days of emergency leave. After 5 days, employees will be required to use accrued leave

in accordance with leave policies in effect at the time.

- c. Employees must present acceptable clearance from a medical professional to Human Resources before returning to work.
- d. If the employee does not return to work on their next scheduled workday after being cleared by Human Resources, they will be required to use accrued leave in accordance with leave policies in effect at the time.
- e. Human Resources administrative time used to evaluate an employee's safe return to work will not count against an employee's personal leave.

D. Related Policies

1. Employees will only be granted one allotment of emergency leave equivalent to 5 days of regular work based on the employee's normal work schedule for all occurrences related to this current state of emergency.
2. During this state of emergency related to COVID-19, all leave policies will be relaxed to allow employees to use any form of accrued leave to self-isolate.
3. Employees who have pending transferred sick leave will be awarded those transfers immediately.
4. Employees who are due a second allotment of management leave will have those allotments awarded immediately.
5. Employees who have exhausted all forms of leave will be advanced up to 13 days of sick leave. Employees must contact Human Resources prior to exhausting all leave to begin the advanced sick leave process. Shared sick leave will be allowed in accordance with existing policy.
6. Telecommuting policies will be relaxed during this timeframe to allow Department Directors or Assistant Directors to make decisions about telework.