


TO: Department Directors and all city employees
FROM: Jerry Janulewicz, City Administrator 
SUBJECT: Continuity of Operations Plan - Employees - Pandemic Update
DATE: March 14, 2020

Safeguarding the health of the public and city employees while providing essential and necessary governmental services are among the highest priorities of the City of Grand Island. While at this point there has been no known instance of local community transmission of the COVID-19 virus, it is necessary to put in place reasonable and prudent policies to provide for continuation of services to the citizens of Grand Island. Updating our workplace procedures so that all employees understand their role in the event of a pandemic is essential. The primary threat to performing these processes during a pandemic is high absenteeism due to sickness, quarantine, or closed facilities. Preparing and protecting our workforce will help avoid interruptions to these services.

Employee who is sick

If an employee is sick, the employee should stay home and use sick leave while they are sick. An employee should not return to work until they have been symptom free for two (2) days. If an employee is sick for more than three (3) working days, the employee shall submit a request for FMLA protection paperwork by contacting the City Human Resources Department. If an employee reports to work and it appears that the employee is sick, the department director (or designee) may send that employee home.

Employee who is quarantined

If an employee is required or recommended to self-quarantine due to a direct COVID-19 exposure, the employee shall follow the self-quarantine instructions and use sick leave. If the duration of the quarantine is greater than three working days (3) the employee shall submit FMLA protection paperwork by contacting the City Human Resources Department. If approved by the department director (or designee) employees may work from home.

Employee's work location is closed to them

If an employee's work location is officially closed to all persons, employees at that work location should not report to work while the facility is closed. These employees must choose to use annual leave, compensatory time, sick leave or leave without pay for the hours not worked. If approved by the department director (or designee) employees may work from home. If the work location is closed to public access only, employees may be directed to report to work by the department director (or designee).

Employee's with insufficient leave balances

If the employee is sick and has insufficient leave balances, the employee may request Community Leave Bank. The employee must receive approval of the Department Director. In deciding whether to grant such requests, the City shall apply the criteria in the Personnel Rules. Any such sick leave so granted shall be applied only to the illness at issue.

We will continue to monitor the impact of COVID-19 and communicate updates as necessary. As we learn more and if conditions change we will send further communications of any changes to the continuity of operations plans.

News media shall be used to inform the public of location closures. The City email and information provided by dialing (308) 385-5444 shall be used to inform employees of work location closures.