

# COVID-19 POLICY



## Emergency paid leave

**Department** Office of the COO

**Approved by** Marissa Madrigal, Chief Operating Officer

**Policy approval:**

A handwritten signature in cursive script, appearing to read 'M. Madrigal'.

Marissa Madrigal, Chief Operating Officer

March 1, 2021

Date

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### ABOUT THIS POLICY

Metro seeks to provide their employees with emergency paid leave as needed in response to the COVID-19 pandemic with the intention of promoting public health and the health and safety for employees.

### APPLICABLE TO

All employees including regular status, variable hour and temporary employees.

This policy will be effective and will terminate upon declaration of Metro's Chief Operating Officer or July 31<sup>st</sup> 2021 whichever is sooner.

Where provisions of an applicable collective bargaining agreement directly conflict and are more generous, the provisions of that agreement will prevail.

### DEFINITIONS

Coronavirus: Coronaviruses are a large group of viruses that cause diseases in animals and humans. They often circulate among animals and can sometimes evolve and infect people. In humans, the viruses can cause mild respiratory infections, like the common cold, but can lead to serious illnesses, like pneumonia.

COVID-19: Coronavirus Disease 19 is officially referred to as COVID-19. It is the condition caused by the coronavirus and appears to present with flu-like symptoms including fever, cough and/or difficulty breathing.

Symptoms: Flu-like symptoms, fever (100.4° F or greater using an oral thermometer), cough and/or shortness of breath. See Centers for Disease Control guidance: COVID-19 symptoms.

Emergency Sick Leave: Up to 80 hours of sick time to be used for COVID-19 related illnesses and absences.

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COVID-19 related absence: Any absence from the workplace necessitated by COVID-19, including but not limited to: employee's own health condition, health condition of a family or household member, school closure required by COVID-19, event cancellation due to COVID-19 that affects work schedules, employees who are asymptomatic but have been exposed to COVID-19, or where an employee has concern of COVID-19 exposure work.

## **GUIDELINES**

- A. COVID Emergency Sick Leave: Metro will continue the FFCRA Emergency Sick Leave provision allowing up to 80 hours of emergency sick leave specific to COVID-19, cumulative, between April 1, 2020 through July 31, 2021.
- B. Leave Usage: During the time that this policy is activated, Metro will adjust existing leave policies in the following manner:
  - Employees may use any type of accrued leave (i.e., sick, vacation, personal time off, compensatory time) for any COVID-19 related absence.
  - In the event of a COVID-19 related absence, employees are encouraged to provide as much advanced notice to their supervisors as possible. However, employees will not be disciplined for failing to follow any regular call-in procedures.
  - Doctor's notes for all leave usage will be waived.
  - All leave related to COVID-19 will be job protected under existing FMLA and OFLA requirements. No FMLA/OFLA paperwork will be required for the first 80 hours of leave. If an employee desires to formally request FMLA/OFLA, the employee must only complete a FMLA/OFLA request form indicating that leave is needed due to a COVID-19 related issue. A medical certification will not be required.

## **RESPONSIBILITIES**

### **Employees**

- Follow procedures outlined in the COVID-19 Case notification policy for reporting exposure, potential exposure or confirmed diagnosis or positive test of COVID-19.
- Provide as much notice as possible to their supervisor in the event of a COVID-19 related absence.

### **Supervisors and managers**

- Provide employees with information regarding this policy.
- As much as possible, for COVID-19 related absences, ensure this emergency COVID leave is entered and accounted for accurately in Metro timekeeping system instead of existing accrued leave such as existing sick, vacation or personal leave.
- Keep confidential any information received when an employee requests or uses leave.
- Do not pursue or apply discipline to employees due to COVID-19 related absences.
- As needed, provide information on this policy in alternate languages.

### **Department directors or designee**

- Ensure implementation, communication of and adherence to policy with all direct reports.