



# **Novel Coronavirus 2019 (COVID-19)**

## **Guidance for all Employees**

**Version 3**

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The guidance provided below is based on the information we have about COVID-19 and its presence in Riverside County at this time. The situation is fluid and the general advice provided below as to how to handle issues that arise may as a result of the virus may change. Please ensure that you are reviewing the most recent version of this document.

If you encounter an unusual circumstance or your specific circumstance is not addressed below, please contact your supervisor or manager for direction.

## GENERAL INFORMATION

### What is Coronavirus?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

### What are the symptoms of Coronavirus?

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms include, but are not limited to:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

### Preventing Transmission of the Virus in the Workplace

- It is advised that everyone clean their hands often by washing their hands with soap and water for at least 20 seconds or in the absence of soap and water, apply an alcohol-based hand sanitizer that contains at least 70-95% alcohol. If hands are visibly dirty washing them with soap and water is preferred.
- In addition to contracted/nightly cleaning already in place, employees are encouraged to conduct a daily cleaning of their immediate work area and high-touch areas, including but not limited to: work surfaces, doorknobs, keyboards, remote controls, phones, desks, light switches, and other items within workstation or work area that are frequently touched. Cleaning supplies will be provided by your Department.
- Your Department may implement breakroom etiquette that supports social distancing and cleaning practices, such as staggering of tables and chairs, providing employees with disinfectant and encouraging wiping down tables after each use, etc.
- Elevator occupancy will be limited based upon the size of the elevator car. Elevator cars similar in size to those at the County Administrative Center



(CAC), may hold up to three occupants at once. If the elevator is of a different size (smaller or larger) a different number of occupants may be appropriate. It is also recommended that employees spread out and wear face coverings while in the elevator car. To mitigate employees pooling in lobby areas and waiting in line to use the elevator, consider using stairwells and familiarize yourself with all elevators within your building.

- Specific information about COVID-19 and recommendations as to prevention can be found in the supplement to these guidelines produced by the Department of Public Health and our County Health Officer.

### Screening

In an effort to prevent infectious employees and members of the public from entering the workplace, Departments may elect to implement daily screening procedures. Employees will be screened at the work locations in the Department they work for. For example, in a building like the County Administrative Center (CAC), employees will proceed to the floor they work on and will be screened when entering the work area.

## INFORMATION SPECIFIC TO COUNTY EMPLOYEES

### Families First Coronavirus Response Act

The **Families First Coronavirus Response Act (FFCRA or Act)** provides eligible employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. There is an exception for “health care providers” and “emergency responders” which the County has further defined below. These provisions will apply to leave taken from April 1, 2020, through December 31, 2020.

### Emergency Paid Sick Leave Act (EPSLA)

Below is a list of the core features of the Emergency Paid Sick Leave Act:

- Who is Eligible? – All employees, including temporary and per diems, who do not work in classifications or departments excluded under the headings of “health care workers” or “emergency responders.” In accordance with the Act.
- Amount of Leave – 2 weeks not to exceed 80 hours for full-time employees. Part-time employees will receive the average number of hours that the employee works over a typical two-week period.
- Purpose – If the employee is unable to work or telework either because
  - the employee is sick or quarantined due to COVID-19, or
  - the employee is caring for someone who is sick or quarantined due to COVID-19, or
  - the employee is caring for his/her child(ren), whose school or daycare center is closed due to COVID-19
- How Leave Can be Used



- In general, EPSLA must be taken in full-day increments if the employee is taking the leave because the employee is sick or quarantined due to COVID-19, or the employee is caring for someone who is sick or quarantined due to COVID-19.
  - An employee eligible for EPSLA may take paid sick leave intermittently if the employee is taking EPSLA to care for the employee's child whose school or place of care is closed, or whose childcare provider is unavailable, because of COVID-19 related reasons.
  - If an employee believes they are eligible to receive EPSLA retroactive to April 1, 2020, the employee should notify their Manager and Department Representative/Timekeeper that a correction needs to be made and specify the date or timeframe applicable.
  - Employees are not required to exhaust other leave accruals prior to using this leave.
- Required Certification – If an employee is sick or quarantined due to COVID-19, or the employee is caring for someone who is sick or quarantined due to COVID-19 the following information must be provided:
    - Employees name;
    - The date(s) for which you request leave;
    - The reason for leave; and
    - The name of the government entity that issued the order. If the employee requests leave to self-quarantine based on the advice of a health care provider or to care for an individual who is self-quarantining based on such advice, the employee should provide the name of the health care provider who gave advice.

If an employee is requesting leave to care for the employee's child whose school or place of care is closed, or childcare provider is unavailable, the following information must be provided:

- The name of the employee's child;
  - The name of the school, place of care, or childcare provider that has closed or become unavailable; and
  - A statement that no other suitable person is available to care for the employee's child.
- Pay:
    - If an employee is taking EPSLA because the employee is unable to work or telework due to a need for leave because the employee (1) is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; (2) has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or (3) is experiencing symptoms of COVID-19 and are seeking medical



diagnosis, the employee will receive their base rate of pay to a maximum of \$511 per day, or \$5,110 total over the entire paid sick leave period. Employees may use their leave accruals to supplement if they exceed the applicable daily maximum.

- If an employee is taking EPSLA because the employee is: (1) caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; (2) caring for a child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons; or (3) experiencing any other substantially-similar condition that may arise, as specified by the Secretary of Health and Human Services, the employee is entitled to compensation at 2/3 of the employee's base rate of pay to a maximum of \$200 per day, or \$2,000 over the entire two week period. Employees may use their leave accruals to supplement up to 100% of their regular pay.
- Employees must inform their Manager and their Department Representatives/Timekeepers if they **do not** wish to utilize their available leave accruals to supplement.
- Notice - Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

### Determining Eligibility and Requesting Leave

Requests for EPSLA leave can be made with your HR department representative. You will record the appropriate time reporting codes on your timesheet for the applicable leave being used.

### Expanded Family and Medical Leave

Below is a list of the core features of the Emergency Family and Medical Leave Expansion Act (EFMLEA) – Public Health Emergency Leave:

- Who is Eligible? – All employees, including temporary and per diems, who do not work in classifications or departments excluded under the headings of “health care workers” or “emergency responders.” In accordance with EFMLEA.
- Amount of Leave – 12 weeks
- Purpose – If the employee is unable to work or telework and must care for a son or daughter under the age of 18 because their school or place of care has been closed, or the childcare provider is unavailable because of a public health emergency.



- How Leave Can be Used – In general, EFMLEA leave for this purpose is to be used continuously; however, leave can be used intermittently.
  - If an employee believes they are eligible to receive EFMLEA leave retroactive to April 1, 2020, the employee should notify their HR Department Representative by completing the link referenced below with the applicable date and/or timeframe.
- Required Certification – Employees must provide certification supporting the need for leave. This can come in the form of proof of the child’s school or daycare closure or proof that their daycare provider is unavailable due to COVID-19.
- Pay:
  - The initial 10-day period is unpaid; however, employees can elect to use the Emergency Paid Sick Leave Act (EPSLA) provided under the FFCRA during this period. If employees do not elect to use EPSLA provided under the FFCRA during this period, they may use their applicable paid leave accruals.
    - If the employee elects to use EPSLA during the initial 10-day period and their regular pay exceeds the base rate of pay maximum of \$200 per day, or \$2000 total over the entire leave period, they will be required to inform their Department Representatives/Timekeepers if they wish to utilize their available leave accruals to supplement, so full pay is received.
  - From the 11<sup>th</sup> day onward, the employee will be paid for 2/3 of their regular pay for the number of hours they would have been regularly scheduled to work, up to \$200 per day and \$10,000 in total. During this period, employees will be required to use their applicable paid leave accruals to supplement the remainder of their pay.
- Relationship with Other Leaves – FMLA used for this purpose does not run concurrently with CFRA or PDL. Additionally, employees are entitled to a maximum of 12 weeks of FMLA leave in a 12-month period. So, if an employee already used their 12 weeks of FMLA leave in the previous 12 months, the EFMLEA does not provide a separate 12-week entitlement; however, if only a portion of the 12 week entitlement was used in the previous 12 months, EFMLEA would provide the employee with the remainder of that unused portion.
- Notice - Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of EPSLA, an employer may require employees to follow reasonable notice procedures in order to continue receiving EPLSA.



## Determining Eligibility and Requesting Leave

Requests for expanded EFMLEA leave can be made with your HR department representative by completing the FMLA Request form, located on the Human Resources Department website at:

<https://www.rc-hr.com/HR-Services/Employee-Services/FMLA-CFRA-PDL-and-Other-Leaves>

### Who is excluded from the FFCRA?

Employees that are “health care providers” and “emergency responders” may be excluded. According to the Department of Labor a “health care provider” is “anyone employed at any doctor’s office, hospital, health care center, clinic, post-secondary educational institution offering health care instruction, medical school, local health department or agency, nursing facility, retirement facility, nursing home, home health care provider, any facility that performs laboratory or medical testing, pharmacy, or any similar institution, employer, or entity.” Department of Labor defines “emergency responder as “an employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19. This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility.”

The County has determined that the following classifications/departments fall within the definition of “health care provider” or “emergency responder” and shall be excluded from all provisions (both the EPSLA and the EFMLEA of the FFCRA):

#### Health Care Provider

- All classifications employed at the RUHS Medical Center
- All classifications employed in RUHS Correctional Health Services
- All classifications employed at the RUHS Community Health Centers
- All classifications employed at Public Health
- All classifications employed by Behavioral Health
- All IHSS Home Health Care Providers

#### Emergency Responder

- All classifications employed by the Sheriff’s Department
- All classifications employed in the Bureau of Investigation of the District Attorney’s Office and/or Dispatchers and their chain of command
- All classifications employed by Probation Department
- All classifications employed by the Fire Department
- All classifications employed by the Emergency Management Department
- All classifications employed by the Department of Public Social Services





- All classifications employed by the Flood Control District
- All classifications employed by the Environmental Health Department
- All classifications employed by the Waste Resources Department
- All classifications employed by the Transportation Department
- All classifications employed by the Building and Safety Department
- All classifications employed by the Code Enforcement Department
- All classifications employed by the Facilities Management Department

Citation: [Families First Coronavirus Response Act: Questions and Answers | U.S. Department of Labor](#) (see responses to Question # 56 & 57):  
<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

**Note: All temporary employees with current assignments in the departments listed above are also excluded.**

### Federal Department of Labor Guidance

For more information on the FFCRA including a comprehensive “Questions and Answers” document, please access the Department of Labor’s website at the following: <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

### Symptomatic Employees Must Go Home

*Note: This section applies not only to employees who may be symptomatic, but it also refers to employees who may be required to care for a child exhibiting similar related symptoms of the flu, which may include acute respiratory illness (fever, cough, shortness of breath) but have **no** known exposure to COVID-19, do not have a positive COVID-19 diagnosis and/or have not traveled to a high-risk area identified by the CDC.*

Report your symptoms to your supervisor or manager. If you have not already requested to go home, you will be directed to stay home and not come to work until you are free of fever and other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

During this period of the COVID-19 pandemic, we do not recommend requiring a healthcare provider’s note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner. Further, at this time, we do not recommend triggering FMLA/CFRA for an employee taking time off when suffering for acute respiratory illness or caring for a sick family member as sufficient doctor’s certification is required to support these leave types and will similarly overwhelm doctor’s offices unnecessarily. During the pandemic period, management should encourage employees to stay home to care for themselves and/or sick family members and should remind employees that doing so will not be viewed negatively by the County.

For employees who earn sick and vacation leave accruals, sick leave accruals should be exhausted first, then vacation, holiday and compensation time accruals. Employees are not required to exhaust all other leave accruals before using EPSLA;



however, they are required to exhaust all leaves including EPSLA before going into negative accruals. If a regular employee exhausts all leave accruals including leave provided by the Act, they shall be allowed to negatively accrue sick leave in an amount not to exceed 40 hours for those with no positive COVID-19 diagnosis and 80 hours for those with a positive COVID-19 diagnosis as certified by a health professional. The employee's sick leave banks shall be repaid bi-weekly with the accruals provided by the MOU until the balance returns to the positive before the employee shall be able to use sick leave accruals for pay thereafter.

For employees who accrue annual leave, any existing previously earned sick and holiday accruals should be exhausted prior to using annual leave accruals. Employees are not required to exhaust all other leave accruals before using EPSLA; however, they are required to exhaust all leaves including EPSLA before going into negative accruals. If a regular employee exhausts all accruals including annual leave and any eligible leave accruals through EPSLA, they shall be allowed to negatively accrue annual leave in an amount not to exceed 40 hours for those with no positive COVID-19 diagnosis and 80 hours for those with a positive COVID-19 diagnosis as certified by a health professional. A special payroll code has been developed for this instance so please contact your payroll representative for further information. The employee's annual leave banks shall be repaid bi-weekly with the accruals provided by the Management Resolution until the balance returns to the positive before the employee shall be able to use annual leave accruals for pay thereafter.

#### Guidance for Healthcare Workers

*Note: For employees working in healthcare settings we recommend that Departments follow direction provided by the Riverside County Public Health Officer, the CDC and the State of California Department of Industrial Relations linked here:*

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html>

Interim Guidance for Protecting Health Care Workers from Exposure to Coronavirus Disease (COVID-19)

#### 14-Day Exposure/Diagnosis/Travel Self-Monitoring Time Off Period

*Note: This section applies not only to an employee but also applies to employees who may be required to care for a child who has been (or the employer reasonably believes has been) exposed to COVID-19, has a COVID-19 diagnosis, or has recently traveled to a high-risk area identified by the CDC. Managers/Supervisors are directed to follow current protocols put in place by the County of Riverside Public Health Department and/or the County's Public Health Officer regarding any COVID-related illness. However, Department Heads retain the ability to issue guidelines for employees that may be more restrictive than current guidelines in place in an effort to provide additional safety to their employees as needed. If a Department Head intends to implement more restrictive guidelines, they will work with the Human Resources Department for guidance. You are required to notify*



your supervisor/manager that you have been exposed to COVID-19, positively diagnosed with COVID-19 or traveled to a CDC designated high-risk area. You will be directed to stay home for a minimum period of 14 calendar days, unless a health care provider indicates that you may return earlier. Further, if you or a child you are required to care for receives a COVID-19 diagnosis, this would qualify as a serious health condition and FMLA/CFRA should be triggered.

For employees who earn sick and vacation leave accruals, sick leave accruals should be exhausted first, then vacation, holiday and compensation time accruals. Employees are not required to exhaust all other leave accruals before using EPSLA; however, they are required to exhaust all leaves including EPSLA before going into negative accruals. If a regular employee exhausts all leave accruals, including leave provided by the Act, they shall be allowed to negatively accrue sick leave in an amount not to exceed 80 hours for those with a positive COVID-19 diagnosis as certified by a health professional and/or are quarantined for 14 days. A special payroll code has been developed for this instance so please contact your payroll representative for further information. The employee's sick leave banks shall be repaid bi-weekly with the accruals provided by the MOU until the balance returns to the positive before the employee shall be able to use sick leave accruals for pay thereafter.

For employees who accrue annual leave, any existing previously earned sick and holiday accruals should be exhausted prior to using annual leave accrual. Employees are not required to exhaust all other leave accruals before using EPSLA; however, they are required to exhaust all leaves including EPSLA before going into negative accruals. If a regular employee exhausts all leave accruals including annual leave and any eligible leave accruals through EPSLA, they shall be allowed to negatively accrue annual leave in an amount not to exceed 80 hours for those with a positive COVID-19 diagnosis as certified by a health professional and/or are quarantined for 14 days. A special payroll code has been developed for this instance so please contact your payroll representative for further information. The employee's annual leave banks shall be repaid bi-weekly with the accruals provided by the Management Resolution until the balance returns to the positive before the employee shall be able to use annual leave accruals for pay thereafter.

### [Immune Compromised & Employees 65+ Years of Age](#)

In accordance with the guidance issued by Governor Newsome on March 15, 2020, employees with a compromised immune system or those who are 65 or more years of age are encouraged to self-isolate at home. Employees in these categories are encouraged to comply with the guidance and can request time to self-isolate from their supervisor/manager.

For employees who earn sick and vacation leave accruals, sick leave accruals should be exhausted first, then vacation, holiday and compensation time accruals. Employees are not required to exhaust all other leave accruals before using EPSLA; however, they are required to exhaust all leaves including EPSLA before going into negative accruals. If a regular employee exhausts all leave accruals, including leave provided by the Act, they shall be allowed to negatively accrue sick leave in an amount not to exceed 40 hours for those with no positive COVID-19 diagnosis and



80 hours for those with a positive COVID-19 diagnosis as certified by a health professional. A special payroll code has been developed for this instance so please contact your payroll representative for further information. The employee's sick leave banks shall be repaid bi-weekly with the accruals provided by the MOU until the balance returns to the positive before the employee shall be able to use sick leave accruals for pay thereafter.

For employees who accrue annual leave, any existing previously earned sick and holiday accruals should be exhausted prior to using annual leave accruals. Employees are not required to exhaust all other leave accruals before using EPSLA; however, they are required to exhaust all leaves including EPSLA before going into negative accruals. If a regular employee exhausts all leave accruals including annual leave and any eligible leave accruals through EPSLA, they shall be allowed to negatively accrue annual leave in an amount not to exceed 40 hours for those with no positive COVID-19 diagnosis and 80 hours for those with a positive COVID-19 diagnosis as certified by a health professional. A special payroll code has been developed for this instance so please contact your payroll representative for further information. The employee's annual leave banks shall be repaid bi-weekly with the accruals provided by the Management Resolution until the balance returns to the positive before the employee shall be able to use annual leave accruals for pay thereafter.

Employees may request to telework and or voluntary furlough while self-isolating. The details of these two options are discussed later in this document.

### Other Potential Scenarios related to COVID-19

Employees must keep their Supervisor/Manager informed if any of the following occur as they will be handled on a case-by-case basis and will be fact specific:

- Employees are off work for an extended period (for these purposes - beyond fourteen days) while suffering from an acute respiratory illness;
- If an employee was sent home and received certification from your healthcare provider that the symptoms you are experiencing are non-communicable; or
- If an employee has been diagnosed positive with COVID-19 or have been in close contact with someone diagnosed positive with COVID-19.

### Childcare Issues as a result of the COVID-19 Pandemic

As we know, most schools have closed due to the COVID-19 pandemic. Employees who need to take off time to for childcare needs due to school closures (unless they are telecommuting or using their eligible leave through the Act– see below) are eligible to use applicable available leave balances (and exhaust them before utilizing the next type) in the following order:

Note: *EFMLEA leave may be supplemented by other available leaves in this order for full pay.*



- Vacation/Annual Leave
- Holiday
- Compensatory Time
- Sick Leave
- Negative Sick Leave accruals up to 40 hours

Note: *If, during the above period of caring for their child(ren), either the employee or the employee's eligible family members become ill, the employee is eligible to use available sick leave balances and the above order of accruals is not applicable.*

Employees may also elect to voluntarily furlough during this time in accordance with Board Policy C-31. The benefits of furlough versus an unpaid leave are that flexible benefits payments and retirement benefits for many employees are not impacted. Please contact Human Resources for more information about this option.

This provision is only effective during the COVID-19 pandemic and while the employee's children's schools are closed.

### Voluntary Furlough

Voluntary furlough requests may be submitted to your Department for consideration. There are two ways to participate in voluntary furlough: (a) the employee's scheduled workday or work week is reduced on a biweekly basis, or (b) a block of time off is scheduled as unpaid leave. FLSA exempt employees are not eligible for the reduced workday option. Both options are subject to Department Head approval.

In addition, voluntary furlough enrollment must occur prior the voluntary furlough being taken as it cannot be on done an ad hoc basis (i.e. unscheduled absences such as the need to be off early and would like to furlough the time).

Additionally, if circumstances change and the employee is needed at the worksite, the employee can be directed to return to the worksite.

For more information regarding voluntary furlough options please review Board Policy C-31: <http://www.rivcocob.org/boardpolicies/policy-c/POLICY-C31.pdf>

### Continuity of Government – Essential Employees & Services

As the County of Riverside evaluates next steps in responding to the COVID-19 event, continued telecommuting where feasible is encouraged. In doing so, it will allow further confinement and containment of COVID-19 and ensure essential services are being performed. Where deemed appropriate by the Department Head, departments may elect to allow certain employees to work from home/telecommute in a full-time or part-time capacity depending on the needs of the Department. Please refer to the next section regarding specific telecommuting considerations.

Additional guidance on Telecommuting can be found in the Board of Supervisor's Policy K-3 linked here: <https://www.rivcocob.org/wp-content/uploads/2013/05/K->



[3.pdf](#). The Board Policy outlines certain specific requirements, including a satisfactory performance evaluation, that the employee has passed initial probation, among other requirements. However, during the COVID-19 pandemic the restrictions under this policy may be relaxed to a degree in order to continue County services. Relaxing any restriction is not precedent setting and will be at the discretion of the department based on their needs and departmental expectations/requirements.

Employees seeking to temporarily telecommute during this pandemic should utilize the Short Term Telecommuting Agreement linked here: [https://rc-hr.com/Portals/2/HR%20Toolbox/COR\\_Short%20Term%20Telecommuting%20Agreement\\_fillable.pdf?ver=2020-03-24-152527-903](https://rc-hr.com/Portals/2/HR%20Toolbox/COR_Short%20Term%20Telecommuting%20Agreement_fillable.pdf?ver=2020-03-24-152527-903), as it is specific to the relaxed requirements during the COVID-19 pandemic and differs from the regular Agreement found in Board Policy K-3. Employees interested in establishing a Short Term Telecommuting Agreement are required to work with their supervisor to obtain authorization and approvals as required on the Agreement prior to engaging in telecommuting.

### Telecommuting

Given that the timeline of the current pandemic is unknown, Departments are encouraged to evaluate if their employees can telecommute in a ongoing and long-term capacity, and if they will need to make further changes to their processes/procedures to help enable employees to telework or reach maximum productivity/efficiency.

In evaluating whether the department will allow employees to telecommute on an ongoing basis during the pandemic, the following will be considered by the department:

- Does the employee have the technology to perform their full job functions? Items such as Wi-Fi, a laptop or computer, and phone or technology to answer calls through systems such as Skype, etc. would be minimally required in most circumstances.
- Are there any concerns about privacy violations if the employee is performing work at home?
- Has guidance been provided about how to prevent or reduce the potential for others accessing protected information related to the work the employee performs [e.g. Health Insurance Portability and Accountability Act (HIPAA information), or Personal Identifiable Information (PII)]?
- Can the employee perform work full-time or part-time, or will they allow telecommuting on an as-needed episodic basis?
- How will employee performance be measured or tracked to determine if employees can continue teleworking?
- How will work be evaluated and reviewed?
- Are there any processes/procedures that should be changed to enable more staff to telecommute?

Requests for telecommuting will be evaluated on a case-by-case basis and Telecommuting Agreements may be revoked at any time. Furthermore, not all jobs



can be performed from home and consideration as to FLSA exempt vs. non-exempt status of the employee(s) will be evaluated, especially when considering telecommuting beyond the initial COVID-19 emergency. Employees that are on initial County probation, require training and oversight are likely not ideal candidates for ongoing telecommuting, as they need to be provided mentorship. Similarly, Temporary Assignment Program (TAP) employees at certain levels may not be appropriate to telecommute, but ultimately, it is at the department's discretion as to which employees they allow to telecommute based on operational demands, needs, and ability.

In considering requests to engage in further telecommuting beyond the initial COVID-19 event, departments will require the following and may consider other factors in determining if an employee can continue to work from home:

- Employees must be able to perform assigned work as determined by the department and meet other work obligations at their home as they do when working at their County work location.
- Employees must be available to their supervisors and co-workers during the agreed upon work hours.
- Employees must be able to attend scheduled meetings with limited disruptions (e.g., conference calls) and participate in other required office activities.
- If it is determined that an employee will be allowed to work from home, a Telecommuting Agreement must be established between the Department and the employee that identifies employee work expectations and the timeframe the employee will be able to work from home. The Short Term Telecommuting Agreement can be found at this link: [https://rc-hr.com/Portals/2/HR%20Toolbox/COR\\_Short%20Term%20Telecommuting%20Agreement\\_fillable.pdf?ver=2020-03-24-152527-903](https://rc-hr.com/Portals/2/HR%20Toolbox/COR_Short%20Term%20Telecommuting%20Agreement_fillable.pdf?ver=2020-03-24-152527-903). Please work with your department supervisor/manager regarding the Agreement and if needed, your manager may consult your Human Resources Business Partner for additional assistance as necessary.
- The telecommuting arrangement during this pandemic is temporary and can be revoked at any time.
- The employee may be asked to complete an Activity Log or other productivity report) for each day of telecommuting and submit them for review by the supervisor/manager when timesheets are due. An example of an Activity Log has been linked here: [https://rc-hr.com/Portals/2/Images/COR\\_Employee\\_Activity-Project\\_Log.xlsx?ver=2020-05-20-144549-293](https://rc-hr.com/Portals/2/Images/COR_Employee_Activity-Project_Log.xlsx?ver=2020-05-20-144549-293).
- When recording hours worked while telecommuting, the employee will be asked to attest that all work on the activity log or other productivity mechanism is an accurate reflection of the work performed on behalf of the County in order to receive pay.
- Employees should be able to manage/arrange for childcare during their work hours so they can work their full work hours. In the event that an employee cannot provide for full childcare arrangements during their work



hours, the appropriate manager/supervisor should be notified so that they can evaluate what other options may be available.

Information regarding telecommuting best practices has been linked here: <https://www.rc-hr.com/Coronavirus/hr-covid-19-update-telecommuting>.

### Workers' Compensation

If an employee acquires the Coronavirus, it will most likely not be covered by Workers' Compensation unless there is a nexus to their job. Workers' Compensation claims associated with Coronavirus will be evaluated on a case by case basis. If an employee claims that their illness is work-related, all normal protocols for handling Workers' Compensation claims will be followed.

### FFCRA and CalPERS

All hours of sick leave (EPSLA) and/or family and medical leave (EFMLEA) paid to an employee under the FFCRA will be reported to CalPERS. The hours will be included when determining if a part-time, seasonal, or intermittent employee reached 1,000 hours of services within a fiscal year. Additionally, all paid hours of EPSLA and EFMLEA covered by the FFCRA are considered to be compensation earnable and pensionable compensation and will be reported to CalPERS.

### Employee Work Related/Personal Travel

If an employee has recently returned from personal or work-related travel and is symptomatic, the employee must report to your supervisor/manager and will be sent home consistent with the advice above. If you are asymptomatic but have recently returned from personal travel to an area identified by the CDC as a high-risk area you must remain at home and away from work for no less than 14 days after such travel unless a health professional advises the employer that the employee may return earlier.

Additional guidance as to travel and health notices for each country can be found on the CDC's site linked here: [COVID-19 information for Travelers | CDC](#)

### Meetings & Gatherings

The California Department of Public Health has determined that all public gatherings with people who are not members of your household – in any indoor or outdoor space – should be postponed or canceled to curb community spread of COVID-19. State agencies are not issuing permits for any gatherings of any size or any kind at this time. Gatherings will be permitted again once public health officials determine they can be conducted in a manner consistent with public health and safety. The State recommends that in the meantime, gatherings should be postponed or canceled and alternative ways to host gatherings that do not require in-person attendance should be considered.

Therefore, to the extent possible, meetings should be held via electronic messaging systems (conference calls, video meetings). If in-person meetings must occur, make efforts to promote social distancing (i.e. placing six feet between attendees) and minimize the length of the meeting. If business can be handled online, over the phone or via email, that is preferred. In accordance with social distancing





recommendations, Departments may prohibit non-essential social gatherings in the workplace, such as potlucks.

### Face Coverings

On May 8, 2020, the Public Health Order requiring use of face coverings outside of our homes was rescinded. The use of face coverings is **strongly recommended** for employees and for members of the public. Departments may offer disposable masks to members of the public to encourage facial covering usage. The County will be purchasing and supplying two reusable/washable face coverings to each employee. For employees who choose to supply their own face coverings (scarves, bandanas, neck gaiter, or other fabric covering the nose and mouth), the fabric face covering should be in a work appropriate print. Please use your best judgment as to the face covering that you wear and if you have any questions, direct them to your supervisor. Departments may adopt more stringent policies based on operations or need and therefore may require employees to wear face coverings.

### Childcare for Essential Workers

On April 4, 2020, Governor Gavin Newsom signed an Executive Order to provide expanded access to childcare for essential workers during the COVID-19 response. This includes access for Riverside County employees interested in applying for State subsidized childcare that is available through June 30, 2020. For more information regarding please go to [www.rc-hr.com/coronavirus](http://www.rc-hr.com/coronavirus).

### CARES Act 457(b) Deferred Compensation Plan Provision Update

In response to the financial impacts caused by the COVID-19 pandemic, Congress recently passed the Coronavirus Aid, Relief An Economic Security Act (CARES Act) on March 27, 2020. The CARES Act offers potential assistance during this difficult time and is intended to bring relief to those adversely impacted by the Coronavirus pandemic. If employees currently participating or previously participated in the County's 457(b) Deferred Compensation Plan and have an account with one of the County's deferred compensation vendors (Nationwide or AIG), the provisions of the CARES Act may apply to them. For more information regarding please go to [www.rc-hr.com/coronavirus](http://www.rc-hr.com/coronavirus).

### Department Preparedness

We each perform essential services for the citizens of the County. Each County Department will refer to their Continuity of Operations Plan (COOP) and identify their essential functions, essential jobs, and critical elements within the supply chains to maintain daily operations. Departments will ensure that plans are in place that contemplate increased absenteeism and supply plan disruption and identify potential solutions. Employees will be notified of their role related to the COOP.

### Important Dates/Historical Information

On Sunday, March 8, 2020, the County Public Health Officer declared a local public health emergency for the County.

All County employees are Disaster Service Workers (DSW's) and may be called to serve the County at this time.



While the County does not have any immediate plans to deploy DSW's, the County relies on our employees to step up in the time of need should their assistance be required.

On Thursday, March 12, 2020, the Riverside County Public Health Officer ordered large events of 250 or more cancelled.

On Friday, March 13, 2020, the Riverside County Public Health Officer ordered closure of all schools, community colleges, colleges, and universities through April 3, 2020.

On Monday, March 16, 2020, the Riverside County Public Health Officer ordered cancellations of all events that exceeded 10 individuals.

On Tuesday, March 17, 2020, the Riverside County Public Health Officer ordered all County buildings closed to in-person visits.

On Wednesday, March 18, 2020, the Riverside County Public Health Officer ordered all schools to remain closed to April 30, 2020.

On Thursday, April 2, 2020, the Riverside County Public Health Officer ordered all schools to remain closed to June 19, 2020.

On Friday, April 17, 2020, testing for coronavirus extended to residents without symptoms.

On Friday, May 8, 2020, the Riverside County Board of Supervisors voted at a special board meeting to direct the rescission of most local health orders to align with the governor's statewide stay at home order.

The new orders strongly recommend face coverings and six feet of social distancing whenever practical and within reason. The board also voted to keep local orders in place for primary schools (i.e., grades K-12), and remove local restrictions on higher education and vocational schools.

For more information regarding this and a timeline of events related to COVID-19 guidelines please refer to the following link: <https://rivcoph.org/coronavirus>

#### [Additional Information & Resources](#)

Riverside County Public Health - [coronavirus](#)

Riverside County Human Resources - <https://rc-hr.com/Coronavirus>

California Department of Public Health - [nCoV2019](#)

Centers for Disease Control - [Coronavirus Disease 2019 \(COVID-19\) | CDC](#)

World Health Organization - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

## **SHORT-TERM TELECOMMUTING AGREEMENT**

### **Employee Information**

Name: \_\_\_\_\_ Hire date: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Employee schedule: \_\_\_\_\_

Job title: \_\_\_\_\_ Department: \_\_\_\_\_

FLSA status:    Exempt    Nonexempt

This temporary telecommuting agreement will begin and end on the following dates:

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Temporary work location: \_\_\_\_\_

### **The employee agrees to the following conditions:**

- The employee will remain accessible and productive during the agreed upon scheduled work hours.
- Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.
- Nonexempt employees are not authorized to work overtime hours while teleworking.
- Nonexempt employees are authorized to work up to 40 hours in an FLSA work week. Reduced schedules (i.e.: 20 hours a week, 3 hours a day) can be worked out in agreement with both the employee and the manager and time will be paid for actual hours worked.
- The employee will report to the employer's work location as necessary upon directive from his or her supervisor.
- The employee (exempt and non-exempt) will communicate regularly with his or her supervisor and co-workers, which includes a daily activity log of work activities for each day of telecommuting and submit each pay period on the day timesheets are due.
- The employee will comply with all County rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.
- The employee will maintain satisfactory performance standards.
- The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities. The employee is required to notify the manager if they will be caring for dependents during this agreement and will identify how they will be managing the work and dependent care concurrently.
- Should the employee not be able to work for any reason including due to illness or caring for an ill family member, they are to notify their supervisor and use appropriate leave balances for that time.
- The employee will maintain a safe and secure work environment at all times.
- The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice by the County.
- The employee will report work-related injuries to his or her manager as soon as practicable.

The County will provide the following equipment:

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The employee will provide the following equipment:

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The employee agrees that County equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on the County's equipment. The employee understands that all tools and resources provided by the County shall remain the property of the County at all times.

The employee agrees to protect County tools and resources from theft or damage and to report theft or damage to his or her manager immediately. The employee agrees to comply with County policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary County and customer information accessible from their home offices.

The County will reimburse employee for the following expenses:

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Employee will submit expense reports with attached receipts in accordance with the County's [Board Policy D-1 Reimbursement for General Travel and other Actual and Necessary Expenses](#).

The employee understands that all terms and conditions of employment with the County remain unchanged, except those specifically addressed in this agreement.

- The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.
- The employee agrees to return County equipment and documents within five days of termination of employment.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head/Designee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



COUNTY OF RIVERSIDE ACTIVITY LOG

Employee ID \_\_\_\_\_

Payroll Ending Date \_\_\_\_\_

Employee Name \_\_\_\_\_

Department Name \_\_\_\_\_

| Activity<br>(Description) | Time Reporting Code | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Total<br>Week 1<br>Regular | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Total<br>Week 2<br>Regular | Total<br>Regular<br>Hours |
|---------------------------|---------------------|-----|-----|-----|-----|-----|-----|-----|----------------------------|-----|-----|-----|-----|-----|-----|-----|----------------------------|---------------------------|
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|                           | Total Regular Hours |     |     |     |     |     |     |     |                            |     |     |     |     |     |     |     |                            |                           |

Verification:  
The above is an accurate reporting of work performed while telecommuting.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Employee Phone \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Phone \_\_\_\_\_