



WILMA QUAN
City Manager

FROM THE OFFICE OF THE CITY MANAGER:

EMERGENCY ORDER 2020-05

ATTENDANCE OF CITY PERSONNEL

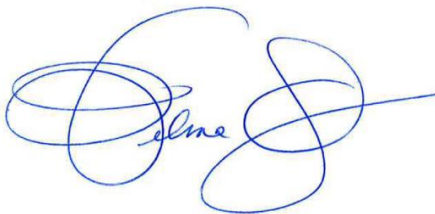
As the Director of Emergency Services pursuant to Fresno Municipal Code Section 2-505, and by the powers invested in me by Fresno Municipal Code Section 2-506, I hereby issue the following orders, to be effective immediately and for so long as the City's declared emergency is in effect related to COVID-19:

1. Consistent with Emergency Orders 2020-02 through 2020-04, all City employees provide "Essential Government Functions" and are required to work unless directed or permitted otherwise in this Order. This Order covers all employees, regardless of whether or not they reside in the City of Fresno.
2. Effective Monday, March 23, 2020, all City employees who were previously directed to stay home because they are 65 years of age or older or they are classified as vulnerable to COVID-19 by the U.S. Centers for Disease Control and Prevention (CDC) due to their chronic condition(s), should return to work or will be transitioned to using their own leave balances as set forth in this Order. Employees who followed the directive by remaining home without telework from March 16, 2020 through March 23, 2020, 12:01 a.m., shall receive Administrative Leave with pay for that period.
3. Some City employees may be allowed to telework at the sole discretion of the Department Director and shall shelter in place consistent with the limitations in Executive Order 2020-02 and Governor Newsom's Executive Order N-33-20 (Shelter in Place).
4. If an employee is exhibiting COVID-19 symptoms, they are to follow the instructions of the Fresno County Department of Public Health (FCDPH) or other health authority having jurisdiction. The City will temporarily suspend the application of the disciplinary provisions of attendance policies for all employees who stay home because either the employee or a member of their immediate family exhibits COVID-19 symptoms, or the FCDPH or other health authority having jurisdiction advises the employee or their immediate family to stay home due to self-isolation or school closure. In so doing, such leave will be approved leave and leave shall be utilized as set forth below.

5. An employee who desires to stay home during this emergency may do so using their own leave balances, but must seek approval from their department director or designee.
6. Employees are hereby ordered to inform their immediate supervisor if they have been exposed to COVID-19 or are exhibiting symptoms of COVID-19 as defined by the CDC. Supervisors are hereby directed to report these incidents through their chain of command while keeping medical privacy protocols in place.
7. When an employee needs to take time off because they, or a member of their immediate family is exhibiting symptoms which are consistent with COVID-19, or, according to the CDC is at a higher risk of serious complications or death if they contract COVID-19, the employee is to call out sick under the employee's normal attendance procedures, including use of their leave time, and the disciplinary provisions of attendance policies will not apply.
8. If an employee is already absent from work with an anticipated return date after Emergency Order 2020-02 expires, their current leave status does not change as a result of this policy.
9. If an employee is already absent from work with an anticipated return date during the Emergency Order 2020-02, their current leave status changes as of the stated return date of the employee.
10. This Order shall be subject to amendment or repeal at any time, and shall not be deemed to confer any contractual obligations, property rights, or assume any City liability.
11. If any provision of this Order or its application to any person or circumstance is held to be invalid, then the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.
12. Employees who violate this Order may be subject to disciplinary action, up to and including termination.

IT IS SO ORDERED.

Director of Emergency Services



Wilma Quan
City Manager

March 20, 2020

Date

2:30pm

Time