

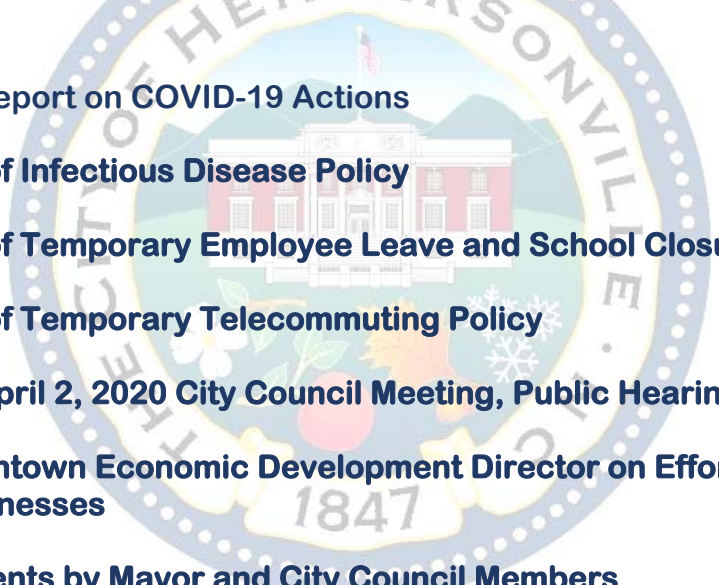
# **A G E N D A**

## **CITY OF HENDERSONVILLE CITY COUNCIL – SPECIAL MEETING**

**MARCH 20, 2020 – 11:30 A.M.**

**ASSEMBLY ROOM - OPERATIONS CENTER  
305 WILLIAMS ST.  
HENDERSONVILLE NC 28792**

**Purpose:** To discuss continuity of operations of all City services and to consider certain (temporary) policies to address employee telecommuting, infectious disease control, and employee leave. Other topics may be discussed.

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- 1. Call to Order**
  - 2. City Manager Report on COVID-19 Actions**
  - 3. Consideration of Infectious Disease Policy**
  - 4. Consideration of Temporary Employee Leave and School Closure Policy**
  - 5. Consideration of Temporary Telecommuting Policy**
  - 6. Discussion of April 2, 2020 City Council Meeting, Public Hearings, etc.**
  - 7. Update by Downtown Economic Development Director on Efforts to Support Downtown Businesses**
  - 8. Reports/Comments by Mayor and City Council Members**
  - 9. Adjourn**

## **Infectious Disease Control Policy**

The City of Hendersonville will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the City during any such time to strive to operate effectively and ensure that all essential services are provided while protecting the safety of our employees.

The City of Hendersonville 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.

### **Preventing the Spread of Infection in the Workplace**

The City of Hendersonville will ensure a clean workplace. In case of an infectious disease outbreak, additional cleaning measures may be added, such as employees taking responsibility for their workstation. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety.

Employees who exhibit illness on the job may be required to leave work and stay home until they are symptom free.

All employees are asked to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. Employees should stay home when feeling sick and utilize their health provider, the City clinic or Telemedicine provider when symptoms occur. Frequent hand washing with warm, soapy water, covering your mouth when you sneeze or cough, and discarding used tissues in wastebaskets are essential for good hygiene. Alcohol-based hand sanitizers will be offered throughout the workplace and in common areas, based on availability.

### **Business Travel**

If the situation warrants, the City Manager, or his/her designee, may announce the suspension of all non-essential business travel. When this decision is made, the following shall take effect:

- a. Business travel shall be limited to situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations.
- b. Business travel requests must be approved by the Director of the relevant department, the Assistant City Manager or City Manager.
- c. If a travel ban is issued, employees are to cancel reservations and get all available refunds for hotels, registration fees, and transportation costs. If monetary reimbursement is not possible, the recommendation is to request credits, if possible.

### **Personal Travel**

If the situation warrants, the City Manager, or his/her designee, may implement personal travel requirements.

- a. To reduce the overall risk of the spread of an infectious disease, employees are strongly encouraged not to engage in personal travel to a location where there is sustained community transmission.

- b. The City will follow the CDC's guidance as described for any specified infectious disease and will update these requirements as necessary.

Sick/Extended Leave

Unless otherwise notified, normal attendance and leave policies will remain in effect. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop necessary contingency plans such as, alternative sources of childcare should schools close. Temporary leave, work schedule and telecommuting policies may be issued to keep essential operations open.


Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, the City of Hendersonville may implement these social distancing guidelines to minimize the spread of the disease among the staff.

- a. Adjusting shifts and rotating staff to limit exposure.
- b. Use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- c. If you must meet, choose a large meeting room and sit at least one yard from each other, if possible.
- d. Avoid physical contact such as shaking hands.
- e. Avoid any unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops and training sessions.
- f. Not congregate in work rooms, lunchrooms/kitchens, copier rooms or other areas to socialize.
- g. Eat away from others avoiding crowded places, when possible. Place food orders via phone and e-mail in order to minimize person-to-person contact. Have the food orders, materials and information ready for fast pick-up or delivery.

Approved by:

  
\_\_\_\_\_  
John F. Connet, City Manager

  
\_\_\_\_\_  
Date

This policy may be modified by the City Manager as needed and ratified by the City Council at their next available meeting.

## Temporary Employee Leave and School Closure Policy

The City of Hendersonville 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.

### Temporary Leave Policies

- a. During this state of emergency related to this infectious disease, all leave policies will be relaxed to allow employees to use any form of accrued leave to self-isolate.
- b. Employees who have pending transferred sick leave will be awarded those transfers immediately.
- c. Employees who have exhausted all forms of leave will be advanced up to 14 days of sick leave. Employees must contact Human Resources prior to exhausting all leave to begin the advanced sick leave process. Advanced sick leave must be repaid with future sick leave accrual. If an employee's employment is terminated prior to satisfying the advanced sick accrual, a deduction shall be made from the employee's final check to the extent allowed by law to cover the value remaining that was advanced to the employee or the employee shall make a cash payment to the City for the balance remaining.
- d. The Temporary Telecommuting Arrangement Policy will be in place during this time frame to allow the City Manager in conjunction with Department Heads to make decisions about telework to allow for continuity of operations.
- e. If telecommuting is not conducive for continuity of operations, staff rotation and shift adjustments may become necessary.
- f. No overtime will be allowed for work completed off-site due to this protocol.

### School/Daycare Closings

If an employee is unable to arrange childcare services while their child's school is closed due to the current state of emergency, the following applies:

- a. For the safety of all children and employees, children should not be brought to work. Any employee who can work from home during this period is encouraged to do so.
- b. During this state of emergency related to this infectious disease, all leave policies will be relaxed to allow employees to use any form of accrued leave to take care of their children.

Approved by:

**APPROVED**

**By John F. Connet at 8:03 am, Mar 19, 2020**

John F. Connet, City Manager

\_\_\_\_\_  
Date

This policy may be modified by the City Manager as needed and ratified by the City Council at their next available meeting.

## **Temporary Telecommuting Arrangements Policy**

Due to an infectious disease outbreak, many employees are inquiring about the ability to work from home. The City of Hendersonville is implementing voluntary temporary telecommuting arrangements for employees whose job duties are conducive to working from home but who do not regularly telecommute. However, there are some positions at the City of Hendersonville that require the employee to be physically present in the workplace. These employees are defined as essential personnel.

Expanded Definition of Essential Personnel during Emergency: Department directors are to identify essential personnel. For the purpose of this emergency policy, essential employees are defined as employees who, during an emergency, provide essential services to support efforts to maintain or restore the health, safety and welfare of the City and citizens. These individuals are to be notified they are essential personnel and they are expected to come to work in emergency situations unless they are specifically excused by the department director. These personnel are required to perform essential duties of their job during a time of emergency. Failure to work as directed may result in disciplinary action up to and including termination. Essential personnel are not limited to public safety employees. Other essential personnel may be identified in all departments of the City.

- a. Modified duty requests for essential personnel will be reviewed on an individual basis by department directors, with approval by the City Manager.

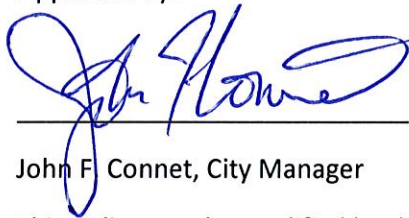
### **Employee Telecommuting Responsibilities**

- a. Positions approved to work from home temporarily will be determined on a case by case basis.
- b. Employee is responsible for maintaining the same levels of productivity as if he or she were at the City's business premises, except as otherwise agreed to by the employee's department director.
- c. Employee must be available as needed to be in contact with the City management and staff and other third parties as necessary in the course of conducting City business.
- d. Subject to applicable law, employee agrees to comply with all other existing job requirements as are in effect at the City's business locations.
- e. Employee shall be subject to all City policies and procedures.
- f. Upon request, employee must produce a weekly job log of activities completed to management by close of business every Friday.
- g. Employee must adhere to the IT security architecture setup and configuration approved for use by the City.
- h. Telecommuting is not a substitute for childcare, and as such the employee's priority during the telecommuting hours must be on work. Department heads may establish procedures to ensure an employee is available to work during telecommuting period, with the exception of the meal break.
- i. The employee must sign a telecommuting agreement prior to beginning the telecommuting arrangement.
- j. Employee shall take precautionary measures to ensure cyber threats are mitigated to the greatest extent possible, including but not limited to:

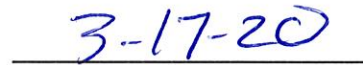
1. Creating service tickets for suspected phishing attempts
2. Double-checking that e-mails, voicemails, text messages, and the like are legitimate and from reliable sources
3. Utilizing two-factor authentication whenever possible
4. Updating and maintaining strong passwords for all accounts
5. Not conducting City business over a public wifi network

These arrangements are expected to be short term, and the City of Hendersonville will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for telework, and the City of Hendersonville may require employees to return to regular, in-office work at any time.

Approved by:

  
\_\_\_\_\_

John F. Connet, City Manager

  
\_\_\_\_\_

Date

This policy may be modified by the City Manager as needed and ratified by the City Council at their next available meeting.

## Temporary Telecommuting Arrangements Policy

### Policy Acknowledgement

I, \_\_\_\_\_ have read, understand, and agree to comply with the City policies for temporary telecommuting arrangements as specified in this Temporary Telecommuting Arrangements policy. If I misuse or fail to return assigned equipment when requested to do so, I may be liable to the City for the full replacement cost of the equipment. I understand that failure to comply with the stated policies may lead to disciplinary actions, including the possibility of termination of my employment.

If requesting the use of temporary take-home technology devices, please respond to the following:

I, \_\_\_\_\_ attest that I do not have access to a computer and am requesting a rental laptop or tablet from the City. I understand that making a false statement as it relates to my access to the aforementioned may lead to disciplinary actions, including the possibility of termination of my employment.

I, \_\_\_\_\_ attest that I do not have access to a sufficient internet connection and am requesting a rental Mifi device from the City. I understand that making a false statement as it relates to my access to the aforementioned may lead to disciplinary actions, including the possibility of termination of my employment.

I, \_\_\_\_\_ attest that I need a mobile phone to adequately perform my work and am requesting a rental mobile phone from the City. I understand that making a false statement as it relates to my access to the aforementioned may lead to disciplinary actions, including the possibility of termination of my employment.

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

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

Department Head: \_\_\_\_\_

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