



**TEMPORARY
Administrative Policy and Procedure
City of Prosser, Washington**

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| SUBJECT: Coronavirus 2019 (COVID 19) | | |
| | Policy No. EMG 001 | Pages: 1 |
| Effective Date: March 20, 2020 to May 31, 2020 | | |
| Develop By: Toni Yost, Finance Director | Department Head Approval: | City Administrator Approval: Randy Taylor, Mayor |

1. PURPOSE

In response to the Coronavirus 2019 (COVID-19) the City will implement the following for the term of March 20, 2020 to May 31, 2020.

This term may be extended if necessary

2. ACTION

Employees who come to work with symptoms of fever and/or cough and/or sneezing will be sent home. Their time will be charged to paid administrative leave for that day and sick leave for subsequent days.

Employees who have sick family members will not be allowed on City premises. Their time will be charged to sick leave, vacation, or compensatory time.

2.1 PROBATIONARY EMPLOYEES

Probationary employees will be allowed use of their vacation banks.

2.2 SICK LEAVE ADVANCEMENT

Employees who have no sick leave available to them, will be permitted to request an advancement of their sick leave accrual (up to 40 hours).

3. REVIEW

As many aspects of this event are still unknown or in development, the City will endeavor to review this policy and make modifications to this policy as necessary and with the assistance of staff and bargaining unit representatives.