



I am not feeling well. What should I do?

Stay home when you are sick. Follow proper call-in procedures to let your supervisor know that you will be out of work due to illness.

If you fall ill while at work, tell your supervisor you don't feel well and plan to leave.

What are the symptoms of COVID-19?

According to CDC, patients with confirmed COVID-19 have had mild to severe respiratory illness with symptoms of fever, cough and shortness of breath. Some patients have had other symptoms, including muscle aches, headache, sore throat and diarrhea. It is important to note that some who are infected may not have any symptoms. There is currently no vaccine to prevent COVID-19.

I have some COVID-19 symptoms. What should I do?

Stay home if you are sick. Consult with your healthcare provider and tell them about your symptoms and any possible exposure. They will decide whether you need to be tested, but keep in mind that there is no treatment for COVID-19 and people who are mildly ill are able to isolate at home.

An employee with a suspected or confirmed case of COVID-19 should not come to work until

the 14-day quarantine period has passed.

I'm not feeling well, but my symptoms aren't similar in nature to COVID-19. What should I do?

Stay home if you are sick. Consult with your physician.

I have been diagnosed with a confirmed case of COVID-19 or someone in my household has been. What should I do?

If you or someone in your household has a suspected or confirmed case of COVID-19, you should not come to work until the 14-day quarantine period has passed.

The diagnosing physician would notify the Minnesota Department of Public Health, which would investigate and notify the City of the exposure risk.

Your name will be confidential.

Please see the Time Away for Critical Incidents document for further guidance.

I'm scheduled or plan to schedule out-of-state business travel. Is that OK?

No; the City Manager has suspended all domestic business travel effective March 16, 2020. If the domestic travel (conference, training, etc.) has been scheduled, it should be canceled.

I recently traveled to a place with confirmed exposure to COVID-19. Can I return to work?

All employees returning from travel to a Level 3 at-risk country as defined by the CDC are asked to stay home for 14 days before returning to work.

Employees who are eligible to work from home and are not ill should work from home during the 14-day quarantine period.

Please see the Time Away for Critical Incidents document for further guidance.

I have been quarantined or am being monitored by a public health agency due to exposure (or potential exposure) to COVID-19. What should I do?

Do not report to work during the quarantine or monitoring period.

Please see the Time Away for Critical Incidents document for further guidance.

I'd like to wear a mask. Is that OK?

Most health authorities, including the CDC, are not recommending the use of masks, as they are not protective for non-ill people.

If you choose to wear a mask, you must be able to perform the essential functions of your job, including clear communication. If you are unable to communicate

clearly due to use of the mask, you may be asked to remove it. The City does not have masks available for all City employees.

I'm nervous about COVID-19.

What are my resources?

Contact the Employee Assistance Program (EAP) for confidential support by calling 866-326-7194 or https://www.advantageengagement.com/1076/login_company_HP.php. Also, please see HealthPartners' "Tips for Dealing with Stress During Pandemic."

I don't want to come to work as I'm concerned I may be exposed to the coronavirus. What can I do?

Employees may be required to come in if needed, especially if there are widespread absences. You must have the permission of your supervisor not to work.

Supervisors who have concerns or questions about an employee's attendance should reach out to their manager or the HR Department.

Please see the Time Away for Critical Incidents document for further guidance.

Besides washing my hands and cleaning work surfaces, what else can I do to prevent exposure?

You may be able to reduce your risk of infection by doing the following:

- Stay home when you are sick
- Wash your hands often with soap and water for at least 20 seconds
- Avoid touching your eyes, nose or mouth
- Cover your cough and sneezes and discard used tissues

Practice social distancing

- Avoid shaking hands
- Keep at least six feet from others when possible
- Conduct meetings by phone, Web Ex or Go To Meeting

My child's day care or school has closed as a result of a declaration of a public health emergency.

What do I do?

If you are required to care of a child age 12 or under, please see the Time Away for Critical Incidents and Child Care Resources documents for further guidance.

If my facility closes, will I still be paid?

When possible, you will be given an alternative assignment or allowed to work from home.

If no alternative assignments are available or if you decline a voluntary assignment, please see the Time Away for Critical Incidents document for further guidance.

Will my health insurance benefits be impacted by COVID-19?

No. Health insurance coverage will remain in place.

Will the City's health insurance cover COVID-19?

HealthPartners is providing coverage with no member cost share for administration of the COVID-19 laboratory test (regardless of where the test is performed). HealthPartners is also providing coverage with no member cost share related to an in-network office visit or urgent care visit associated with the test. (If the test or office or urgent care visit is done out of network, coverage will be applied based on out-of-network benefits.) Note that coverage with

no member cost sharing will not apply to an emergency department visit. If you have questions about benefits and coverage, call Member Services at the number of the back of your membership card. Members who are concerned that they may have or been exposed to COVID-19 can take screening assessments available online at [virtuwell](http://virtuwell.com) or Doctor on Demand should call their primary care clinic. CareLine is also available 24/7 at no cost to members. The most updated information for HealthPartners members is available at HealthPartners.com.

If your insurance is not with HealthPartners, contact your health plan to learn more about your coverage.

Will my insurance benefits be canceled if I don't work enough hours to cover the premium?

No.

I don't have enough sick time accumulated to cover my leave.

Will I still get paid?

In situations where employees are required to use sick leave, but run out of available time, we will allow employees to go negative 80 hours in their bank.

How do I code my time on my timecard during this time?

Please refer to the Time Away for Critical Incident document.

Can I take my work vehicle home?

Directors are responsible for determining needs based on operational needs within their departments.

Should we continue to have department meetings and musters?

No. Staff should find alternative methods for updates and work assignments, such as email, conference calls, WebEx or Go To Meeting, or distribution of documents. If it is absolutely necessary to have a meeting, employees should follow social distancing guidelines.

Should we continue to start new City projects that have been planned?

Starting new projects depends on safety, available resources and the impact of delaying them. Service identified as essential will be prioritized first.

How will the City decide which services to provide during the pandemic?

Directors are working with staff to prioritize services. The Executive Leadership Team is having regular briefings to make these determinations on an ongoing basis.

Can I still go on my personal vacation?

Decisions regarding vacations that are already scheduled will be made on a case-by-case basis. Work through your chain of command. Voluntary travel is discouraged based on CDC guidelines.

If you had a personal vacation that has been canceled, we expect you to be available to work.

This situation is evolving and it is important we have the staff to perform essential services. It is also important that we work together to accommodate employees who have

a pandemic-related need to be off of work. As government employees, our job is to ensure the safety and welfare of the public. As a result, employees may be reassigned based on need.

Is City Hall going to close?

No, not at this time.

I still have questions. Who should I ask to answer them?

Whenever possible, route questions or concerns through your direct chain of command (supervisor, division manager, department director) so that we can be efficient with our responses. You can also submit questions or concerns to the Human Resources Department.

