

LOUISVILLE METRO HOUSING AUTHORITY (LMHA)
Coronavirus Disease 2019 (COVID-19) Protocols and Emergency Personnel Policies
March 24, 2020

Employees who have questions regarding the Coronavirus may call the Kentucky COVID-19 Hotline number at 1-800-722-5725. Additionally, for more information, employees may go to LMHA's website at lmha1.org and click on the "what you need to know about COVID-19" link at the top of the page.

What to Do if an Employee Test Positive for COVID-19

In the event an employee test positive for Coronavirus disease (COVID-19), that employee must immediately notify the Director of Personnel or her designee.

Joyce Babb, Director of Personnel, can be reached at (502) 569-3426-office; Email – babb@lmha1.org.

Vickie Greathouse, Personnel Analyst, can be reached at (502) 569-3429; Email – greathou@lmha1.org.

The Director of Personnel will inform the Executive Director and the Director or the Assistant Director of the employee's department.

The employee's Director or Assistant Director must close off the area occupied by the test positive and exposed employee(s) and immediately contact the appropriate persons (Latasha "Tasha" Kilgore or Norma Ward who will contact Trieco) to clean and sanitize the affected area(s).

Tasha Kilgore can be reached at (502)569-4510-office, (502) 260-1122-cell or by email at kilgore@lmha1.org.

Norma Ward can be reached at (502) 569-4888-office; (502) 439-5212 – cell or by email at ward@lmha1.org. An alternate email address for Norma is NrmWard@gmail.com.

The Director of Personnel, or her designee, will inform the test positive employee that the Center for Disease Control (CDC) has advised employers to inform employees of possible exposure to COVID-19, without disclosing the name of the employee who tested positive.

The Director of Personnel, or her designee, will then ask the test positive employee for the names of all LMHA employees he or she has been in close contact with within the workplace within the preceding 14 days.

The Director of Personnel must inform the exposed employees that the CDC has advised employers to inform employees of their possible exposure or exposure to COVID-19. Then inform the employee(s)

that he or she has been exposed to the virus. The name of the test positive employee **will not** be disclosed.

The exposed employees will be instructed to leave the workplace and to contact their physicians and advise that they have been exposed to COVID-19. The physicians will instruct the employees of the next steps.

What to do if an Employee appears to be Exhibiting COVID-19 Symptoms or Calls Into Work Sick

If an employee is at work and appears to be exhibiting symptoms of COVID-19 as described by the CDC, the supervisor or department head may ask the employee if he/she is experiencing COVID-19 symptoms. If the employee responds that he or she is experiencing the symptoms, then the supervisor or department head must instruct the employee to leave work and contact his or her physician who will instruct the employee on the next steps. The employee must also be informed that if he or she test positive for COVID-19, he or she must contact the Director of Personnel or her designee.

The supervisor or department head must inform the Director of Personnel or her designee that the employee has been instructed to leave the workplace. The Director of Personnel, in cooperation with the supervisor or department head, will identify those employees who had come in contact with the employee within the preceding 14 days. If the employee notifies Personnel that he or she tested positive then Personnel will follow the appropriate steps as identified above.

If an employee calls into work sick, the supervisor or department head may ask the employee if he/she is experiencing COVID-19 like symptoms. If the employee responds that he or she is experiencing the symptoms, then the supervisor or department head must follow the above steps.

According to the CDC, the signs and symptoms of COVID-19 are **Fever, Cough, Shortness of breath**. The symptoms may appear in as few as 2 days or as long as 14 days after exposure.

What to do if an employee “self declares” that he or she is in the high risk category for COVID-19:

An Administrative & Supervisory (A&S) employee who voluntarily informs his or her supervisor or Personnel that he or she has medical condition(s) which classify the employee as “high risk” under COVID-19 may work from home, if possible. The supervisor must work with the employee to make the telework arrangements. In the event the employee’s job duties and responsibilities does not permit him or her to work from home, then the employee may take leave.

Maintenance employees who are at “high risk” may take leave. The employee may use his or her accrued sick leave, personal leave and vacation leave. The employee may also be granted advanced sick leave and vacation leave to cover the time off work due to the COVID-19 pandemic. In the event the

employee exhaust all available leave time and goes on “no-pay” status, the employee may be granted COVID-19 leave (*see Emergency Personnel Policies below*).

While on leave, Maintenance employees and A&S employees who cannot work from home, will continue to accrue leave time in the same manner as if he or she were working.

The employee will continue to pay his or her share of the health insurance premium while on leave. In the event the employee exhaust all available leave and goes into “no-pay” status, he or she will still be responsible for only his or her share of the health insurance premium.

Employees who work from home or who are on leave due to being “high risk” under COVID-19, must continue to work from home or remain on leave during the duration of the COVID-19 emergency.

**LMHA is making every effort to assist employees during this unprecedented time. The guidelines outlined here are LMHA’s best effort to assist those employees who are classified as “high risk” under COVID-19 at this time. LMHA will continue to evaluate and address issues brought by employees to Personnel on a case-by-case basis.*

What to do if an employee is not “High Risk” under COVID-19 but ask to self-isolate:

An employee who is not “High Risk under COVID-19, but who request to self-isolate may be allowed to work from home if the employee’s job duties and responsibilities allows him or her to do so. If the employee’s job duties and responsibilities does not allow him or her to work from home, then the employee may take leave using his or her accrued leave time.

Employees who choose to self-isolate and who as a result works from home; or is on leave status must continue to work from home or remain on leave status for the duration of the COVID-19 pandemic.

Shelter In Place:

In the event of a “shelter in place” order, A&S employees will work their normal work schedules from home. Employees who cannot work from home, will be placed on leave. These employees will be allowed to use all accrued leave time and may also be granted advanced sick leave and vacation leave in the event the accrued leave time is exhausted. If the employee goes on “no-pay” status, he or she will be responsible for only his or her share of the health insurance premium.

A maintenance employee who is on leave due to “shelter in place” and is being allowed to use sick leave time, he or she will be paid overtime in the event he or she is called in for an emergency.

During this time, employees should remember to practice everyday prevention strategies. Avoid close contact with those who are sick, cover your nose and mouth when coughing or sneezing with a tissue or

the crook of your arm. Wash your hands often with soap and water and avoid touching your eyes, nose or mouth.

Work from Home (Telework) Guidelines:

Employees whose job duties and responsibilities permit, may work from home (telework). The supervisor will determine the employee's telework schedule. The employee must report to his or her supervisor on a daily basis by phone or by email. The employee's supervisor must review and approve the employee's work time on a daily basis.

In the event the employee is not able to work on a scheduled workday, he or she must call in to the supervisor and report the absence from work as usual.

Employees who telecommute may do so intermittently, provided a "shelter in place" order has not been issued. Employees may work a schedule which allows them to work both remotely and come into the office to work.

Employees whose job duties and responsibilities do not allow them to perform a full regular work-day at home may work from home intermittently and use leave time.

Recording Hours Worked from Home:

The Fair Labor Standards Act (FLSA) requires that employers maintain records of hours worked by non-exempt (hourly) employees. Supervisors of non-exempt employees who are working from home must ensure that those employees are accurately recording the time they spend on work activities.

Therefore, employees must make sure they are accurately reporting the time they spend on their work activities to their supervisors on a daily basis. Also, supervisors must ensure that non-exempt employees are taking their morning and afternoon breaks and lunch break during their workday as usual.

The flex schedule of non-exempt employees who are teleworking will be temporarily suspended. These employees will work ten 8-hour days during each 80 hour pay period.

EMERGENCY PERSONNEL POLICIES IN RESPONSE TO CORONAVIRUS DISEASE 2019 (COVID-19)

LMHA will comply with the guidelines issued by the Center for Disease Control and the recommendations of the Department of Public Health and Wellness. These guidelines and recommendations include, but are not limited to, social distancing, tele-commuting (where appropriate), and staggered staff work hours to minimize human contact. Additionally, employee's responsibilities and duties may be amended as necessary and appropriate, so as to ensure that duties and services are continuously delivered to our residents.

- LMHA full-time and part-time employees **who are symptomatic for the COVID-19 virus under medically directed isolation** will receive up to ten days of paid emergency sick leave. These days can also be used to care for an employee's parent, spouse, or child that is symptomatic or medically isolated. Under no circumstances will Emergency Sick Leave exceed ten calendar days.
- Once the employee has used all emergency sick leave, then the employee may use their accrued sick leave in accordance with LMHA established policy.
- If an employee's position allows teleworking, the employee may telework using intermittent regular time while symptomatic. Employees are symptomatic if they display symptoms as described by health professionals from the federal, state, or local government.
- FMLA leave is not required to use the full ten days of emergency sick leave.
- LMHA's sick leave policies allow full-time employees to use sick time for themselves and/or family members. In the event an employee has exhausted all of his or her leave time, and need to be off work for his or herself; or family member, the employee may be granted an advancement of 12 sick days.
- Where necessary, employees will be permitted to be advanced up to 5 vacation days. Under normal conditions, LMHA does not advance vacation days; however, in cases where employees have exhausted all available leave time due to COVID-19, this is an additional option being made available. The days advanced are expected to be repaid.
- The employee must notify his or her supervisor or the Personnel Services Department to request a sick leave advance (including the 10 days of emergency sick leave) and vacation leave advance.
- Jefferson County public and private schools have been closed until at least April 2020 due to COVID- 19. Additionally, after school care programs, such as CEP, and Daycare centers are also closed leaving some employees without childcare. Employees who are without childcare as a direct result of closings related to COVID-19 are allowed to use their accrued vacation, accrued sick time, 12-days of advance sick leave and 5 days of advance vacation, as necessary. The employee may choose the order in which to use their accrued leave time. The employee may also choose the order in which to request and use the advanced leave time after they have exhausted their accrued leave time.

- In the event, an employee reaches “no pay” status, due to the COVID-19 pandemic, the employee will be flagged and granted 10 COVID-19 leave days. The employee **will not** be required to repay the days. The days will be granted whether or not the employee is or has been symptomatic for the COVID-19 virus and will be in addition to any other leave time that has been granted. Time off for COVID-19 can either be identified on the employee’s time sheet, leave request and/or by informing Personnel directly.
- In the event an employee who previously entered “no pay” status and was granted COVID-19 leave time as described above, again enters “no-pay” status, LMHA will determine if additional leave days will be granted.
- The initial employment leave restrictions will be waived for new employees who need to be off work due to COVID-19. This means the employee will be able to use leave time earned during his/her initial evaluation period. Additionally, the new employee will be eligible to receive the sick leave and vacation leave advances.
- Employees are encouraged to stay home if they have a fever of 100.4 or above, as recommended by the CDC, or are exhibiting any of the COVID-19 symptoms.

Return to Work Statements

- Regarding return to work statements, A & S employees are normally required to submit a return to work statement if they have been off work 3 days or longer. This requirement has been temporarily waived until we get past the COVID-19 pandemic. **However**, if an employee is off work due to COVID-19, or off work with symptoms involving a fever, the employee must submit a doctor statement clearing him or her to return to work.

Personnel staff has talked with Concentra and have been informed that patients are generally given a statement from their primary care physician at the time of his or her initial visit which states that if the patient’s symptoms have cleared in 14 to 21 days, they can return to work.

When the employee is given a statement at his/her initial visit and is told he or she may return to work if symptoms have cleared in 14 to 21 days, and the employee is not required to return to his/her primary care physician’s office, the employee will be required to take their primary care physician’s initial statement to Concentra for a final exam and clearance to return to work. Please note the employee **will not** be tested for COVID-19.

The employee must contact Patricia Packer, Benefits Coordinator, and she will schedule the appointment with Concentra. This is necessary because the appointment must be authorized by Personnel. Concentra must have the employee’s release statement from his or her primary care physician. The employee can take the statement with him or her to Concentra when reporting for the appointment. They may also mail or email their statement to Ms. Packer (not directly to Concentra).

Ms. Packer can be reached at (502) 569-3428 or by Email at Packer@lmha1.org.

- Maintenance employees are required by contract to submit a statement upon return to work in order to be paid. This requirement goes into effect after the fourth absence from work. If the employee reports that he/she is unable to get a return to work statement because of the backlog in his/her physician's office, LMHA will evaluate these situations on a case by case basis and the requirement maybe waive. **However**, where the employee is off work due to COVID-19, or off work with symptoms involving a fever, the employee must follow the process outlined above and submit a return to work statement.
- If an employee is not feeling well, a disposable thermometer may be made available to the employee (*subject to availability*). This allows the employee who may not be feeling well to check his or her temperature, and if there is a temperature, to notify his or her supervisor and leave work. In the event an employee is exhibiting COVID-19 symptoms, the supervisor may send that employee home.

According to the CDC, the signs and symptoms of COVID-19 are **Fever, Cough, Shortness of breath**. The symptoms may appear in as few as 2 days or as long as 14 days after exposure.

The CDC website provides the latest information about COVID-19 transmission:

www.cdc.gov/coronavirus/2019-ncov/about/transmission.html

- The Employee Assistance Program (EAP) is available for any employee who may be experiencing "COVID-19 fatigue", or other concerns. The EAP counsellors are available for phone counselling at (502) 452-9227. Face to face counseling has been temporarily discontinued.

It is LMHA's goal to work with every employee to make this difficult time as less stressful as possible. If you have an issue or concern that is not addressed in these policies, please contact the Personnel Services Department.

Stay safe and be encouraged, "*this too will pass*"! Practice social distancing, wash your hands often with soap and water, avoid touching your eyes, nose and mouth; cover your mouth and nose with a tissue or sleeve when coughing or sneezing; avoid contact with sick people and stay home if you are sick.

LOUISVILLE METRO HOUSING AUTHORITY
Frequently Asked Questions – COVID-19

1. What is coronavirus (COVID-19) disease?

The 2019 novel coronavirus causes a respiratory disease called COVID-19. Infections with this new virus have been reported in many areas, including Kentucky and Indiana. You may visit the Center for Disease Control (CDC) website for a list of affected areas: [cdc.gov/coronavirus/2019-ncov/travelers](https://www.cdc.gov/coronavirus/2019-ncov/travelers).

2. How serious is COVID-19? What are the symptoms?

Reported illnesses due to COVID-19 have ranged from mild to severe. Symptoms can include fever, cough, or shortness of breath. People who are at most risk for severe illness are elderly or have other health conditions.

3. How many days does it take to get sick from the virus after exposure?

The CDC believes that symptoms of COVID-19 may appear between 2 and 14 days after exposure. This period is called the incubation period.

4. What is the best way to prevent COVID-19?

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing;
- Avoid close contact with people who are sick;
- Avoid touching your eyes, nose and mouth;
- Stay home when you are sick;
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash;
- Clean and disinfect frequently touch objects and surfaces using a regular household cleaning spray or wipe.

5. What happens if an employee comes to work with virus symptoms?

If an employee reports to work and appears to be exhibiting COVID-19 symptoms, the supervisor or department head may ask the employee if he/she is experiencing COVID-19 symptoms. If the employee responds that he or she is experiencing the symptoms, then the supervisor or department head must instruct the employee to leave work and contact his or her physician who will instruct the employee on the next steps. If the employee test positive for COVID-19, the employee must contact the Director of Personnel, Joyce Babb at (502) 569-3426 or her designee, Vickie Greathouse at (502) 569-3429.

6. Are employees allowed to telework (work from home)?

Yes; Employees whose job duties and responsibilities permit, may work from home (telework). The supervisor will determine the employee's telework schedule. The employee must report to his or her supervisor on a daily basis by phone or by email. The employee's supervisor must review and approve the employee's work time on a daily basis.

7. How does LMHA deal with school and/or daycare closings?

Employees who are without childcare as a direct result of closings related to COVID-19 are allowed to use their accrued vacation, accrued sick time, 12-days of advance sick leave and 5 days of advance vacation, as necessary. The employee may choose the order in which to use their accrued leave time. The employee may also choose the order in which to request and use the advanced leave time after they have exhausted their accrued leave time.

8. What happens if an employee exhaust his or her sick leave due to the COVID-19 pandemic?

If an employee exhaust all of his or her leave time, and need to be off work for himself or herself; or family member, the employee may be granted an advancement of 12 sick days and up to 5 vacation days. Under normal conditions, LMHA does not advance vacation days; however, in cases where employees have exhausted all available leave time due to COVID-19, this is an additional option being made available. The days advanced are expected to be repaid.

If an employee reaches "no pay" status, due to the COVID-19 pandemic, the employee will be flagged and granted 10 COVID-19 leave days. The employee **will not** be required to repay the days. The days will be granted whether or not the employee is or has been symptomatic for the COVID-19 virus and will be in addition to any other leave time that has been granted. Time off for COVID-19 can either be identified on the employee's time sheet, leave request and/or by informing Personnel directly.

If an employee who previously entered "no pay" status and was granted COVID-19 leave time as described above, again enters "no-pay" status, LMHA will determine if additional leave days will be granted.

9. How are employees who are unable to work due to being in a high risk health category handled?

An Administrative & Supervisory (A&S) employee who voluntarily informs his or her supervisor or Personnel that he or she has medical condition(s) which classify the employee as "high risk" under COVID-19 may work from home, if possible. The supervisor must work with the employee to make the telework arrangements. In the event the employee's job duties and responsibilities does not permit him or her to work from home, then the employee may take leave.

Maintenance employees who are at "high risk" may take leave. The employee may use his or her accrued sick leave, personal leave and vacation leave. The employee may also be granted advanced sick leave and vacation leave to cover the time off work due to the COVID-19 pandemic. In the event the employee exhaust all available leave time and goes on "no-pay" status, the employee may be granted COVID-19 leave (*see Emergency Personnel Policies below*).

While on leave, Maintenance employees and A&S employees who cannot work from home, will continue to accrue leave time in the same manner as if he or she were working. The employee will continue to pay his or her share of the health insurance premium while on leave. In the event the employee exhaust all available leave and goes into “no-pay” status, he or she will still be responsible for only his or her share of the health insurance premium.

Employees who work from home or who are on leave due to being “high risk” under COVID-19, must continue to work from home or remain on leave during the duration of the COVID-19 emergency.

10. What notification should an employee make of their sickness or isolation to use the 10 Emergency Sick Leave days?

Employees will notify their supervisor about their condition and the need to miss work. The supervisor will notify the Director of Personnel, Joyce Babb @ (502) 569-3426, babb@lmha1.org or her designee, Vickie Greathouse @ (502) 569-3429, greathou@lmha1.org.

11. Does emergency sick leave include people who want to stay at home for children or parents?

Yes; Emergency sick leave can be used to care for an employee’s parent, spouse, or child that is symptomatic or medically isolated.

12. What medical documentation is required for Emergency Sick Leave?

For Covid-19, no medical documentation is required to document the illness.

13. Will the employee be required to provide an all-clear note to return to work?

Yes; If an employee is off work due to COVID-19, or off work with symptoms involving a fever, the employee must submit a doctor statement clearing him or her to return to work.

Health and Safety Questions:

1. Should employees wear a face mask at work?

Healthy people do not need to wear a face mask in their day-to-day activities. Face masks are recommended for people who are sick because the mask creates a barrier from germs being spread due to coughing. Wearing a face mask is recommended for healthcare providers who are on the front lines of treating people who are sick. We need them to stay healthy to be able to do their jobs.

1. Where can I go to get the facts about COVID-19?

<https://chfs.ky.gov/agencies/dph/pages/covid19.aspx>

<https://louisvilleky.gov/news/what-you-need-know-about-coronavirus>

COVID-19 Hotline 1-800-722-5725

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

2. Where can I go to get Posters/Fact Sheets link?

<https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>

3. I don't have soap and water available, what should I do?

This video answers important questions about hand washing and hand sanitizer.

https://www.cdc.gov/video/cdctv/handwashing/306898_WYKTK_Handwashing.mp4

4. Hand Washing Demonstration Videos

<https://www.cdc.gov/wcms/video/low-res/cdctv/2017/34753475Handwashing.mp4>