

Dear City Employees,

Many questions continue to be asked regarding the [COVID-19](#) situation, specifically how to pay employees that may be affected by the virus.

This memo attempts to answer those questions; however, we request your flexibility since this situation is fluid and the information contained in this letter is subject to change as new information becomes available.

Leave Use Notification

Employees who are unable to report for work at their scheduled start time should notify their supervisor/manager as soon as possible.

Sick Leave

As with any illness, employees with symptoms, are encouraged to use sick leave and stay home until they are no longer contagious. Employees who are sick with cough and fever should not attend work until 72 hours after fever has resolved or 7 days after the illness began, whichever is longer. Employees that test positive for COVID-19 are to remain out of the workplace for at least 14 days or until their healthcare provider has released them back to work.

Sick leave may be used for the following reasons:

- To care for oneself for illnesses or health condition; or,
- The need for medical diagnosis, care, or treatment of a physical illnesses, or health conditions; or,
- The need for preventive medical care appointments

WAPSL leave may be used for the following reasons:

- To care for an authorized family member that has an illnesses or health condition; or
- During any period of quarantine ordered by an authorized public official for any health-related reason; or,
- During the closure of the employee's City of Everett work site (e.g. City Hall, Senior Center, Library, Forest Park Swim Center, etc.) by order of a public official for any health-related reason; or
- During the closure of an employee's child's school or place of care due to COVID-19.

To not overwhelm the healthcare system, Doctor notes will not be required to excuse absences in excess of three days. If you have a confirmed diagnosis of the COVID-19, a Doctor note may be required releasing you back to work.

Human Resources



2930 Wetmore Ave.
Ste. 5-A
Everett, WA 98201



425.257.8767
425.257.8754 fax



humanresources@everettwa.gov
everettwa.gov/humanresources

FMLA/WA Paid Family Medical Leave

Employees may qualify for FMLA/WAPFML depending on the length of absence and circumstances. Please contact Human Resources if you wish to apply for these benefits.

Vacation or other accrued paid leave

If an employee requests to stay home for a reason that does not meet the requirements for using paid sick leave, the employee may request to take vacation leave, floating holiday, or other approved paid leave time, other than sick leave. If such accrued leave is not available, then leave without pay may be authorized by the Department Director or designee.

Telecommuting may be an option - confirm with your supervisor

On a case-by-case basis and depending on the nature of the job, managers are encouraged to allow employees to telecommute in accordance with the City's Telecommuting Policy. Supervisors must ensure that legitimate, productive work is being accomplished and that the time worked is documented.

Paid Administrative Leave

Paid Administrative Leave may be authorized for first responders that are quarantined or ordered to isolate themselves at the direction of the Department of Health, or for other circumstances with approval from the Mayor or designee.

Manager-Mandated Sick Leave

The City will take all necessary steps to provide for a safe work environment for its employees. When any employee exhibits symptoms of a contagious illness and/or presents other obvious health risks to the workplace, a manager may require an employee to leave work early, unless the employee has a physician note stating that they are able to be at work. Employees may take sick leave, vacation leave or compensatory time for the remainder of the day/shift. If possible, managers and supervisors should contact Human Resources before directing an employee to leave the workplace under these circumstances. If after normal business hours, supervisor may send the employee home and contact Human Resources by email.

COVID-19 Exposure at Work

If you believe that you were exposed to COVID-19 at work, you have the right to file a worker's compensation claim. Please contact the CorVel nurse triage line to initiate the claim 1-844-646-1624.

VERA Clinic

The VERA Clinic has temporarily blocked same day care scheduling through mobile app. Anyone needing an appointment will be scheduled by live schedulers. If you are on one of the City's HMA plans, you can contact VERA Clinic at 425-903-3070. You will be pre-screened over the phone prior to your appointment.

It is anticipated that the VERA Clinic will have access to COVID-19 testing by mid next week. This is not a rapid test in the office, but something they will be able to follow up with patient within a few days. Please keep in mind that VERA providers will follow the CDC guidelines for screening and testing, which may change daily.



HMA - COVID-19 Testing

Testing for COVID-19 for HMA participants will be at no charge to the employee and all deductibles and co-pays will be waived.

The following healthcare resources are available to eligible employees. Remember to call ahead before visiting the clinic/provider in person:

Kaiser Permanente Plan Participants

- Nurse Consulting Services
- COVID-19 testing covered by the plan at 100% when warranted per CDC guidelines Telehealth Services
- E-Visits

98point6 on demand (HMA)

- 24/7 On-demand primary care via text-based app
- Free to all HMA participants

98point6 on demand (LEOFF Trust)

- 24/7 On-demand primary care via text-based app
- Free to all LEOFF Trust participants

VERA Care Center

- Free Primary and Preventive Care for HMA Participants
- Please call the Vera Care Center for an appointment—do not make an appointment online if you are exhibiting flu like symptoms
- COVID-19 testing covered at 100% when warranted per CDC guidelines (available at the Care Center mid-next week)

HMA Plan Participants

- COVID-19 testing covered by the plan at 100% when warranted per CDC guidelines
- Find an in-network provider by going to accesshma.com

WELLSPRING EAP Resources

- Username is city of everett

Employees not covered by City Healthcare Plan:

Multi care is doing free e-visits with a promotional code

<https://www.multicare.org/virtualcare/>

The Washington State Department of Health has established a call center to address questions from the public. If you have questions about what to do if you have symptoms, please call 1-800-525-0127 and press #.

The relevant City policies are linked here:

- [Notification of Emergent Conditions Policy](#)
- [Telecommuting Policy and Form](#)

Please contact your supervisor or Human Resources if you have any questions. This is our response today, which may change as new information becomes available. We will keep you updated.



Sincerely,
City of Everett Human Resources

