



City of Newport News HUMAN RESOURCES COVID-19 FAQs-#6



Thank you for reviewing these Frequently Asked Questions. Please note the guidance provided in these or a previous edition of FAQs is subject to change based on the most up-to-date information provided by the Centers for Disease Control and/or Virginia Department of Health.

COVID-19 EMPLOYEE DAILY SCREENING AND EXPOSURE QUESTIONS

First of all, **CONGRATULATIONS!** Can you believe it's been 7 weeks?

Thank you for keeping the City running!

Q: Do I HAVE to wear this mask every day?

A: *Thank you for wearing your mask every day. As public servants it's our duty to provide customer service excellence and we can do so by protecting ourselves and others. The CDC administered guidance on the general public wearing face masks or coverings and the City is committed to flattening the curve. Currently, in accordance with City Policy, wearing the face covering in public or common areas, while working with other employees and upon entry and exit from facilities is required. This will continue until further notice. Thank you again.*

Q: I've noticed that some employees skip the screening. Is this allowed?

A: *There may be times when the personnel facilitating the temperature checks and screenings are backed up. Please be patient and if you are inadvertently missed, please volunteer to be screened. Set the example for the person behind you. Keep yourself safe and let them know you are symptom-free.*

Q: The new screening checklist has additional symptoms listed? What if I have chronic headaches? What if I am sore or achy from cleaning out the garage?

A: *Employees should self-monitor and should they exhibit symptoms of a chronic condition, we recommend telework or use PML until symptoms are no longer present. If symptoms persist, chronic or otherwise, the employee can contact their physician or use the MDLIVE telemedicine option to obtain a doctor's note stating that the employee may return to work.*

Q: Am I required to self-quarantine if I travel outside of the immediate area?

A: *Unless you have travelled out of the country or have been exposed to a COVID-19 positive individual, there is no need to self-quarantine upon return with one exception: you return from interstate travel and are experiencing COVID-19 symptoms. If you are experiencing a fever or any of the identified COVID-19 symptoms, we recommend you stay home, telework (if applicable), or take PML until you are symptom free.*

COVID-19 FAQs

COVID-19 EMPLOYEE LEAVE and CARRYOVER

Q: If I am an emergency responder or essential personnel and unable to take the required 80 hours of paid personal leave, will I lose it if I can't take time off before June 30, 2020?

A: *We have investigated options to suspend, waive, or extend the June 30 deadline date for the use of PPL and maximum carryover hours. Communication will be coming soon once this process has been finalized.*

CITY RE-OPENING AND RECOVERY EFFORTS

Q: What does the Governor's announcement of Amended Executive Order 53 outlining the potential to begin Phase I reopening effective May 15, 2020 mean for City employees?

A: *Department Directors and Management are currently working on the re-opening plan for each Department and Division that will likely go into effect Monday, May 18, 2020. As they build and solidify plans, management will communicate these plans to essential and non-essential employees.*

As recommended by the Governor, the city is planning its recovery efforts in 3 phases. Those phases will create the framework by which the City will manage its recovery efforts. The City is forecasting few changes to existing operations in Phase I, however, Department Directors and Management will communicate how operations will evolve in the coming weeks and through each phase. For reference, the Governor's recommendations for reopening can be found at this link:

<https://www.nva.gov/DocumentCenter/View/24930/Forward-Virginia-Presentation-54>

Q: How long will we need to practice social distancing, face covering and sanitation protocol?

A: *As long as it takes. The city has created a new poster for employees and visitors alike that reiterate the need to adopt healthy habits. See attachment.*

Q: I suffer from a chronic condition and am considered high risk for getting Coronavirus. What should I do when the City reopens to protect myself?

A: *The City follows guidance issued by the CDC in most situations. High risk situations are described on their site: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html>. As we enter Phase I, very little will change in certain operations. Social distancing and telework are still recommended. The Liberal Leave policy (Section 611) remains in effect for non-essential positions, and it is expected that employees will use their best judgment to determine if they can report to or remain at work without taking unnecessary health risks. In the event a high-risk employee determines that they cannot report to or remain at work without taking unnecessary risk, a request for leave can be made to the appropriate level of supervision for review and approval, if appropriate. Non-essential employees may continue to request PPL in accordance with the City's time-off policies (Section 701) and their department procedures.*

Employees who have concerns based on an underlying medical condition or a COVID-19 qualifying reason should contact the Department of Human Resources to discuss possible reasonable accommodations and/or FMLA. These employees may also be eligible for leave under the Family First Coronavirus Response Act (FFCRA). The FFCRA request forms and instructions on how to properly complete and electronically submit the request may be found on the [Department of Human Resources COVID-19 webpage](#) under the Employee Benefits/Resources heading.

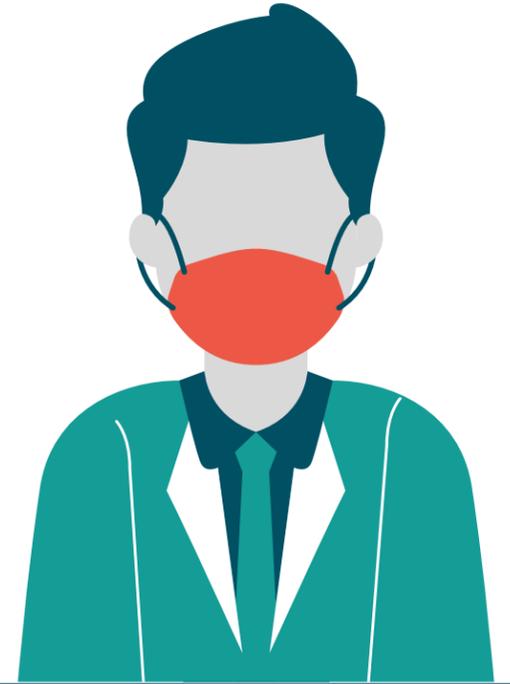
HELP KEEP



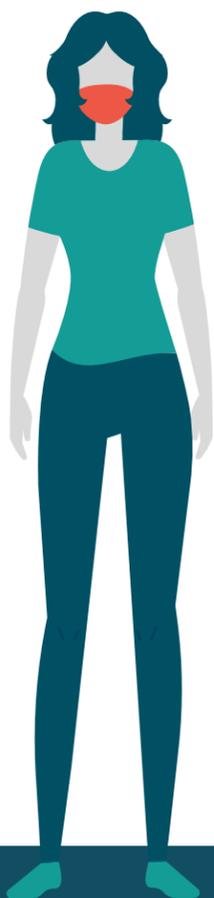
EVERYONE WELL



**WEAR A SCARF
OR MASK**



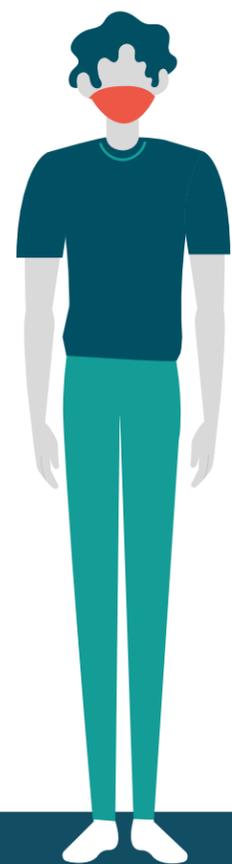
**WASH HANDS
FREQUENTLY**



6 FEET



**PRACTICE
SOCIAL DISTANCING**



For up-to-date information on the coronavirus disease (COVID-19), contact the **Virginia Department of Health** at **877-ASK-VDH3** or **www.vdh.virginia.gov**.

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