

COVID-19 Employee Notification Procedures

During this event, the City is making exceptions on leave usage. If not specifically addressed in this update, current Human Resources/Civil Services policies and procedures should be followed.

COVID-19 SCENARIOS <i>If you experience any of the following:</i>	Employee's Responsibilities			Potential Outcomes
	Notify Your Supervisor	Stay Home	Additional Step(s)	
1 Have been advised to quarantine due to potential exposure to COVID-19	✓	✓	Stay at home for 14 days	<ul style="list-style-type: none"> Work remotely, if you are able to and has been approved by your supervisor. Use your accrued leave time (any leave*), if not approved to work remotely. <p><i>*Please refer to COVID-19 Leave Use Guide.</i></p>
2 Have COVID-19 and need to stay at home	✓	✓	Stay at home until you are symptom free	
3 Need to stay at home to care for a dependent or a family/household member who is sick with COVID-19	✓	✓	N/A	
4 You or a household member have a medical condition and the treating physician recommends social distancing	✓	✓	Provide the doctor's note	
5 Do not want to come to work because you are afraid that you may catch COVID-19 through the workplace	✓	→	Request for leave	
6 Are working in a facility and are sent home because the facility is closing due to COVID-19	<ul style="list-style-type: none"> Current HR Policies state that employees who are working in a City facility which is closed by order of the Mayor or Department Director, will be paid for the remainder of their scheduled shift that day. Day 2 - If facility remains close and you are not reassigned, you may use Emergency Pandemic Leave (EPL) or other accrued balances. 			
7 Have been exposed to COVID-19 in the course and scope of your employment, and feel you may have contracted the disease	<ul style="list-style-type: none"> Inform your supervisor as soon as possible or no later than the end of your shift. Complete the 'Employee's Safety Report' and ask that a 'First Report of Injury' form be completed and submitted on your behalf. Risk Management will be in contact with you concerning your workers compensation claim and resultant benefits. 			



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Created on 3.26.2020; Updated 4.2.2020

The information on this guide is meant to provide general employee notification procedures in certain COVID-19 work-related situations. For specific questions, you should consult with your HR Liaison.