



MEMO

To: All Employees and Supervisors

**From: Jeff Fiegenschuh, City Manager
Nancy Bingham, HR Director**

**Re: January 2021 – COVID19 UPDATE
City of Rochelle – COVID Temporary Leave Program (CTL)**

The Families First Coronavirus Response Act (FFCRA) act expired on December 31, 2020, currently there is nothing new for 2021. This was provided in the documents distributed March 24, 2020.

The City of Rochelle has implemented a new leave program for 30 days, until January 31, 2021. This program is not the same program or an extension of the federally mandated program. The City has created a new program to allow for benefits into the beginning of 2021 for those exposed to COVID.

- 1) Exposure to COVID: Employee will be asked to be tested and results will determine if/when the quarantine will take place. If not tested and no symptoms, the employee will be required to quarantine and use sick leave to cover the absence.
- 2) Testing: If an employee has been exposed to COVID and is being tested, the employee will be placed on COVID Administrative Leave while awaiting test results with no use of leave.
- 3) Positive Test Results – the employee will receive up to 80 hours of CTL while on quarantine. The length of quarantine will be based on the recommendation of the health department. Document of positive test results must be sent to HR within 24 hours of notification. If no letter is received to confirm test results, employee may be required to use sick leave from their leave bank.
- 4) Negative Test Results– the employee may return to work under modified quarantine guidelines; wear mask, physical distance and monitor symptoms. Documentation of the negative results must be sent to HR prior to returning to work.

Per this program, employees will be asked to submit any documentation they may receive from testing facility and/or the designated health department.

This program is monitored and based on each individual's case. The CTL hours are designated per case, but a total of 80 hours for all exposures until January 31, 2021. Sick Leave may be used to cover absences related to illness during this time.

The COVID Temporary Leave Program does not include the mandated childcare provisions that FFCRA required for school closings and/or remote learning.