

P. O. Box 10
125 West Fort Macon Road
Atlantic Beach, NC 28512



OFFICE OF THE TOWN MANAGER
Phone: (252) 726-2121
Fax: (252) 726-5115
E-mail: townmanager@atlanticbeach-nc.com

TO: All Town Staff

FROM: David R Walker, Town Manager

DATE: March 27, 2020

SUBJECT: Workplace updates related to COVID-19

Effective today, Friday, March 27, 2020 until further notice, the following directives are in place for Town of Atlantic Beach employees in order to help keep us all healthy:

Travel

1. **Work-related travel outside of Carteret County** is prohibited without authorization from the Town Manager. Employees registered for trainings or conferences or other activities that are non-essential or can be postponed or rescheduled during this time will need to cancel or reschedule. Essential travel outside of Carteret County will be assessed on a case by case basis by the Town Manager. Employees who have essential travel planned outside of Carteret County that absolutely cannot be canceled or postponed will need to discuss travel plans with their department head and department heads will make the travel request to the Town Manager.
2. **Employees with elective personal travel outside of the Carteret County** area are subject to being directed to stay home for up to an additional 14 days at their own leave expense or Leave Without Pay (LWOP) if the employee does not have enough leave accrued. The determination of if, and how long, an employee may have to wait to return to work will be made based on the conditions of the area being traveled to and the purpose of the travel. For example, an employee traveling to a nearby county for an essential medical appointment will not likely need to stay home for any additional time while an employee who travels by airplane to Dallas for a concert would likely be required to stay home for additional time. Another example is an employee who drives to Greenville to visit family without making stops in crowded public places will not likely need to stay home additional time while an employee who drives to Raleigh to spend the day shopping in crowded shopping malls or to attend a theater event would likely need to stay home for additional time.
3. **Employees are highly encouraged not to travel to areas where COVID-19 community spread is happening, such as Raleigh.** This is unchartered territory for Atlantic Beach, Carteret County and for our country. We need employees to take a common sense approach to this directive and the Department Head with the Town Manager will also take a common sense approach to making determinations of which situations will necessitate an employee to stay home. We need to continue county government services and to do that, we need a healthy workforce. Keeping a healthy workforce will require all of us to make good decisions about which situations pose excessive risk to catching or spreading COVID-19.
4. **Employees traveling outside of Carteret County** are asked to disclose that travel to their supervisor with the exception of regular commuting for employees who live outside of Carteret County.

Social Distancing

1. No outside groups will be authorized to use town facilities or meeting space. Small meetings directly related to essential Town functions are authorized. Any questions regarding whether or not a group meeting is authorized to meet in a Town facility should be directed to department heads.
2. Town employees are restricted from participating in work-related group meetings with outside groups unless essential. Employees should try to limit creating or participating in internal large group in-person meetings as much as possible.

3. Employees are encouraged to use social distancing techniques of keeping at least six feet between employees whenever possible. Employees are encouraged to use email, telephone, and virtual meeting options for work, when practical.
4. We are aware the closure of schools may pose childcare issues for some employees and need to identify the extent of that issue. **If the closure of schools poses a childcare issue for you, please report that to Sabrina Simpson at Town Hall. Please also report if you do or do not have a plan for how you will obtain childcare during that time.**
5. Be mindful of who comes into Town facilities. If someone appears to be symptomatic, maintain appropriate social distancing of at least six feet and then sanitize areas the person came in contact with. If at all possible, try to minimize the areas the person is able to access.

Self-Quarantine

1. **If you have traveled out-of-state within the past two weeks, please contact Sabrina Simpson at Town Hall immediately as you may have been exposed.** Under guidance from Carteret County, after consulting with their Communicable Disease Nurse, you may be required to self-quarantine for 14 days from the last known potential exposure, meaning the last day you were out-of-state. During this period, you will need to self-monitor for symptoms (fever and cough), remain home, and not be around other people (other than household contacts). If you do not develop symptoms within those 14 days, you are safe to come off quarantine. *During this quarantine period, you will be paid administrative leave for missed work hours.* Note: proof of travel will be required.
2. **Do you have a fever (100.4*) with cough, or feel sick?** If you start showing symptoms compatible with COVID-19, you need to call your healthcare provider immediately and determine if you need to be seen by the provider or tested. It's also important you do not leave the house unless seeking medical care and separate yourself from household contacts as much as possible. The new guidance is that most people have mild symptoms that can be treated at home and do not need to be tested. However, some populations at higher risk for complications may still need to be tested; that's why it is important to notify the healthcare provider if they become symptomatic. If you begin showing symptoms during this period and choose not get tested, you can stop isolating yourself when you answer "yes" to all three of these questions: 1) Has it been at least 7 days since you first had symptoms? 2) Have you been without fever for three days (72 hours) without any medicine for fever? 3) Are your other symptoms improved?
3. Review the attached NC DHHS Notice on **COVID-19: What to do if you feel sick** for more guidance.

Coronaviruses like COVID-19 are most often spread from person to person through the air by coughing or sneezing, through close personal contact (including touching or shaking hands), or through touching your nose, mouth, or eyes before washing your hands. The best way to reduce your risk of becoming infected with a respiratory virus, such as COVID-19, is to practice good hygiene:

- Wash your hands frequently with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer when soap and water is not available.
- People who are sick should always cover their coughs and sneezes using a tissue or the crook of their elbow; wash your hands after using a tissue to wipe your nose or mouth.
- People who are sick should stay home from work or school until they are well.
- Avoid touching your eyes, nose or mouth with your unwashed hands.

These directives are effective starting today, Friday, March 27, 2020 and will be reassessed as the COVID-19 situation progresses. I realize these restrictions are unlike anything we have had to work around before and that they will have a significant impact on Town employees. Please be assured these decisions were not made lightly and they were made with the health and safety of all of Atlantic Beach and Carteret County in mind. In the upcoming days and weeks we will all need to do our part to prevent the spread of illness in the workplace and in our community by making common sense decisions about the risks we all expose ourselves to with regards to travel and attending events with large crowds of people.

COVID-19: What to Do If You Feel Sick

March 23, 2020



1. Stay home and call your doctor, if needed.

Most people who get COVID-19 will recover without needing medical care. The Centers for Disease Control and Prevention (CDC) recommends that you stay home if you have mild symptoms – such as fever and cough without shortness of breath or difficulty breathing. You can call your doctor to see if you need medical care.

Some people are at **higher risk** of getting very sick with COVID-19. People at higher risk should call their doctor if they develop symptoms of fever or cough. You are at higher risk if you:

- Are 65 years and older
- Live in a nursing home or long-term care facility
- Have a high-risk condition that includes:
 - Chronic lung disease or moderate to severe asthma
 - Heart disease with complications
 - Compromised immune system
 - Severe obesity — body mass index (BMI) of 40 or higher
 - Other underlying medical conditions, particularly if not well controlled, such as diabetes, renal failure or liver disease

People who are pregnant should be monitored since they are known to be at risk for severe viral illness. However, to date, data on COVID-19 has not shown increased risk for severe illness.

Call your doctor or 911 right away if you have:

- Shortness of breath
- Difficulty breathing
- Chest pain or pressure
- Confusion
- Blue lips

Most people do not need a test.

When you leave your home to get tested, you could expose yourself to COVID-19 if you do not already have it. If you do have COVID-19, you can give it to someone else, including people who are high risk.

Your doctor can help you decide if you need a test. There is no treatment for COVID-19. For people with mild symptoms who don't need medical care, getting a test will not change what you or your doctor do.

Testing is most important for people who are seriously ill, in the hospital, people in high-risk settings like nursing homes or long-term care facilities, and healthcare workers and other first responders who are caring for those with COVID-19.

2. Isolate yourself.

If you are sick with COVID-19 or believe you might have it, you should stay home and separate yourself from other people in the home as much as possible.



When can I go back to my normal activities?

You can stop isolating yourself when you answer YES to ALL three questions:

- P**1. Has it been at least 7 days since you first had symptoms?
- P**2. Have you been without fever for three days (72 hours) without any medicine for fever?
- P**3. Are your other symptoms improved?

Call your doctor if your symptoms are getting worse or you have any concerns about your health.

What if I'm not sure if I have COVID-19?

If you have fever and cough and other symptoms of respiratory illness, even if it is not from COVID-19, you should isolate yourself as if you have COVID-19. This will reduce the risk of making the people around you sick.

What should my family members do?

Anyone in your household or others who have been in close contact with you should stay home for 14 days as much as possible and monitor themselves for symptoms. Close contact means within six feet for at least 10 minutes. If they start having symptoms of COVID-19, they should take [the same steps](#) to prevent spreading it.

Family members who are healthcare workers, first responders, or others who are needed to respond to the COVID-19 pandemic should review [CDC guidance](#) and check with their employers about when to return to work.

3. Stay informed.

- Visit [ncdhhs.gov/coronavirus](https://www.ncdhhs.gov/coronavirus) for information from the NC Department of Health and Human Services.
- Text COVIDNC to 898-211 to get text updates.
- Found out more information on what to do if you are sick at [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus).



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TO: All Town Staff

FROM: David R Walker, Town Manager

DATE: March 26, 2020

SUBJECT: FAMILIES FIRST COVID-19 CORONAVIRUS RESPONSE ACT: EMERGENCY PAID SICK LEAVE POLICY (EFFECTIVE April 1, 2020)

The Town of Atlantic Beach is taking proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the Town's goal during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The Town of Atlantic Beach is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Per new federal legislation the Town of Atlantic Beach will provide eligible employees with emergency paid sick leave (ePSL) under certain conditions.

Eligibility

All employees (full-time, part-time, seasonal) are eligible for emergency paid sick leave.

Reason for Leave

You may take emergency paid sick leave (ePSL) if you are unable to work (or telework) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual or are advised to quarantine or isolate;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration/Compensation

Employees are entitled to:

- **Full-time employees:** 80 hours of pay at their regular pay rate. However, when caring for a family member (for reasons 4, 5, and 6 above), **sick leave is paid at two-thirds the employee's regular rate.**

- **Part-time employees:** Pay for the number of hours the employee works, on average, over a two-week period.

Paid leave under this policy is limited to \$511 per day (\$5,110 in total) where leave is taken for reasons 1, 2, and 3 described above (generally, an employee's own illness or quarantine); and \$200 per day (\$2,000 in total) where leave is taken for reasons 4, 5, or 6 (care for others or school closures).

Leave Rules

You may elect to use emergency paid sick leave before using any accrued paid leave.

No leave provided by the Town before April 1, 2020 may be credited against your leave entitlement. In addition, emergency paid sick leave cannot be carried over after December 31, 2020.

Requesting Leave

If you need to take emergency paid sick leave, provide notice as soon as possible. **Normal call-in procedures apply to all absences from work.**

Retaliation

The Town will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

This policy expires on December 31, 2020.

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TO: All Town Staff

FROM: David R Walker, Town Manager

DATE: March 26, 2020

SUBJECT: FFCFA - FAMILY AND MEDICAL LEAVE EXPANSION ACT ("EMERGENCY FMLA ACT") POLICY

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with expanded family and medical leave for specified reasons related to COVID-19.

Eligibility

All employees (full-time, part-time, seasonal) who have worked for the Town of Atlantic Beach for at least 30 days prior to the designated leave are eligible for Emergency Family and Medical Leave. Please note that this new act does not change the eligibility requirements for regular FMLA leave.

New FMLA Qualifying Reason: Lack of Child Care Due to COVID-19

The Emergency FMLA Act amends the Family and Medical Leave Act (FMLA) of 1993 by the following:

- Added a new qualifying reason that provides 12 weeks of leave when an employee is unable to work – either onsite or remotely - due to a need to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider is unavailable due to an emergency with respect to COVID-19 as declared by a federal, state, or local authority;
- **A “childcare provider” under the Act is defined as one who provides childcare services on a regular basis and receives compensation for those services. It excludes the situation where a family member has been providing childcare and is no longer available.**
- Leave taken under the Emergency FMLA Act is paid leave after a 10-day waiting period; an employee may choose to use accrued leave for the 10-day waiting period. In no instance can the Town require the employee to use accrued leave during the waiting period;
- After the 10-day period, the Town is required to pay full-time employees no less than two-thirds the employee’s regular rate for the number of hours the employee would otherwise be normally scheduled. The new Act limits this pay entitlement to \$200 per day and \$10,000 in the aggregate per employee; employees who work a part-time or an irregular schedule are entitled to be paid based on the average number of hours the employee worked for the six months prior to taking leave; employees who have worked for less than 6 months prior to leave are entitled to the employee’s reasonable expectation at hiring of the average number of hours the employee would normally be scheduled to work.
- The regular rules under the FMLA will apply to job reinstatement. The Town has the same obligation as under traditional FMLA to return any employee who has taken Emergency FMLA leave to the same or equivalent position upon the return to work;

Leave Rules

- **Employees are still limited to a total of twelve weeks of FMLA leave within a 12-month period for all reasons combined.**
- **Employees who have already used up their FMLA allotment for the year are not entitled to emergency FMLA leave.**
- As with regular FMLA leave, where the need for leave is foreseeable, **employees must provide the Town as much advance notice as practicable.**

Requesting Leave

If you need to take emergency FMLA leave, provide notice as soon as possible. **Normal call-in procedures apply to all absences from work.**

Retaliation

The Town will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

Emergency FMLA leave is available only as long as a federal, state or local COVID-19 state of emergency is in effect **and in any event only through December 31, 2020.** In addition, emergency FMLA leave cannot be carried over after December 31, 2020.

Note

Provisions under the regular FMLA Act still apply and are available to employees that meet eligibility requirements as it pertains to protected leave because the employee needs to care for a spouse, child, or parent with a serious health condition, or because of the employees own serious medical condition.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

