

**SPECIAL MEETING
DESTIN CITY COUNCIL
MARCH 20, 2020
ANNEX COUNCIL CHAMBERS
8:00 AM**

*****Core Value of the Month - Respect*****

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

NEW BUSINESS

- A. Okaloosa County Health Department Presentation - Dr. Karen Chapman
- B. City's preparations, policies, procedures and action plan regarding COVID-19

PUBLIC COMMENTS

ADJOURNMENT

****** Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council, or the City staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.***

Persons with disabilities who require assistance to participate in City meetings are requested to notify the City Clerk's Office at (850) 837-4242 in advance. Hearing Impaired: TTY: 711. Assistance also available through Human Resources, Title VI Coordinator, at (850) 837-4242.

Personas con discapacidades que necesitan asistencia o personas que necesiten ayuda con un idioma para participar en las reuniones de la ciudad, deberán notificar la oficina de la Secretaria Municipal al (850) 837-4242 antes de la reunión. Discapacidad auditiva: TTY: 711 (Solicitar Espanol CA). La ayuda tambien está disponible por Recursos Humanos, Coordinador del Título VI, al (850) 837-4242.

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: March 20, 2020

TYPE OF AGENDA ITEM: City Manager Report

TO: City Council

THRU: Webb Warren, Deputy City Manager

FROM: Lance Johnson, City Manager

DATE: 3/19/20

SUBJECT: City's preparations, policies, procedures and action plan regarding COVID-19

I. BACKGROUND:

Attached are recommended actions in response to COVID-19.

II. DISCUSSION: The items attached are recommended additional City emergency protective measures related to COVID-19.

A. Link to Strategic Goals / Objectives: Preservation of Heritage & Environment

B. Effect on Budget (EOB):

C. Level of Service (LOS):

III. CONCLUSION:

IV. RECOMMENDED MOTION: Approve, Deny or Modify

Attachments:

1. Resolution 20-04 - COVID-19 Policy
2. ADM OI-XX Telecommuting Policy

- and Procedure
3. Communicable Diseases Policy b

RESOLUTION 20-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DESTIN, FLORIDA, PROVIDING FOR CLOSURE OF CERTAIN PUBLIC PROPERTIES AND FACILITIES; PROVIDING FOR REVOCATION OF RESERVATIONS AND EVENT PERMITS; PROVIDING FOR PROCEDURES FOR FUTURE CITY COUNCIL MEETINGS, PROCUREMENT MEETINGS, AND OTHER CITY BOARD AND COMMITTEE MEETINGS; PROVIDING DIRECTION TO CITY STAFF; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Novel Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and other potential methods, and presents symptoms similar to those of influenza; and

WHEREAS, in December 2019, a new and substantial outbreak of COVID-19 emerged in Wuhan, China, and has since spread rapidly to 150 countries and territories throughout the World, including the United States, and more specifically Okaloosa County and 26 other counties in the State of Florida; and

WHEREAS, on March 11, 2020, the World Health Organization (WHO) declared COVID-19 a pandemic; and

WHEREAS, on March 13, 2020, President of the United States, Donald J. Trump, issued a Proclamation on Declaring a National Emergency Concerning the Novel Coronavirus Disease Outbreak pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act; and

WHEREAS, as of March 18, 2020, the Centers for Disease Control and Prevention (CDC) is reporting that the total confirmed cases in the United States has increased to 7,038 with a total death at 97; and

WHEREAS, with the advancement in testing of COVID-19 in the past week, the COVID-19 Whitehouse Task Force as well as the CDC is predicting that the amount of confirmed cases in the United States will increase rapidly in the next four to five days; and

WHEREAS, no vaccine or drug is currently available to cure or combat COVID-19; and

WHEREAS, The City of Destin, Florida (Destin) is threatened by COVID-19 because of the apparent ability of the virus to spread rapidly among humans, and COVID-19 thereby constitutes a clear and present threat to the health, safety, and welfare of the citizens and visitors of Destin; and

WHEREAS, the CDC has issued guidelines for “community mitigation strategies” to limit the spread of COVID-19, including recommendations for social distancing, which has proven to be an effective method for containing COVID-19; and

WHEREAS, the Okaloosa County Health Department Director has provided recommendations to the County to further suppress the spread of COVID-19 including the closure of public beaches; and

WHEREAS, on March 9, 2020, Governor DeSantis issued Executive Order Number 20-52 regarding COVID-19, declaring a state of emergency in the State of Florida and authorizing in accordance with Section 252.38, Florida Statutes, each political subdivision within the State to “waive the procedures and formalities otherwise required of the political subdivision by law pertaining to the performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community;” and

WHEREAS, on March 17, 2020, Governor DeSantis issued Executive Order Number 20-68 regarding COVID-19, closing Bars, Pubs and Nightclubs and limited gatherings of people on beaches and in restaurants; and

WHEREAS, on March 17, 2020, Governor DeSantis at a press conference discussing Executive Order Number 20-68 states that the Order was the “floor for Florida for the foreseeable future” and he encouraged communities to go further with regulations if needed; and

WHEREAS, on March 17, 2020, the Okaloosa County Board of County Commissioners declared a local state of emergency; and

WHEREAS, the Whitehouse Taskforce on COVID-19 cautioned on March 18, 2020, that younger people are not taking seriously the need to social distance as they do not fall into the highest risk groups for COVID-19 and as a result other countries are beginning to see an increase in the number of young people becoming seriously ill in the ICUs; and

WHEREAS, due to universities closings and spring break there is an overwhelming number of younger individuals on the beaches of Okaloosa County and the City which may jeopardize the health and safety of the County and City’s citizens; and

WHEREAS, on March 18, 2020, pursuant to Chapter 8, Articles II and III of the City’s Code of Ordinances, the City’s Mayor and City Manger jointly declared a State of Emergency exists in the City; and

WHEREAS, the Declaration of State of Emergency empowers the City with wide latitude allowing it to adopt any measure allowed by law that is in the best interest of the public's health, safety, and welfare; and

WHEREAS, the Declaration of State of Emergency enables the City to seek additional resources and apply for federal and state aid to assist the City's efforts to address the health and economic impacts of the COVID-19 pandemic; and

WHEREAS, the additional resources provide logistical support during the response phase while the federal and state aid serves to make local businesses and taxpayers whole during the recovery phase; and

WHEREAS, on March 19, 2020, the Okaloosa County Board of County Commissioners adopted the Okaloosa County Declaration of Emergency Protective Measures Related to COVID-19 (the "County Declaration of Emergency Measures"); and

WHEREAS, the County Declaration of Emergency Measures closes public beaches, public beach accessways, parking areas solely for accessing public beaches, county beachfront parks, and the Okaloosa County pier (with the exception that fishing is still permitted) and further suspends County Beach Vending Permits and Crab Island Vending Permits; and

WHEREAS, the measures implemented below are as narrowly tailored as possible to protect the public's health, safety, and wellbeing; and

NOW, THEREFORE, the City Council of the City of Destin, Florida, does hereby declare and establish the following:

Section 1. Recitals.

1. The foregoing recitals are true and correct, and incorporated into this Resolution.

Section 2. Closure of Public Properties and Facilities.

2. The following public properties and facilities are closed, effective March 21, 2020, through April 30, 2020:

- a. Public beaches
- b. Public beach accessways and trails
- c. Parking areas solely for accessing public beaches; and
- d. City beachfront parks.

3. Effective March 23, 2020, the lobbies of City Hall/Customer Service (utility billing), the Public Works Complex, and City Hall Annex are closed to the public. However, municipal services provided at these facilities remains available to the public via phone and online. Further, limited in person meeting are available at the discretion of City staff but such meetings shall be by appointment only. These closures, or any part thereof, may be lifted at the discretion of the City Manager or his designee.

4. The following facilities are closed: Destin Community Center, Morgan Sports Center, Buck Destin Senior Center, Destin Library. These closures, or any part thereof, may be lifted at the discretion of the City Manager or his designee.

Section 3. Revocation of Reservations and Event Permits.

5. City reservations and event permits for events on the beach and at public parks through April 30 are hereby revoked and no new event permits will issue until further action is taken by this Council.

Section 4. Procedures for City Council Meetings, Procurement Meetings, Other Board and Committee Meetings.

6. The City Council shall continue meeting at its regularly scheduled meeting times.

7. Any procurement meetings shall continue to be scheduled and held.

8. All other City Board and Committee meetings are cancelled until further notice.

9. All City Council meetings will continue to be livestreamed and the public is encouraged to watch the livestream.

Section 5. Direction to the Staff and Public.

10. City staff is directed to engage in all practices recommended by the Center for Disease Control, Department of Health, and any other health organization.

11. The City encourages parties accessing private beaches and Crab Island to follow the CDC guidance by limiting their gatherings to no more than 10 persons.

SECTION 6. Severability.

12. If any portion of this Resolution is determined by any Court to be invalid, the invalid portion shall be stricken, and such striking shall not affect the validity of the remainder of this Resolution.

SECTION 7. Effective Date.

13. Except as otherwise indicated herein, this Resolution shall be effective immediately upon adoption.

PASSED AND DULY ADOPTED BY THE CITY COUNCIL OF THE CITY OF DESTIN, FLORIDA THIS 20TH DAY OF MARCH 2020.

GARY JARVIS, MAYOR

ATTEST:

REY BAILEY, CITY CLERK

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE
CITY OF DESTIN, ONLY:**

**KYLE S. BAUMAN, ESQ.
CITY ATTORNEY**

Telecommuting Policy and Procedure

This Operating Instruction (OI) establishes procedures for the City of Destin's telecommuting policy.

- I. Objective:** Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek based upon the needs of the organization. The City of Destin considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others due to specific job requirements, impact on a team, or performance concerns. Telecommuting is not an entitlement, it is not a organization-wide benefit, and it in no way changes the terms and conditions of employment with the City of Destin.
- II. References:** Fair Labor Standards Act (FLSA), Personnel Rules and Regulations (PRR), OI EM-01 Employee Notification and Action, OI ADM-05 Public Records, OI ADM-34 Electronic Information Systems Use Policy, OI ADM-75 Safety Program, OI ADM-93 Compassionate Leave Donation
- III. Definitions:**
 - a. **Alternate Work Location** – An approved work site other than the employee's assigned main office location where official City business is performed.
 - b. **Main Office Location**– The assigned City office location of the employee.
 - c. **Telecommuting** – An alternative work arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the employee's assigned main office location.
 - d. **Telecommuting Agreement** – The written agreement between the supervisor and employee that details the terms and conditions of an eligible employee's work away from their assigned main office location. Telework agreements are required for eligible employees who are authorized to telework.
- IV. Procedures:** Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, in times of emergency operations, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.
 - a. Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the organization.
 - b. In the event of a declared emergency, some or all of the eligibility requirements may be waived.
 - c. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, for issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

V. Eligibility:

- a. Individuals requesting formal telecommuting arrangements must be employed with the City of Destin for a minimum of 12 months of continuous, regular employment and must have a meets expectations or higher satisfactory performance record.
- b. Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:
 - i. **Employee suitability.** The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
 1. Consider any changes needed to ensure your team/division/department continues to meet its objectives.
 - ii. **Job responsibilities.** The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
 1. Note that requirements for in-person attendance can override telework agreements. Supervisors should discuss such instances with the employee (e.g. hands-on training).
 - iii. **Equipment needs.** The employee and manager, with coordination of the Information Technology Manager, will review the physical workspace needs and the appropriate location for the telework.
 - iv. **Tax and other legal implications.** The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- c. If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed up to the final authority of the City Manager, and a three-month trial period will commence.
- d. Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.
- e. An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period.
- f. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.
- g. There should be an understanding on all parties that this is a privilege not a right.

VI. Equipment:

- a. On a case-by-case basis, the City of Destin will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement.
- b. The human resource and information technology divisions will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The city accepts no responsibility for damage or repairs to employee-owned equipment. The city reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign the electronic information systems policy agreement, inventory form of all city property received, and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all city property will be returned to the city.
- c. The City of Destin will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The city will also reimburse the employee for business-related expenses, such as mileage and shipping costs, that are reasonably incurred in carrying out the employee's job.
- d. The employee will establish an appropriate work environment within his or her home for work purposes. The city will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

VII. Security

- a. Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary city and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment as established in reference laws and policies.
- b. All employees will also follow established procedures for handling public records. Please refer questions to the City Clerks' office of primary responsibility and ADM-05.
- c. When teleworking, employees are required to maintain the same confidentiality of all City information as they would at their main work center location.
- d. Employees shall also take the necessary precautions to ensure that confidential and proprietary information is protected while in transit between the main office location and alternative work location.
- e. Employees will take precaution when connecting to external networks. Never connect to an open WiFi network or open hotspot. Connections should be secured with at least WPA2 encryption.
- f. When connecting from an alternate work location and accessing city servers and applications, the use of a city-supplied VPN for use on all city-issued devices shall be used.

- g. Employees will maintain proper computer and device security, i.e. Antivirus, Network Access.

VIII. Safety

- a. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards.
- b. The city will provide each telecommuter with a safety checklist that must be completed at least twice per year.
- c. Injuries sustained by the employee that occur in the course and scope of employment, in a home office location may be covered by the city's workers' compensation policy.
- d. Telecommuting employees are responsible for notifying the employer of such injuries the same day of injury, or as soon as practicable.
- e. The employee is liable for any injuries sustained by visitors to his or her home worksite.
- f. Telecommuting is not designed to be a replacement for appropriate child-care. Although an individual employee's schedule may be modified to accommodate child-care needs, the focus of the arrangement must remain on job performance and meeting organizational demands.
- g. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

IX. Time Worked

- a. Telecommuting employees who are in a non-exempt status (FSLA) will be required to accurately record all hours worked using the City of Destin's time-sheet form.
- b. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor as stated in the PRR.
- c. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.
- d. When an emergency impacts City employees' work schedules and status during emergency conditions and a "state of emergency" has been declared by the City Council, the City Manager may grant emergency administrative leave with pay to employees in anticipation of, during, and/or after the occurrence of a disaster, whether natural or man-made.
- e. Employees who become ill while on administrative leave will be charged sick leave. Eligible employees may need to use Family and Medical Leave Act (FMLA) leave and leave donation policies.

X. Ad Hoc Arrangements

- a. Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, business travel, or in the case of emergency management. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

- b. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.
- c. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

XI. Compliance

- a. Violation of this Policy may result in disciplinary action, up to and including termination of employment. All employees are required to promptly report violations of this Policy to the Human Resources department.

XII. Conclusion

- a. Telecommuting is one of many flexible work arrangements that the city may establish for their staff in order to enable them to achieve a more successful balance between work responsibilities and organizational needs.
- b. The city understands the everchanging work environment with respects to advances in technology.
- c. Employees and Supervisors are urged to carefully review both the advantages and the disadvantages before entering into a new telecommuting agreement. Success depends on both the nature of the work and the nature of the employee.
- d. While the City of Destin recognizes the need for a proactive approach for conducting organization needs and functions, it reserves the right to withdraw any telecommuting arrangements.

Lance Johnson

City Manager

Communicable Diseases Policy

This policy provides a roadmap to define the actions and roles necessary for managing an epidemic in the workplace. This policy is to be used as a guideline. Employees with concerns or questions are encouraged to contact Human Resources.

- I. REFERENCES: Personnel Rules & Regulations (PRR), OI EM-01 Employee Notification and Action, ADM OI-93 Compassionate Leave Donation.
- II. GENERAL: Whenever any widespread virus, bacterium or other biological threat is presented, as an employer, the City of Destin takes care to protect their human resources and business operations with proactive steps. Logistically ~~it~~ these steps details how the organization will recover from interrupted critical business functions ~~due to a disruption so we can respond~~ in an orderly, rational way.
- III. ~~I.~~ PROCEDURES: This plan will be activated by the City Manager or designee. The response will be organized in an emergency management program fashion. The emergency management team has been established as follows: City Manager, Deputy City Manager, Emergency Operations Manager, Human Resources Manager, Finance Director, Information Technology Manager, Community Development Director and the Public Information Manager. More individuals may be added as the team desires based upon the circumstances of the event.

They will be responsible for engaging community partners in planning efforts, reviewing workplace policies and protocols, and identifying critical workplace functions and positions to maintain during an emergency.

- Planning, hazard analysis & preparing for the threat: The emergency management team will monitor and coordinate between organizations such as Center for Disease Control (CDC) and the Florida ~~Health~~ Department of Health (~~FHDDOH~~).
- Identify the biological threat, including typical symptoms.
- This policy will be reviewed at least once a year.

Vaccinations - Annually Human Resources will coordinate and provide a Health Fair to include vaccination options for employees; on-site if available at least once a year.

- Employees will be educated to use standard precautions—such as routine hand hygiene, respiratory hygiene, diet, exercise, vaccinations, avoidance, use of insect repellent, environmental arthropod control to protect themselves and others from the spread of disease.

Communicate & Educate - Dealing with illness in the workplace can be challenging under normal circumstances, but it is even more so when there is a potential epidemic.

Continued communications to all employees will be conducted as appropriate regarding updates from partner organizations, changes in operations, etc. to help maintain order in the workplace and reduce employee concerns.

Proper communication, regarding a potential epidemic shall be sourced by creditable organizations such as CDC and ~~FHDDOH~~.

Employer communications will provide relevant information and encourage employees to remain calm.

Department Heads and Supervisors shall review applicable emergency management plans and verify preparation such as training and education with staff.

Preventative Measures - All personnel will be instructed and strictly expected to implement preventive measures, including but not limited to:

- Provide tissues, hand sanitizers, cleaning and disinfectant products to employees.
- Implement a daily cleaning routine of frequently touched/used work surfaces and common areas.
- Educate employees on proper ways of washing hands and what to do if symptoms develop. (See CDC Print Materials)
- Hang posters in bathrooms and eating areas on the proper way to stop the spread of germs. (See CDC Print Materials)
- Limiting face-to-face meetings – remote/conference calls.
- Implement recommended spacing design for physical meeting areas
- Postpone or Cancel large meetings or events.
- Postpone non-essential work travel.
- Allow for telework options.
- Employees who are exhibiting symptoms are to seek medical treatment for screening - they should follow the directions given to them by health care personnel, which may include implementing social distancing to prevent disease spread. Any identified cases of the disease/health threat will be immediately reported via Chain of Command and Public Health chains.
 - As part of a screening program, employees who have not contracted the virus but have been exposed, such as an employee staying home to care for a sick child or spouse, shall need to seek medical treatment and be screened-cleared prior to returning to work.

During a Substantial Disease Threat, personnel will be asked to take further preventative measures based upon CDC guidelines such as:

- Employing social distancing measures among employees and customers.

- ~~Use less formal technologies such as social networking sites (e.g., Twitter, Facebook and LinkedIn) or free instant messaging services to enable employees to communicate with one another quickly while working miles apart.~~
- For employees scheduled to travel to high-risk areas, consider alternatives to face-to-face meetings include videoconferencing, teleconferencing and webcasts.
-
- Stringent disease containment measures, such as broad social distancing (i.e., school closures, cancellation of meetings/socials/TDYs, etc.) and possible medical countermeasures (i.e., distribution of prophylaxis, mass vaccinations, etc.) are implemented at this level.
- Alternate measures, including shelter-in-place, may be implemented in the event of a wide-area airborne hazard. Medical personnel will follow standard and disease-applicable precautions.

Depending on the impact of the disease in a workplace, quarantine is another option to curb widespread outbreak in the workplace. The City of Destin can impose a quarantine if they believe employee safety or the organization is at risk by requiring employees with symptoms or known exposure to stay home for a certain period of time. (based upon CDC recommendations)

In addition, the city may consider closures of facilities (partial or complete) to public traffic. Workers may continue to work onsite or remotely.

Continuity of Operations Planning

The emergency management team will meet bi-weekly to review and establish the continuity of operations plan and how the outbreak will affect the city.

Senior managers should be continuously committed to emergency preparedness and business continuity planning. It is important to enlist organization-companywide, top-down support. A crisis such as a flu pandemic can precipitate confusion, and even panic, among employees—and even senior managers.

Flexible work arrangements such as telecommuting, or relaxing requirements, and or implementing staggered shifts or other alternative work schedules ~~to come into the office~~ may be an option based upon the threat.

Employers Supervisors should also look to their IT departmentdivisions for technology strategies that could help the businesses-organization function despite employees' inability to work together in the same room.

Employee Relations & Benefit Considerations

Upon notice of a signed State of Emergency, the City Manager will have the authority to suspend punitive actions temporarily for attendance and leave policies, ~~to~~[which may](#) include providing doctor's notes.

Because of the risk of complications with a virus or other epidemics, eligible employees may need to use Family and Medical Leave Act (FMLA) leave and leave donation policies.

If a healthy employee refuses to come to work despite communication attempts to address fears and misconceptions, these employees may be disciplined according to the PRR.

The City of Destin will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. The City reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

The City of Destin will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

Compensation Considerations

a. When an emergency impacts City employees' work schedules and status during emergency conditions and a "state of emergency" has been declared by the ~~City~~[City Council](#), the City Manager may grant emergency administrative leave with pay to employees in anticipation of, during, and/or after the occurrence of a disaster, whether natural or man-made.

b. Employees dismissed from work during an emergency will be on Emergency Paid Administrative Leave for up to five days or more, depending on the severity of the event. Said leave will start when the employee is dismissed by his/her Department ~~d~~[Director](#) and will continue until the City Manager declares it is safe for all employees to return to work.

c. Employees are expected to return to work on their next scheduled day or shift following the City Manager's declaration. If an employee fails to show up for work or cannot show up for other reasons then the time lost will be Leave of Absence Without Pay, unless other paid leave (vacation, sick, etc.) is approved and available.

- d. During the Emergency Period, employees released from work or who are not required to report to work due to the emergency event shall receive pay for their normally scheduled workday.
- e. Employees who start to have symptoms and or become ill while on administrative leave will be charged sick leave.
- f. During a state of emergency, any unauthorized absence from work or assignment may be un-paid and considered sufficient cause for disciplinary action up to and including termination of employment.

Return to normal operations

Once an epidemic has ended and business begins to return to normal, the city shall take steps to ensure a seamless recovery from emergency operations to normal operations.

The first step in returning to normal operations is communicating to all employees [using emergency operations procedures](#). The City shall notify employees that any policies or rules that were temporarily lifted, added or changed to accommodate the epidemic threat are now back to normal. In addition, post-epidemic communications to employees should remind them of what the normal operating policies are and let them know when these rules will return.

The emergency management team will meet to look over gaps and or improvements to the policy as well as lessons learned.

Lance Johnson

City Manager