

Common Council File # 200058

Communication relating to the City of Milwaukee's policies and procedures in place to preserve the health, safety, and welfare of its employees during the COVID-19 pandemic.

**Department of Employee Relations
May18, 2020**

Date	Policy, Protocol, FAQ	Content
03.11.2020	Draft Covid-19 Policy and Administrative Guidelines sent to legal for review.	The Policy focused on addressing employees with symptoms, exclusions from work, leave policies, teleworking options, communicating personal safety protections, and enhanced environmental cleaning interventions implemented by DPW.
03.13.2020	Policy Training for Departmental HR personnel in anticipation of release of the Policy.	Prior to the official release of the Policy, DER conducted a formal training for key departmental personnel on the Policy and administrative guidelines. This was done to provide an opportunity for feedback and to identify areas or concerns that needed to be addressed by the Policy.
03.15.2020	Proclamation #1 State of Emergency Declared by the Mayor	Authorized overtime pay for eligible MHD employees when work is performed outside of their regular shift. Created TEPLA of 40 hours for employees to use given the Governor's Safer At Home order. Extended the use of sick leave benefits for immediate family members. Suspended travel outside of the state. Allowed use of Severe Weather Emergency Policy to continue paying employees unable to telework after suspension of non- essential operations.
03.16.2020	Covid-19 Policy and Administrative Guidelines Issued Federal government signs FFCRA into Law with April 1 st effective date. MOU with Local 215	Policy addresses the City's position on responding to confirmed cases and exposure protocols. Policy identifies other important employment considerations given pandemic to ensure compliance with applicable federal and state employment laws. Legislation provided emergency paid sick leave and emergency FMLA to eligible employees for COVID-19 related reasons. Extended TEPL to sworn members.

03.20.2020	Proclamation #2 MOU with Local 215	Extended the use of TPLA to week of March 22 nd . Created an EMT classification to allow new recruits to join the MHF and help staff COVID-19 med units.
03.24.2020	Stay at Home Order FAQ	Provided information about the significance of the order in relation to how departmental personnel was going to be classified. Critical infrastructure essential employees needed to be identified as they were going to be required to continue reporting to work during the Safer at Home order.
03.27.2020	CARES Act is signed into law	Provides opportunity to consider furloughs and hours of work reductions given expansion of UI benefits. Allows for reimbursement of expenditures associated with the response to Covid-19, including \$\$\$ associated with redeployment efforts.
03.31.2020	Protocol for Responding to a Confirmed Case of Covid-19 is developed with MHD and distributed to all departments. FFCRA Virtual Training Session is conducted for departments given implementation date of 04.01.2020	As a result of concerns regarding how information about confirmed cases was disseminated and handled, DER in collaboration with MHD developed a protocol documenting required notification and interventions under four different scenarios: <ol style="list-style-type: none"> 1. Employee has been in contact to someone who is exposed but has no symptoms 2. Employee is a “close contact” of someone who has tested positive for COVID-19 3. Employee has symptoms of COVID-19 4. Employee tests positive for COVID-19
04.01.2020	Effective date of FFCRA	Policy, Forms, Employee FAQ, and other required information is posted and distributed as required.
04.13.2020	FFRCA regulations were issued by DOL, DER updated Policy, FAQ, and forms based on guidance.	Hosted two virtual trainings sessions on DOL guidance for departmental leave administrators.
04.16.2020	MOU with Local 215	Created a leave benefit similar to that granted under FFCRA for employees with 24 hour schedule.
05.11.2020	Proclamation #3	Provided that hours not worked under a Work Share Plan are to count as

		<p>hours worked for benefit accrual purposes.</p> <p>Authorized the creation of Floating holidays for furloughed employees.</p> <p>Authorized the accrual of an additional 80 hours of vacation for eligible personnel unable to take time off as a result of supporting essential infrastructure work or COVID-19 work.</p>
04.03.2020	Guidelines of Conducting Workplace Assessments for Exposure To COVID-19	A protocol for helping authorized departmental managers to identify close contacts and potential environmental interventions was developed and distributed. This was necessary because in many instances employees and department personnel learned about potential exposure risks before contract tracing by the appropriate health authority commenced. This protocol ensured that preliminary information could be collected to facilitate the case investigation and contact tracing to be performed by the health authorities.
04.23.2020	Conducted virtual meeting with Employ Milwaukee to discuss best practices for assisting employees when applying for unemployment.	
04.27.2020	Virtual meeting with Department Heads to review proposed furlough and work share plans recommendations.	
05.04.2020	<p>FTE in DER dedicated to MHD Redeployment Plan</p> <p>Communication to Depts regarding Furloughs, Work Share Plans, and Redeployment opportunities.</p>	Once MHD was able to identify roles that needed to be performed by non-MHD employees, redeployment activities and responsibilities were officially delegated to the DER Staffing Services Manager. Placement of MPL staff, DNS, CC, and DNS has already occurred.
05.04.2020	Furlough and Work Share Plans FAQ	Provided critical information for employees to understand the impact of furlough or work share decisions on benefits and service credit.
05.06.2020	Finance and Personnel – Resolution authorizing the implementation of furloughs and work share plans.	After collecting department specific data of functions that could be temporarily suspended or functions that could be reduced, DER working with the Budget Office identified over 250 positions to be furloughed and over 550 positions that could be reduced under Work-Share Plans with the DWD. The measure was designed to generate some savings to close the \$26.5 million gap created by lost revenues since the emergency began.
05.08.2020	CC Meeting Budget Repair Proposal	Approval of CC file#200020 meant that information needed to be provided to

	<p>is approved.</p> <p>Furlough and Work Share FAQ document for employees is finalized and distributed.</p>	<p>employees regarding the proposed furloughs and work hour reductions.</p> <p>An FAQ document was posted for employees to facilitate that communication.</p>
05.11.2020	<p>Virtual meeting with Rep from DWD to discuss training of HR reps across City depts.</p> <p>DER distributes document with TIPS on How to Apply for UI and avoid Common Mistakes</p>	<p>In anticipation of questions and concerns generated across the state with delays in unemployment claims, DER scheduled a meeting with a DWD rep to discuss training opportunities for the week of 05.11.2020.</p> <p>A two page document was also developed by DER to help employees understand the application process and avoid common mistakes. This document was distributed on Monday, May 11th.</p>
05.13.2020	<p>Unemployment Training with DWD</p>	<p>Dept reps participated in training with DWD on application process and avoiding mistakes. They will be critical in assisting employees navigating the system.</p>
05.14.2020	<p>Policy and Protocol for Return to Work is finalized and distributed.</p>	<p>Work with the Safety Officer of the Emergency Operations Center and the City's Procurement Director resulted in the development of a policy and protocol for returning employees to the workplace.</p> <p>Protocol requires the completion of a work hazard assessment that looks at the implementation of engineering and administrative controls to ensure employee exposure is minimal.</p> <p>The protocol includes recommendations regarding department specific assessments as well as general recommendations established by OSHA, NSC, and other subject matter experts.</p> <p>Hazard assessments have been conducted at the MPL for curbside services, Munic Court, the Assessor's Office, City Treasure's Office, Common Council, and parts of DPW.</p>
05.15.2020	<p>DPW shares additional measures being implemented as increased traffic is observed within City Hall complex.</p>	<p>Temporary signage limiting occupancy in elevators.</p> <p>Bathroom stalls have been inactivated to encourage social distancing.</p> <p>Signs alerting employees and visitors to occupancy limits have been installed.</p> <p>Hand sanitizing stations will be installed near entrances</p> <p>Signage indicating when Committee rooms have been sanitized will be installed.</p>
05.20.2020	<p>COVID-19 Testing for symptomatic City employees is offered.</p>	<p>Anticipated to start on 05.20.2020</p>