



Armando Pavone Mayor

**Emergency Order #2000-1 Prohibiting Employees and Contractors
Exposed To COVID-19 From City Facilities**

WHEREAS, on March 5, 2020, Mayor Armando Pavone declared an emergency related to the spread of COVID-19 (the Proclamation of Emergency);

WHEREAS, the Proclamation of Emergency authorizes the City to exercise emergency powers to take actions without regard to time consuming procedures or formalities that would otherwise be required by law to the extent so required under the exigencies of the situation;

WHEREAS, the Department of Public Health – Seattle and King County issued new guidance on March 11, 2020 escalating the importance of taking measures to slow the spread of COVID-19 emergency;

WHEREAS, as the COVID-19 emergency worsens, there is an increasing likelihood that City employees will be exposed to the virus;

WHEREAS, it is essential to reduce the community spread of COVID-19 that any employee who has a credible exposure to or suspected contraction of COVID-19 not report to City facilities;

WHEREAS, existing personnel and leave policies do not contemplate an epidemic of this nature and may not sufficiently deter such employees from reporting to City facilities; and

WHEREAS, it is necessary to impose emergency personnel requirements and pay practices to protect public health and safety.

NOW, THEREFORE, I, Armando Pavone, Mayor of the City of Renton, ORDER under the emergency powers granted to me under the Proclamation of Emergency that:

1. The above recitals are true and correct in all respects;
2. Any employee who has a credible suspicion of either having contracted COVID-19 or having been exposed directly or indirectly to a known case of COVID-19 shall not report to City facilities until receiving authorization by the Human Resources and Risk Management Administrator, or designee (HRRM).
3. In addition to remotely reporting his/her absence to his/her supervisor pursuant to normal procedures, any employee or City contractor having such credible suspicion

shall without undue delay contact HRRM by phone or email to report the suspicion and engage in a situational review process to determine the next steps.

4. HRRM shall review such individual's circumstances and make a determination as to whether the employee or contractor would pose a COVID-19 related risk if he/she reports to City facilities.
5. If HRRM makes a determination that an employee or contractor poses a COVID-19 related risk, such individual shall not come to City facilities until authorized in writing by HRRM to return to work at City facilities.
6. If HRRM makes a determination that an individual does not pose a COVID-19 related risk, normal personnel policies, leave practices and contractual requirements shall apply.
7. For employees, HRRM is authorized to exercise discretion to waive normal paid leave and telework policies for the purpose of allowing employees prevented from working by this Order to avoid any financial hardship or penalty. Such discretion may include, but is not limited to, coordinating with the employee's administrator or supervisor to provide work the employee may perform from home, authorizing payment of leave without deduction from existing banks, incurring a negative leave balance, and/or allowing use of existing leave types where such leave may not otherwise be available to use.
8. The Administrative Services Department is directed to create a special pay code to provide paid leave without deduction from other paid leave banks for those HRRM determines are entitled to such pay.
9. All administrators are directed to encourage employees not to report to work when sick, even if not suspected to be COVID-19 related and when an employee is impacted by this Order use discretion to explore ways to accommodate the employees' ability to work remotely to mitigate the impact of this Order on the City's ability to conduct its business.
10. This Order shall be in effect for 60 days unless extended or terminated by separate written order.



Dated March 11, 2020



Armondo Pavone, Mayor
City of Renton

Attest:



Jason Seth, City Clerk

