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Date: March 12, 2020 at 3:12:40 PM MDT

To: All <all@broomfield.org>

Subject: COVID-19 - Employee Update - PLEASE READ

Broomfield Employees,

As of this morning, Broomfield does not have a confirmed, positive case of COVID-19. Public Health continues to recommend best practices for prevention and preparedness. Information previously sent to employees are linked [here](#). It is also important to remember that 80% of people will experience mild symptoms related to COVID-19.

Outlined below is additional information specific to Broomfield employees.

Work-Related Travel:

- As of today, the City and County of Broomfield is restricting all work-related travel, including travel within the Denver metro area, until further notice.
 - This does not include normal home to work commuting travel.

People and Innovation Internal Training:

- Internal trainings scheduled through BORIS Learn will be canceled for the next two weeks.

Employees Returning From International Travel, Cruises or are Symptomatic:

- Employees who travel to any of the locations identified by the [CDC as high risk for Coronavirus](#) must stay out of the workplace for 14 days after their return and are encouraged to be tested by a healthcare provider. Employees must work with their supervisor to determine if working remotely from home is an option.
 - If you are enrolled in United Healthcare or Kaiser with Broomfield, the COVID-19 test is covered at 100% by the plan. Call your doctor if symptomatic before arriving for testing.
- Once your test is complete please present the test results (positive or negative) or a release to return to work from your medical provider to Human Resources at leaveinbox@broomfield.org or by fax 303-438-6328.
 - With the incubation period being 2-14 days, this applies to all employees who have returned from CDC restricted travel since February 28, 2020.
- Available personal paid leave will be used by the impacted employee until their return to work.
 - If test results are negative, please provide the negative test results or a release to return to work from your medical provider to Human Resources via leaveinbox@broomfield.org or fax at 303-438-6328.
 - If test results are positive, the employee may be eligible for short-term disability and should contact Human Resources - Benefits Team at leaveinbox@broomfield.org to confirm eligibility
- [Checking Leave Balances - in BORIS](#)
- [COVID-19 - FAQs](#)

Self-Isolation - by choice of the employee or to limit possible exposure to family members deemed vulnerable by the [CDC](#).

- If an employee chooses to self-isolate and does not get tested, available personal paid leave must be used.
- Work From Home Option:
 - Determined at the discretion of the Department Head, in consultation with the IT department

Supervisors

- For the safety and well-being of all employees, if an employee is symptomatic (i.e. fever, respiratory issues), supervisors have the discretion to send an employee home.
 - Employees will need to utilize available personal paid leave.

Broomfield Library and Recreation Center:

- Closing to the public beginning Saturday, March 14, 2020.
 - All programs and events have been cancelled for the next two weeks.
- All employees scheduled to work are expected to report as normal.

City and County Closures - for non-essential employees

- If the City Manager's Office declares a city-wide closure where non-essential personnel are asked to stay home, all staff scheduled during the closure will be paid for two weeks for their normal scheduled work hours. Employees may be required to perform work remotely as directed by their supervisor.
 - The City Manager's Office will re-evaluate if the closure extends past the two weeks time frame.
- All mission essential personnel will be required to report to work, as outlined below.

MISSION ESSENTIAL FUNCTIONS (MEFs):

- Certain Departments are responsible for providing MEFs to the community and organization.
- MEFs are identified in Broomfield's [Continuity of Operations Plan \(COOP\)](#) which is part of the broader [Emergency Operations Plan \(EOP\)](#).
- Department Heads have identified the minimum number of positions, along with corresponding roles and responsibilities, to carry out the MEFs.
- Employees who support [mission essential functions](#) will be required to report to work throughout any office or public building closures, unless otherwise directed. In addition, employees available from non-MEFs Departments may be called in to support the MEFs.
- The City Manager and Department Heads have the authority to determine which employees are required to support the MEFs.
- Essential personnel will be eligible for overtime, if applicable, or 1:1 annual leave accrual for each regular hour worked during the closure.
- Instructions for time cards will be provided in the event of a closure related to COVID-19.

Feeling anxious? There is support!

- Employee Assistance Program
 - Contact Number: 1.855.205.9185
 - Employer ID: City and County of Broomfield
 - Website: liveandworkwell.com
 - Access Code: Broomfield
 - Availability:
 - 24/7/365
 - All household members
- [How to Cope with Coronavirus Anxiety](#) - article from MeQuilibrium.

Resources Related to COVID-19:

There is a lot of conflicting information in the media which can lead to confusion. We recommend using credible scientific agencies for up to date information including the [CDC's website](#) or the [CDPHE website](#). We will continue to post updates on Broomfieldhealth.org.

Important Reminders from the IT Security Team:

- Due to recent concerns and media coverage regarding the Coronavirus (COVID-19), malicious cyber actors are using the coronavirus pandemic as a theme to disguise phishing emails and entice users to click on malicious links or attachments. Read and think before you click! Confirm the email is legitimate. Instead of clicking a link, type a known URL, such as CDC.gov, into your browser. If you have any questions, ask for help and report any suspicious messages to the Customer Success Team.

This is a rapidly changing situation. We are committed to communicating with employees as frequently as possible. We ask for patience and understanding as we all work to assess and respond to the changing needs related to COVID-19. Please reach out to your Dept Head/Supervisor for additional information/direction.

Talk to all of you soon - Jennifer