



TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTOR STAFF REPORT

AGENDA TITLE: Approval of Policy Instruction (PI) 121 – 2020 Coronavirus (COVID-19) District Response Policy

MEETING DATE: March 25, 2020

PREPARED BY: Lauren Tapia, Human Resources Manager / District Clerk

RECOMMENDED ACTION: Staff is recommending the Board approve PI 121 – 2020 Coronavirus (COVID-19) Response Policy by consent.

DISCUSSION: The Truckee Tahoe Airport District (District) recognizes the need to formulate good risk management practices in a timely manner based on the evolving circumstances of the pandemic. The strategies and practices outlined in PI 121 are designed to support the protection of employees and the general public by minimizing the risk of exposure. Many of these Best Practices are already implemented. This policy may be revised frequently as new information and guidance become available from the Centers for Disease Control (CDC) and Nevada County Health Department based on the evolving circumstances; the General Manager requests such approval from the Board of Directors to update PI 121 as circumstances evolve and/or guidance is received.

Specific Board approval is required for a new temporary proposed policy which includes 80 hours of leave specific to the COVID-19 emergency to employees who are eligible for sick/vacation leave benefit. This leave is designated as “Emergency Sick Leave” and is in addition to any leave the employees already have. The “Emergency Leave” can be used by employees who are:

- a. Personally sick with COVID-19
- b. Quarantined due to a potential COVID-19 exposure
- c. Are in the high-risk categories as identified by the California State Governor as needing to be in home isolation
- d. Are caring for a family member who is sick (and the employee is unable to work from home)

- e. Are caring for a child during a school closure (and the employee is unable to work from home)
- f. Are sent home due to a District facility closure (and the employee is unable to work from home)
 - a. This places the employee as an “on call” status worker. Employees who are sent home must be able to work and may be called in to work in another capacity as the need arises.

The policy also includes Emergency Family and Medical Leave which provides permanent employees who have been on the job for at least 30 days, with the right to take up to 12 weeks of job-protected leave under the Family and Medical Leave Act to be used for any of the following reasons:

- a. Employees who are unable to work (or work remotely) because the employee is caring for a child who is under the age of 18 because the child’s school or place of care has been closed, or the child-care provider is unavailable, due to a coronavirus.

Paid FMLA begins after an employee uses the two weeks of “emergency paid sick leave” and is paid at no less than two-thirds of the employee’s usual pay. The amount paid to an employee is capped at \$200 per day or \$10,000 in total. Per the Emergency Family and Medical Leave Act as defined in the HR 62-01 Families First Coronavirus Act, the paid FMLA program is to sunset on December 31, 2020.

FISCAL IMPACT: Full utilization of the Emergency Sick Leave bank at current employee pay rates would equate to \$86,768.66. The Emergency Family and Medical Leave (paid FMLA) is paid at no less than two-thirds of the employee’s usual pay and capped at \$200 per day or \$10,000 in total.

SAMPLE MOTION(S): Approved by Consent. I move to approve the proposed Policy Instruction 121 – 2020 Coronavirus (COVID-19) District Response Policy.

ATTACHMENTS:

Policy Instruction 121 – 2020 Coronavirus (COVID-19) District Response Policy