


## Emergency Policy

**TO:** Administrative Officers

City Treasurer T. Judy  
Fire Chief T. Meader  
Police Chief T. Bennett  
Operations Manager R. Pingley  
City Clerk J. Sutton

**FROM:** Van T. Broughton, Mayor 

**RE:** COVID-19 Emergency Leave Policy

**DATE:** March 18, 2020

Though the City provides its employees generous paid time off (sick leave, vacation leave, and personal days), we wish to provide some additional layers of support for you and your family during this time of uncertainty and potential hardship.

Effectively immediately, and until further notification, the following policy will be implemented regarding COVID-19:

**For medically mandated isolation or quarantine in relation to the COVID-19 virus, up to an additional 15 days of paid leave will be available for each employee to utilize. This paid leave will not be available to use for any other purpose and will not reflect as an available balance on your payroll records. This special leave will be utilized first in this situation before any other leave available to the employee is accessed.**

Our service commitment to our community means that, unless circumstances arise and additional orders are issued that prevent us, essential employees must continue to report to work as directed by their supervisors in order to provide services for our citizens. Please keep your work area disinfected, wash your hands, use hand sanitizer, practice social distancing, and properly cover your mouth if you cough or sneeze.

**YOU MUST STAY HOME if you experience flu-like symptoms, or have a member of your immediate household with these symptoms. In this event, contact your supervisor immediately so that department schedules and/or work assignments can be adjusted, and in order to trigger this Emergency Leave Policy.**

Some points of reference for education/information on the COVID-19 virus are:

<a href="http://www.who.int">www.who.int</a>	World Health Organization
<a href="http://www.cdc.gov">www.cdc.gov</a>	Centers for Disease Control and Prevention
<a href="http://www.randolphhealthwv.com">www.randolphhealthwv.com</a>	Randolph-Elkins Health Department

If you have any questions or concerns, please let me know.

cc: Elkins City Council

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City Attorney G. Roberts