



# City of Panama City

AGENDA  
CITY COMMISSION MEETING  
www.pcgov.org  
8:00am

1. Call to Order and Roll Call.
2. Audience Participation
3. COVID-19 Presentation by Sandon Speedling, Administrator/Health Officer, Bay County Health Department.
4. Consideration of Resolution No. 20200318.1 declaring a State of Emergency regarding the COVID-19 Public Health Emergency.

Documents:

[FINAL RESOLUTION 20200318.1 STATE OF EMERGENCY FOR COVID-19.PDF](#)

5. Consideration of Resolution No. 20200318.2 adopting the COVID-19 Policy and amending the Administrative Personnel Policies.

Documents:

[FINAL RESOLUTION 20200318.2 AND CITY COVID-19 POLICY.PDF](#)

6. Consideration of Emergency Ordinance No. 2732 authorizing an increase in Emergency Spending Authority.

Documents:

[FINAL ORDINANCE 2732 EMERGENCY INCREASE OF PURCHASING POWER.PDF](#)

7. Announcement of Public Facility closures and permit suspensions.
8. Adjournment.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding should contact the City's Human Resources Department prior to the proceeding at telephone (850) 872-3014 for assistance; if hearing impaired, telephone (850) 872-3028 (TDD) for assistance. If a person decides to appeal any decision by the City Commission with respect to any matter considered at this meeting, he or she will need a record of the proceeding and for such purpose,

he or she may need to insure that a verbatim record of the proceeding is made, which record needs to include the testimony and evidence upon which the appeal is to be based. (286.015) The Agenda and supporting documentation is available on the City's website on Monday afternoon preceding the regularly scheduled Tuesday City Commission meeting.

**RESOLUTION NO. 20200318.1**

**A RESOLUTION AND PROCLAMATION OF THE CITY OF PANAMA CITY, FLORIDA, PROCLAIMING THE EXISTENCE OF STATE OF EMERGENCY REGARDING THE COVID-19 PUBLIC HEALTH EMERGENCY.**

NOW, THEREFORE BE IT RESOLVED AND PROCLAIMED by the City of Panama City, Florida as follows:

1. On March 1, 2020, Governor Ron Desantis issued Executive Order 20-51, directing the Florida Department of Health to issue a Public Health Emergency as a result of COVID-19.
2. On March 9, 2020, Governor Ron Desantis issued Executive Order 20-52, declaring that due to the COVID-19, a state of emergency exists in the State of Florida.
3. The Panama City Commission, determines and proclaims that a state of local emergency exists due to the potential effects the COVID-19 will have on its community.
4. This emergency requires the assistance of state and federal aid, municipal aid, without delay to effect an immediate recovery of said emergency impact on the citizens of Panama City.
5. The City departments, including first responders, will comply with all laws, rules, and requirements applicable to Bay County emergency management agencies pursuant to Chapter 252, Florida Statutes.

**PASSED, APPROVED, AND ADOPTED** by the City Commission of the City of Panama City, Florida, at its special meeting on March 18, 2020.

CITY OF PANAMA CITY

By: \_\_\_\_\_  
Greg Brudnicki, Mayor

ATTEST:

\_\_\_\_\_  
Brandy Waldron, Interim City Clerk - Treasurer

**RESOLUTION 20200318.2**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PANAMA CITY DECLARING THE COVID-19 POLICY TO BE ADOPTED, AND MODIFYING ITS POLICY AND PROCEDURE MANUAL.**

**WHEREAS**, the City Commission of the City of Panama City and its employees desire prepare for the current COVID-19 pandemic to ensure continued business integrity of the City;

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Panama City, Florida, as follows:

Section 1. The above recitals are true and correct and incorporated in this Resolution.

Section 2. The Policy and Procedure Manual of the City of Panama City is hereby revised to include the COVID-19 Policy in Exhibit "A" for distribution to all employees and incorporated in the current Policy and Procedure Manual for the City of Panama City, Florida.

Section 3. This Resolution shall become effective upon adoption.

DONE AND ADOPTED by the City Commission of the City of Panama City this 18<sup>th</sup> day of March, 2020.

**CITY OF PANAMA CITY, FLORIDA**

By \_\_\_\_\_  
Greg Brudnicki, Mayor

ATTEST:

\_\_\_\_\_  
Brandy Waldron, Interim City Clerk-Treasurer

**EXHIBIT "A"**



# COVID-19 POLICY

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## Table of Contents

|  |    |
|--|----|
| Introduction .....   | 2  |
| COVID-19 Staffing Guide .....                              | 2  |
| I. Staffing .....  | 2  |
| Ensuring Mission Essential Functions Are Performed.....    | 2  |
| Establishing a Management Succession Plan.....             | 3  |
| Coordinating with Community Partners .....                 | 4  |
| II. Attendance Strategies .....                            | 4  |
| Policy Considerations.....                                 | 4  |
| Previously Approved Leave.....                             | 5  |
| Rescinding Approved Leave .....                            | 5  |
| Telecommuting .....  | 6  |
| Flexible Scheduling.....                                   | 7  |
| III. Attendance and Leave Issues .....                     | 8  |
| Submitting Timesheets.....                                 | 8  |
| Suggestions for Paper Timesheets.....                      | 8  |
| Sending Employees Home .....                               | 9  |
| Family Medical Leave Act (FMLA) and Sick Leave.....        | 10 |
| Return to Work Authorization .....                         | 11 |
| Building/Facility Closures .....                           | 11 |
| Closure of Schools and Daycares.....                       | 12 |
| Quarantines .....  | 13 |
| Discipline – Conduct, Including Unauthorized Absences..... | 13 |
| IV. Pre-Planning Checklist.....                            | 15 |

## **Introduction**

Since the COVID-19 has spread to the State of Florida, a cumulative absentee rate of up to 30 percent of employees is expected for up to three months, on a rolling basis. This number includes sick employees, employees who are caring for sick family members and employees who do not come to work out of fear of becoming ill. In addition, there is a significant need for social distancing in order to limit the number of persons concentrated in the workplace.

This scenario will require special handling of staffing, attendance and leave issues. Each Department within the City should create a Continuation of Operations Plan (COOP). This plan requires Departments to identify mission essential functions and employees who will be responsible for carrying out these functions. These employees will be assigned to the City Emergency Management Team (CEMT). However, in the case of a pandemic the COOP may not be activated initially, if at all, and staffing and personnel issues will need to be given special consideration immediately.

This document has been written for City personnel and is intended to address related questions, support City COOP's by providing methods to ensure mission essential functions are performed, and to serve as a guide for staffing your department and administering attendance and leave in the event of a pandemic.

## **COVID-19 Staffing Guide**

In no event shall this guide supersede regulations under federal and state law regarding terms and conditions of employment for which employees are eligible, including the Fair Labor Standards Act, the Family Medical Leave Act and the Americans with Disability Act.

Changes to attendance and leave policies in response to a COVID-19 pandemic emergency should be communicated with employees with emphasis that these changes apply only during the identified pandemic period. Remind staff who have been identified as being on your CEMT what you will expect from them during this time. These staff may be called upon independent of, or prior to COOP activation.

### **I. Staffing**

#### **Ensuring Mission Essential Functions Are Performed**

1. Each Department should have established a City Emergency Management Team (CEMT) as part of their Continuation of Operations Plan (COOP). Consider creating redundancy in addition to those employees identified on your CEMT to ensure that mission essential work will be covered since absentee rates may reach 30%.
2. Departments should identify and cross-train personnel that have the skills and abilities to perform mission essential functions. Such personnel may be:

- a. Employees in the same classification series as those who normally perform the function;
  - b. Employees who have previously performed the work and are currently employed in another role; and/or
  - c. Employees who have demonstrated versatility and that you feel could be trained either in advance of the need or on-the-job when the need arises.
3. Departments should also consider identifying other personnel who may be available to perform the mission essential functions. Such personnel may include retired employees, former employees, temporary employees, if spending authority is in place, and contract workers.

Each Department should have designated the payroll and benefits functions as mission essential functions and have a plan of management succession and staff cross-training for the payroll and benefits functions. We all must ensure uninterrupted pay and continuation of employee's benefits as income and medical care will be primary concerns. Cross-training staff to perform basic payroll actions such as creating Personnel Action Forms (PAF's) within payroll deadlines, and understanding how to administer benefits will be very important. You are highly encouraged to create desk manuals in these areas as a primary cross-training tool.

### **Establishing a Management Succession Plan**

Departments should have established a management line of succession plan as part of their COOP. A line of succession provides a list of predetermined alternates for key leadership positions in each organizational unit.

1. The personnel identified for the line of succession should know the operations of the work units; have the confidence of the supervisor to act in his or her absence; clearly understand the scope of the powers and duties delegated to him or her; and clearly understand the constraints, if any, of the powers and authorities he or she will be delegated.
2. The succession plan should clearly identify the names of designated personnel, their regular titles, and how they can be contacted. (Consider having the supervisor's work cell-phone number and work e-mail address forwarded to the person who assumes the powers and duties of the supervisor in his/her absence.)
3. The names and order of succession of designated personnel should be communicated to the employees within the chain of command.
4. The plan should clearly set forth the powers and duties that will be performed and by whom. Departments should predetermine the individuals who will have the delegated authority to make decisions and communicate this to the employees.
5. Departments should determine if those in the line of succession need to be cross-trained in advance and provide such training as needed. Advanced cross-training for mission essential functions is imperative.

6. Departments should construct a method by which those in the line of succession will have access to information and needed items (i.e. computer passwords, calendars for employee approved time off, office keys, file cabinet keys, etc.) should they take over leadership responsibilities.

## Coordinating with Community Partners

One of the biggest challenges the City will face during a pandemic is coordinating with community partners to ensure continued operations. While we can ensure City staffing to accomplish mission essential functions, without coordination with County Administration, and others, our efforts alone won't be sufficient. City COOP's also highlight the importance of this type of coordination.

The best way to overcome this challenge is for City management to meet with community partners and develop an interagency pandemic response plan. City Management will share the essentials of our plan and then invite them to work with us to:

- Develop a "ramping up" strategy tied to the Center for Disease Control (CDC) Pandemic Preparedness. The CDC has resources outlining pre-pandemic intervention strategies. These resources can be found at <https://www.cdc.gov/coronavirus/2019-ncov/php/pandemic-preparedness-resources.html>.
- Agree on mission essential operations and staffing obligations.
- Identify what would be required to ensure continued operations.
- Create a document to serve as a multi-agency Pandemic Plan.
- Identify training opportunities, or pre-pandemic testing once a plan is in place.

Each agency will have its own priorities and will be in a different state of readiness with regard to pandemic planning. However, each individual plan will have limited impact on operations. Ultimately, the ability of each agency to continue operations in their City related functions will be determined by the level of planning and coordination among all parties.

## II. Attendance Strategies

### Policy Considerations

In order to ensure that essential services are met, special requirements may need to be put in place. Some examples include:

1. Previously approved annual leave, compensatory time, leave of absences (other than for sick or family leave purposes) may be rescinded with minimal notice.
2. Employees may be required to report for work with minimal notice.

3. Employees' work schedules and/or hours of work may change with minimal notice.
4. Employees may be asked to telecommute with minimal notice.
5. Employees may be assigned overtime with minimal notice.
6. Employees may be assigned special duties with minimal notice.
7. Employees may be assigned to other work units with minimal notice.
8. Employees may be assigned to alternate work locations with minimal notice.

### **Previously Approved Leave**

The Centers for Disease Control and Prevention have identified areas throughout the world that are considered high, moderate, and low risk areas resulting from COVID-19 transmissions. Due to these travel restrictions, Panama City is employing a COVID-19 Policy that will be utilized until the risk of COVID-19 outbreaks have subsided.

ALL EMPLOYEES who intend to take annual leave and are traveling will be required to complete and sign a form indicating where they will be traveling during their leave, even if that travel is within Florida or local, including those employees with pre-approved leave requests at the time this policy is adopted. By signing the form, employees will acknowledge that if they are traveling to one of the CDC's Level I, II, or III travel risk locations for COVID-19 and, upon their return, are required by FDOH to quarantine, they will be required to take leave for the period of quarantine or leave without pay if they do not have enough leave available. Advanced leave hours may be available under certain circumstances.

This policy has been put into place in order to protect City employees from potential COVID-19 exposure. If employees choose to travel to an identified risk location, they should be prepared for the possibility of quarantine upon their return. Paid Administrative Leave will not be available in these situations.

### **Rescinding Approved Leave**

Employees who have accrued annual or sick leave and request use of their leave are typically granted such requests; however, this may not be the case in the event of a pandemic if an employee's absence would disrupt the City's business operations. Therefore, if the pandemic emergency causes significant staffing shortages, previously approved annual leave and time off may be rescinded to provide staffing coverage for City services. The authority to rescind previously approved annual leave currently exists as a management right in the event of business need.

Managers and supervisors should note the following:

- A. Managers and supervisors should keep an updated calendar or list of all approved leave requests and provide access to that calendar or list to those in their line of succession.

- B. Annual leave requests should only be rescinded if the supervisor is unable to adequately staff a work unit.
- C. Annual and/or time off should be rescinded as soon as the supervisor believes that a potential staffing shortage will require the employee to report to work.
- D. Prior to rescinding previously approved annual leave or time off, the supervisor should attempt to staff the unit through other available means.
- E. Rescinding an employee's leave which is already in progress will be reasonably based upon the employee's ability to report to work. For example, it would be reasonable to require that an employee who is on annual leave at home to report to work with little but adequate notice, but it may be unreasonable to require that an employee who is on annual leave out of the country, state or city to report to work in as short of time.
- F. When rescinding annual leave and/or time off, the supervisor should have actual contact with the employee to ensure that the employee receives the directive to report to duty. Rescinding leave should be followed up in writing, if possible. For example, an e-mail exchange between the employee and the supervisor or a letter from the supervisor to the employee in which the employee acknowledges receipt is acceptable contact; a message left on an employee's telephone voicemail is not an acceptable contact, unless the message was left and the employee returned the call acknowledging the directive.

## Telecommuting

Telecommuting or telework is defined in Section 110.171(1)(c), Florida Statutes, as "a work arrangement that allows a state employee to conduct all or some of his or her work away from the official worksite during all or a portion of the state employee's established work hours on a regular basis."

Telecommuting is not appropriate for all employees and no employee is entitled or guaranteed the opportunity to telecommute. Section 110.171(3)(c), Florida Statutes, provides that the agency designate which positions are appropriate for telecommuting. Telecommuting is a way to support social distancing (limiting the number or persons concentrated in the workplace) or other pandemic response goals and may be viewed as necessary to respond to a pandemic emergency.

- A. Possible telecommuters should be identified by each Department as soon as possible to make the necessary technological arrangements.
  - 1. Departments should consider a broader use of "telecommuting" than they would under normal operations or other types of emergencies to accomplish social distancing for a pandemic emergency.
  - 2. Departments should determine the functions that may be accomplished remotely and whether the people performing these functions need access to all systems and applications or only e-mail and/or voice communications.

3. The City's ability to telecommute should be determined and tested before a potential pandemic, keeping in mind that information technology resources are valuable assets. The confidentiality, integrity, and availability of those resources must be protected at all times. The use of mobile devices poses risks to the information they contain, as well as to the devices themselves. Appropriate security controls must be in place to mitigate security risks presented by using mobile devices.
  4. Flexible work schedules are another consideration for those authorized to telecommute. These schedules may reduce peak demands on information technology systems.
  5. Employees authorized for telecommuting may be allowed to engage in limited dependent child care or elder care during a pandemic emergency if providing care does not impact the ability of the employee to accomplish assigned tasks.
- B. When feasible, employees whose work could be conducted from home should be given an opportunity to initiate a written telecommuting request to their immediate supervisor.

After technology and other considerations have been worked out, approval by management should also be in writing, outlining the parameters of the agreement. In other instances, it may be necessary that telecommuting arrangements be requested, communicated, approved and/or processed via e-mail or telephone.

### **Flexible Scheduling**

The administration of normal and flexible work schedules may be modified during a pandemic emergency to enhance social distancing, business continuity or other pandemic response goals as follows:

- A. Departments should review their normal business hours and employee's work schedules to determine if they can be modified in a manner that best promotes social distancing, business continuity or other pandemic response goals during an emergency.
- B. Departments should identify mission essential functions that may be staffed with personnel on flexible work schedules. Examples include staff performing administrative functions such as payroll, benefits, accounting or purchasing.
- C. If feasible, supervisors should first ask for employees to volunteer to work hours other than their normal schedule. If certain work schedules cannot be staffed in this manner, management may direct staff to work the schedules necessary.
- D. Supervisors may change regular or flexible work schedules at any time. It is preferred that employees receive at least a 24-hour notice. If that is not possible, management may make such changes effective immediately.

- E. Departments are encouraged to work with staff to minimize the impact of decisions affecting schedule changes by taking into account personal needs and utilizing other available staff if such conflicts arise, when allowable. Overtime is probable and should be expected.
- F. Flexible work schedules may be requested, communicated, assigned and/or processed via e-mail, fax or telephone. Approved schedules should be formally documented within one week of the start of a flexible work schedule, or as soon as possible thereafter. A supervisor may document the change via e-mail or memorandum.
- G. If an employee makes a request for a flexible work schedule and the request is denied, no written explanation of why the request has been denied is required during a pandemic emergency.
- H. When appropriate, management may assign an employee back to their regular work schedule.

### **III. Attendance and Leave Issues**

While nothing in this guide is intended to supersede Federal or State laws, or the City's Personnel Policies, some changes in how these laws and rules are administered will be necessary. This includes modifying the process of documenting and recording attendance and leave so that overpayments and leave without pay can be accounted for in a timely manner.

#### **Submitting Timesheets**

It may be impractical to expect all employees to submit electronic timesheets during a pandemic emergency. Supervisors need to have a supply of paper timesheets, or electronic versions of paper timesheets, for included and excluded employees so that attendance and leave for staff that are out sick or quarantined may be recorded on a regular basis. Employees should be given their beginning leave balances upon request so they can keep track of their leave use, approvals, and how much available leave they have, in order to furnish accurate leave records for the emergency period. Supervisors, or their designees, should work with employees in approving leave, and collecting and approving timesheets, and ensure that the information is transferred to the automated system, at the appropriate time after the emergency. The goal is to timely capture overtime and leave without pay so that we can correctly pay employees during the emergency.

#### **Suggestions for Paper Timesheets**

- Print and disseminate sufficient copies of the manual timesheets.
- Develop a distribution and collection method for affected employees so that when necessary to ensure payment of overtime and deductions for leave without pay, employees know how to obtain and submit manual timesheets.

- Disseminate payroll submission timelines to affected employees and supervisors so that the timesheet can be processed in the appropriate payroll.
- In emergency circumstances, managers may submit manual timesheets on behalf of their affected employees if the employees are unable to complete them. The employee will need to update manual timesheets into the electronic system, and supervisors and personnel staff will need to approve timesheets after the emergency has subsided to ensure a smooth submission of the annual leave liability report.
- When mailing timesheets, affected employees should retain a copy for their records in the event mail service is interrupted.

## Sending Employees Home

As a safety consideration, management should look to the physical well-being of employees and whether the health of fellow employees is endangered by an employee exhibiting symptoms of the COVID-19. Therefore, if an employee appears to have COVID-19 symptoms at the workplace, supervisors have the authority and obligation to require the employee to leave the workplace.

- A. Where practical, supervisors should first seek the approval of their Department head before sending a sick employee home. Employees who are sent home because they have exhibited symptoms of COVID-19 will need to obtain a note from a health care professional excusing the absence and indicating when they can return to work, or clearing them to come back if they do not have COVID-19.
- B. Supervisors are not to make a medical diagnosis, but may rely on observations of an employee's symptoms in making a reasonable determination to send home an employee who appears sick. Symptoms of COVID-19 in humans include:
  - Fever
  - Dry Cough
  - Acute respiratory distress, shortness of breath

The Florida Department of Health website should be consulted for updates on pandemic COVID-19 symptoms at <http://www.doh.state.fl.us/>.

- C. The employee may use sick leave or other personal leave, as needed. If the employee has no leave, they may be sent home with approved leave without pay or provided with an approved advance of leave hours, however, see section on **Quarantine** if diagnosed with COVID-19.
- D. Paid administrative leave is not available to an employee who is being sent home because of exhibiting symptoms of COVID-19, however, see section on **Quarantine** if diagnosed with COVID-19.

- E. When the employee's condition improves so that he/she no longer poses a health hazard to fellow employees, or if they are not diagnosed with the COVID-19, the employee should return to work.

## **Family Medical Leave Act (FMLA) and Sick Leave**

During the pandemic emergency, the necessity for supporting employees seeking medical assistance will be crucial. The Family Medical Leave Act (FMLA) provides employees with options in using leave for medical reasons as follows:

- A. Employees will be allowed to use their accrued sick leave for the employee's personal illness, injury, or exposure to a contagious disease that would endanger others. Sick leave may also be used for the employee's personal appointments with a doctor, dentist or other recognized practitioners. In addition, sick leave may be used for the illness, injury or well-care check-ups of the employee's spouse, the children or parents of the employee or the spouse, or a person for whom the employee or the spouse has a caretaker responsibility, when the employee's presence is necessary.
- B. Employees may use their accrued annual leave and leave without pay in lieu of, or in addition to the accrued sick leave.
- C. The decision to put all eligible, affected employees on FMLA is a City decision, and should be applied consistently. However, the City has an obligation to inform eligible employees that they qualify for FMLA immediately upon learning that they or a family member has contracted COVID-19, even if the City decides not to place all eligible, affected employees on FMLA.
- D. Should the City decide to place affected employees on FMLA, they may put eligible, affected employees on notice that the leave used will be designated as Family Medical Leave in accordance with the Family Medical Leave Act, 29 Code of Federal Regulations (CFR). The FMLA entitles employees up to 12 weeks of leave for certain family and medical reasons during a 12-month period. Paid leave may be substituted for unpaid FMLA leave and counted against the 12-week FMLA leave entitlement if the employee is properly notified of the designation when the leave begins.

For more information on the Family Medical Leave Act, 29 CFR, go to <https://www.dol.gov/general/topic/benefits-leave/fmla>.

- E. Departments may approve flexible work schedules, job sharing, or family medical leave to assist employees in meeting the medical needs of family members. If waived under the executive decision of the City, the prevailing emergency may necessitate that approval of family medical leave be granted for a shorter period than six months. Benefits coverage will continue as per current practice, however, should an employee not have enough leave to cover their absence, the employee will be responsible for their portion of premium payments.

## Return to Work Authorization

Health officials have stated generally that an employee can come back to work 24 hours after their fever has dissipated without the use of medications. When an employee is ready to return to work from leave (paid or unpaid), the following procedures shall apply:

- A. The employee who is ready to return from leave will contact his/her supervisor (or a person acting in that capacity) for instructions on when and where they should report. Contact is to be made in the manner deemed appropriate by the Department head.
- B. The supervisor will inform the employee of his/her work location (or whether the employee will be assigned to work from a remote location or telecommute), work schedule and shift, and specific work assignments, if different from their regular assignment.
- C. With the exception of employees exhibiting symptoms of COVID-19 that were sent home from work, medical certification will not be required to return to work. Department of Health officials have determined that healthcare professionals will not have time to provide certification for every type of illness during a COVID-19 pandemic.

## Building/Facility Closures

Should the City Manager order a building or facility closed, most employees performing non-essential functions will be placed on paid administrative leave. Employees performing essential functions, or back-up employees who will be performing mission essential tasks due to absences, may be instructed to perform certain duties per the COOP. When feasible, this work can be performed remotely, via telecommuting.

Because of potential staffing shortages, some employees may be deployed to provide support for varied operations in alternative worksites and should expect to come to work.

In the case of closure of specific facilities, employees will be sent home as a last resort. Should employees be sent home, payment of wages to employees will be made in accordance with the following established emergency processes:

- A. If a building or facility is closed and no alternative site is designated for the employee to report to work, employees performing non-essential functions scheduled to work will be put on paid administrative leave until the building or facility is reopened or alternative worksites are arranged.

If the closure extends into a second week, the status of displaced workers may be reviewed by the City to determine whether a furlough due to lack of work is in order. This applies to affected employees who are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), as well as hourly employees who are not exempt from the overtime provisions of the FLSA.

- B. Employees who, prior to a building or facility closure, had requested and been approved for time off (e.g., annual leave, sick leave, or leave of absence) will have

hours deducted from their accruals as approved, in accordance with established policies.

- C. Temporary employees will only be paid for hours actually worked during a building or facility closure. Temporary employees are not eligible for paid administrative leave.
- D. Employees providing essential services who are unwilling to report to work will have their time charged to annual leave, or leave without pay and may be subject to disciplinary action.
- E. If the building or facility closes after the start of an employee's shift, employees who are scheduled to report to work but do not and do not contact the supervisor or designee before the facility closure are considered to have been absent without leave. These employees will be subject to leave without pay for the full day. However, the supervisor may at his or her discretion, authorize the use of annual leave for the absence as individual circumstances warrant.

Employees should be notified of the City's procedure for communicating closures or re-openings of facilities.

### **Closure of Schools and Daycares**

To minimize the effect of any disease outbreak, the Florida Department of Health is authorized to order disease control measures that include a broad array of actions. Isolation, quarantine orders and social distancing measures are used in a pandemic event. In addition to closing large social gatherings such as sporting events, theater shows, and concerts, the local county health department may close schools and day care centers as a social distancing strategy. It is anticipated that this action would occur in coordination with any emergency proclamation that may originate from the Florida Department of Health.

School and daycare closures are expected to have a significant effect on staff absenteeism in both the private and public sectors. The City must be prepared for a reduction in its staff resulting from healthy parents staying home to take care of healthy children or other healthy dependents. In addition, college and university closures may result in healthy parents needing time off to move college age children home. If schools and daycare centers are closed, employees will not be allowed to bring their children to work.

Such closures should be anticipated during a pandemic and all employees should have a family care plan in place. The City will not close if schools and daycares close and employees are expected to come to work. If dependent child and elder care coverage becomes impossible, arrangements should be made in advance with the supervisor to telecommute, if appropriate and feasible, or to have essential work covered with a backup.

## Quarantines

If an employee is subject to quarantine by FDOH and is unable to report to work the following will apply:

- If the employee is required to quarantine prior to this COVID-19 Policy being adopted, the employee will be given up to 14 days of paid administrative leave.
- If the employee is required to quarantine after the adoption of the COVID-19 Policy, the following leave use will be required:
  - If COVID-19 was contracted because the employee continued on a planned travel risk identified by the CDC – employee will be required to use leave until exhausted and leave without pay once exhausted. An advance of leave time may be approved at the discretion of the City Manager.
  - If COVID-19 was contracted from exposure during the normal course of business and the employee observed a regular routine that had no travel – employee will receive Paid Administrative Leave up to 14 days. Thereafter, the employee will be expected to exhaust their available leave. An advance of leave time may be approved at the discretion of the City Manager.
  - If COVID-19 was contracted but the employee cannot provide any documentation that FDOH required a quarantine – employee will be required to use leave until exhausted and leave without pay once exhausted.
- If the employee is caring for a sick family member who is required to quarantine, then he/she may use sick or family sick leave, or annual leave. If the employee runs out of available leave, he/she will be on approved leave without pay. Both paid and unpaid leave will count toward FMLA time off. An advance of leave time may be approved at the discretion of the City Manager.
- If the employee is not sick and telecommuting is an option, the employee should telecommute to offset some or all of the work time away from the office. If telecommuting is only a partial solution or not a viable option, the employee may use their annual leave. If the employee runs out of available leave he/she will be on approved leave without pay. An advance of leave time may be approved at the discretion of the City Manager.
- All employees returning to work after having been required to quarantine will need documentation indicating that the quarantine has been lifted by a healthcare provider.

## Discipline – Conduct, Including Unauthorized Absences

There may be occasions during the emergency when employee misconduct or unexcused absenteeism arise and need to be addressed. In some cases, that will mean that discipline

is appropriate. Disciplinary actions range from verbal warning to written warning, then to suspension with or without pay, and finally termination.

The type and level of disciplinary action will be determined based on the nature and severity of the behavior and/or performance deficiency that led to the disciplinary action.

- Any employee who does not notify their supervisor that they have been required to quarantine by FDOH and intentionally comes to work will be terminated.
- Any employee who does not notify their supervisor that they have been exposed to a person they knew was diagnosed with COVID-19 may be disciplined, up to and including termination.
- Employees are expected to report to work and that the consequence of not doing so is potential disciplinary action, up to and including termination.
- Administering discipline may be delayed pending the City's return to normal business operations.
- Administrative leave remains available, with approval of the City Manager, to utilize when it is determined that an employee should not return to work pending the outcome of the disciplinary process if the conduct was severe enough to need to be addressed immediately.
- An unauthorized absence means the absence of an employee from duty without specific authorization.
- Unauthorized absences during a pandemic emergency may result in discipline up to and including termination. The level of severity of discipline will be dependent upon the length of the absence, if the incident is a repeat offense or a pattern with previous issues having been documented, and discussions with the employee.
- Mitigating circumstances underlying the unauthorized absence should be taken into consideration in any analysis of disciplinary action proposals, including termination. Incidents will be reviewed on a case-by-case basis.
- Any disciplinary action for an employee's unapproved leave of absence will be reduced to a form of written correspondence (e.g. letter, e-mail, facsimile) by the appropriate supervisor so that a copy is provided to the employee. The correspondence will set forth the dates of the employee's unapproved absence(s), the disciplinary action being taken, and provide an opportunity for the employee to be heard, should the employee wish to address the action.

## IV. Pre-Planning Checklist

### Determine Critical Functions and Personnel

- Review CEMT to determine personnel who are designated to perform mission essential functions
- Identify secondary personnel who have the skills and abilities to perform mission essential functions
- Identify which staff performing mission essential functions have equipment necessary to telecommute
- Identify other personnel, such as retired employees, former employees, temporary employees, and contract workers, who may be available to perform mission essential functions
- Identify potential volunteers who have the skills to perform needed functions
- Identify functions that may be suspended while personnel are assigned to more critical roles

### Succession Planning

- Determine the payroll function as an essential function and cross-train for this function
- Determine the insurance benefits function as an essential function and cross-train for this function
- Establish and identify a management line of succession plan which lists alternates for key leadership positions in each Department
- Determine the individuals who will have the delegated authority to make decisions and communicate that succession plan to personnel
- Provide for alternate lines of succession
- Provide for access to information and needed items to those in the line of succession (i.e. computer passwords, office keys, file cabinet keys, etc)
- Forward document succession plans to the City management

### Review Business Hours, Work Schedules and Mode of Service Delivery

- Review business hours and work schedules to determine if they can be modified in a manner that best promotes social distancing, business continuity or other pandemic response goals during an emergency
- Identify mission essential functions that may be accomplished via telecommuting and whether employees performing the function need access to all systems and applications or only e-mail and/or voice communications
- Identify technical planning methods such as the Internet, Virtual Private Network, and teleconferencing to be implemented before a pandemic emergency occurs

### Develop a Communications Plan

- Communicate with employees about the threat of a pandemic emergency, and describe the preparation steps being taken such as:
  - Potential changes to personnel policies
  - Changes in business culture which may include social distancing, increasing telecommuting, or suspending non-mission essential functions

- The importance of staying home if employees are ill or have influenza symptoms and/or are diagnosed with COVID-19
- Distribute practical information on maintaining a healthy work environment
- Update employee emergency contact information

**ORDINANCE 2732**

**AN ORDINANCE OF THE CITY OF PANAMA CITY FLORIDA, AMENDING CHAPTER 2 ADMINISTRATION, ARTICLE IV FINANCIAL AFFAIRS, TO ADD SECTION 2-113 ENTITLED "EMERGENCY SPENDING AUTHORITY"; ALLOWING FOR AN INCREASE IN SPENDING AUTHORITY DURING A STATE OF EMERGENCY DECLARED BY THE GOVERNOR OF THE STATE OF FLORIDA; PROVIDING FOR A SEVERABILITY; PROVIDING FOR CODIFICATION; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE.**

WHEREAS, on October 10, 2018, Hurricane Michael struck Bay County and the City of Panama City (the "City") as a Category 5 hurricane resulting in massive damage to private and public property and the infrastructure in the City; and

WHEREAS, this created an immediate threat to health, safety and welfare of the citizens of the City as a direct result of Hurricane Michael, and purchasing delays resulted in an adverse situation; and

WHEREAS, on March 9, 2020, the Governor of Florida issued Executive Order 20-52, declaring that due to the COVID-19, a state of emergency exists in the State of Florida; and

WHEREAS, the City Commission has found that the City needs to increase the amount of expenditures requiring approval from \$25,000.00 to \$100,000.00 during any declared State of Emergency and thereafter the expiration of the declared emergency for a period of (90) days to reduce the adverse effects caused by any natural disaster, pandemic, or other types of emergencies; and

WHEREAS, the City Commission hereby finds that the increase created by this ordinance is intended to give the City the time reasonably necessary to alleviate the impacts of any declared emergency and is in the best interest of the public to be adopted pursuant to the City's police powers and Section 166.011, Florida Statutes; and

WHEREAS, this City Commission has determined it is in the best interest of the public to adopt this ordinance as an emergency ordinance in accordance with 166.041(3)(b), Florida Statutes; and

WHEREAS, this Ordinance shall become effective immediately upon its passage and adoption.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF PANAMA CITY, THAT:**

**Sec. 2.113. – Emergency Spending Authority**

Whenever the Governor of the State of Florida has declared that Bay County is under a State of Emergency and ninety (90) days thereafter the expiration of the declaration, only expenditures, other than compensation of persons employed by the City, that exceed \$100,000.00, shall require the authorization of the City Commission.

**PASSED AND ADOPTED** on this \_\_\_ day of \_\_\_\_\_, 2020.

CITY OF PANAMA CITY, FLORIDA, A Municipal Corporation,

\_\_\_\_\_  
Greg Brudnicki, Mayor

ATTEST:

Approved as to Form:

\_\_\_\_\_  
Brandy Waldron, Interim Clerk-Treasurer

\_\_\_\_\_  
Nevin J. Zimmerman, City Attorney