

**RESOLUTION NO. 3660**

**A RESOLUTION TO ADDRESS EMPLOYEE ABSENCES DUE TO COVID-19 PANDEMIC**

WHEREAS, on January 30, 2020, the World Health Organization Director General declared the outbreak of COVID-19 as a Public Health Emergency of International Concern, advising countries to prepare for the containment, detection, isolation and case management, contract tracing, and prevention of onward spread of the disease;

WHEREAS, on March 13, 2020, President Donald Trump issued a declaration of a national emergency due to the growing COVID-19 crisis in the United States;

WHEREAS, on March 13, 2020, Governor Doug Burgum issued a declaration of a state emergency in response to the public health crisis resulting from COVID-19;

WHEREAS, on March 16, 2020, the Minot City Council approved an emergency declaration relating to the COVID-19 crisis;

WHEREAS, it is anticipated that the number of persons diagnosed with this virus is likely to increase, as testing for the virus continues;

WHEREAS, the City of Minot is following the guidance of the North Dakota Department of Health and First District Health Unit and adhering to the recommendations of those agencies regarding preventative measures including, among other things, self-isolation and quarantines;

WHEREAS, the City of Minot will continue to adjust its operations as the recommendations of the North Dakota Department of Health and First District Health Unit change;

WHEREAS, in order to keep all City of Minot employees safe and healthy as well as to track work absences due to COVID-19, the City Council hereby adopts the following resolution relating to employee leave during the COVID-19 pandemic;

**NOW, THEREFORE, BE IT RESOLVED** the City of Minot adopts the following resolution regarding leave taken during the COVID-19 pandemic:

1. A City of Minot employee shall be granted leave, with pay, if the following circumstances exist:
  - a. The employee is in self-quarantine due to exposure to COVID-19 and the employee has contacted City of Minot Human Resources for documentation purposes;
  - b. The employee has an underlying health condition, identified by health officials or the employee's licensed healthcare provider, as being one that requires them to self-isolate or quarantine to prevent exposure to COVID-19 and the employee has contacted the City of Minot Human Resources for documentation purposes;
  - c. The employee is caring for a family member (spouse; parent; child; or other relative who is financially or legally dependent upon the employee) that has been diagnosed with COVID-19, or has been advised by health officials or a licensed health care provider to self-quarantine due to COVID-19 concerns and employee has contacted City of Minot Human Resources for documentation purposes;

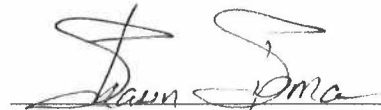
- d. The employee is caring for a family member (spouse; parent; child; or other relative who is financially or legally dependent upon the employee) with an autoimmune related illness and employee has contacted City of Minot Human Resources for documentation purposes;
  - e. The employee contracts COVID-19 and the employee has contacted City of Minot Human Resources and appropriate health authorities for documentation purposes;
  - f. The employee is sick with an undiagnosed illness with symptoms consistent with COVID-19 (to prevent possible exposure to healthy employees) and employee has contacted City of Minot Human Resources for documentation purposes;
  - g. The employee is caring for children due to school and/or daycare closures related to COVID-19;
  - h. The employee is sent home from work by City officials for reasons relating to COVID-19; or
  - i. If the employee's supervisor approves this type of leave for other COVID-19 related examples not specifically described above.
2. Employees will still be expected to utilize sick leave or annual leave for leave unrelated to COVID-19, including broken bones, sprains, strains, or other injuries; maternity/paternity leave; general surgery; or any other circumstance that cannot be tied to COVID-19.
  3. The City of Minot may consider remote accessibility options for employees granted leave under the provisions of section (1), if (1) the employee is in a position in which he or she can effectively work remotely; and (2) the employee is physically capable of completing his or her job requirements in light of the circumstances surrounding the leave.
  4. This Resolution shall supersede the Resolution No. 3654 approved by the Minot City Council at the March 16, 2020 regular City Council meeting, which related to paid leave during the COVID-19 pandemic.
  5. This Resolution shall have a retroactive effect date of March 16, 2020.

This Resolution was approved by the Minot City Council on March 19, 2020 shall become effective immediately.

ATTEST:

  
Kelly Mataaka, City Clerk

APPROVED:

  
Shaun Sipma, Mayor