



Andy Schor, Mayor
Linda Sanchez-Gazella, HR Director

CITY OF LANSING DEPARTMENT OF HUMAN RESOURCES

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MEMO

To: All Employees
From: Linda Sanchez-Gazella, Human Resources Director
Date: March 12, 2020
Subject: Coronavirus & Flu Prevention

The world health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named "coronavirus disease 2019" (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of business operations in the event of a pandemic.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. As of today's date, employees are instructed as follows:

1. All employees are asked to stay home if they exhibit ANY reported symptoms of COVID-19. These include fever, cough and shortness of breath. When in doubt, stay home!
 - *Do not come to work until you are free of fever (below 100.4 degrees) or any other symptom for at least twenty-four hours without the use of fever-reducing or other symptom altering medications (i.e. cough suppressant)*
2. Employees who come to work exhibiting these symptoms will be sent home by their supervisors.
3. The City will approve Sick Leave Without Pay for employees who do not have enough adequate leave balances to ensure they can stay home when they are ill or when caring for an ill family member. These absences will not constitute a disciplinary occurrence.

4. Employees who stay home or are sent home are asked to stay home until they have been fever free for twenty four (24) hours without the use of fever reducing medications.
5. In addition to staying home if you are ill, the City understands that some employees may need to stay home to care for an ill child or family member with COVID-19.
6. Departments should provide facial tissue, gloves, hand sanitizers, and disinfectant wipes in meetings. The City encourages all employees to sanitize their hands and wipe down their work areas frequently. In addition, frequently clean all commonly touched surfaces in the workplace such as work stations, counter tops and door knobs. The City will order more facial tissues, hand sanitizers and disinfect wipes for employee use and will distribute them if and when they become available. These items are the exclusive property of the City of Lansing and should be secured in a location available only to City of Lansing employees.
7. The City is prepared for high rates of absenteeism. A committee is in the process of creating a plan for how the City will function if high rates of absenteeism occur.
8. The Lansing Police and Fire Departments are currently reviewing department alternate call response measures. More information will be forthcoming in the event the measures are necessary.
9. Face-to-face meetings of three or more people are discouraged until further notice. The City is working to provide its employees more options for remote meetings.
10. Employees will familiarize themselves with the City of Lansing memo entitled, 'Temporary Suspension of Nonessential Business Travel', dated March 12, 2020.

Please contact the Department of Human Resources with any questions or concerns.