

To: Union Leadership

From: Cathleen Simpson, Director of Labor Relations



Re: Personnel Situations Associated with COVID-19

Date: March 17, 2020

This is to apprise Union leadership of the most recent information regarding personnel situations associated with COVID-19. Please understand this information is subject to change. This office will make every effort to provide updates to you as soon as possible. Kindly ensure your contact information is up to date so that we can ensure you receive important information. If your contact information needs updating, please email updates to Joanne Courtemanche (jcourtmanche@newhavenct.gov). If you have any questions or concerns related to personnel situations, please do not hesitate to contact this office. Please understand due to high call volume during this time, it would be helpful to email questions or concerns to my attention at csimpson@newhavenct.gov copied to Joanne Courtemanche.

Addressed below are the following topics:

1. Essential/Critical Employees
2. Telework
3. Other Personnel Situations

Attached you will find copies of the current essential/critical employee list, telework guidelines, and memorandum regarding personnel situations.

1. Essential/Critical Employees

Who is an Essential/Critical Employee?

This current public health emergency is different than those associated with weather-related emergencies; therefore, a review of critical operational services and functions to maintain survival of the City has been conducted by the Office of Labor Relations in consultation with department heads, coordinators, and/or supervisors. Some examples of critical needs, besides fire and police protection, include but are not limited to the following:

- Executive governance (Who is needed to assist with executive decisions and enact policies, ordinances, special orders, etc.)
- Public health requirements (containment for instance)
- Legal
- Basic sanitation, including sewage and garbage removal
- Maintenance of communication infrastructure (e.g. telephone system, radio, dispatch, internet)
- Provision of food and other essential goods
- Transportation

- Payroll
- Revenue

Essential goods are the services that a municipality needs to survive, such as medical supplies and gasoline.

Essential workers are the personnel needed to maintain essential service.

Non-essential services are not essential to a municipality's survival and can be stopped or closed during a pandemic, such as tourism, cultural and entertainment events.

Identifying who is deemed essential or critical and therefore must report physically to a work location or be required to telework may be subject to change based on the nature of the state of emergency.

2. Telework

Attached please find a copy of the instructions issued to Department Heads for determining whether a position qualifies for teleworking in association with COVID-19. The analysis includes a review of the duties of the position and how the work is performed. Once the list of qualifying employees is finalized, this office in consultation with IT reviews who may require an agency-issued device, such as a laptop, in order to perform his/her duties remotely. As there are limited resources, those employees deemed to be essential to perform critical functions for the survival of the City are given priority. We anticipate being able to have qualifying employees begin telecommuting depending upon operations effective March 18, 2020.

3. Other Personnel Situations

In addition to the information attached regarding personnel situations, the following questions have arisen:

Effective March 16, 2020 (City Hall Shut Down to the Public), how should nonessential employees who were directed to remain at home and do not qualify to work remotely code their time/attendance?

Generally, employees who are not considered essential/critical and do not qualify to work remotely from home should code their time as administrative leave with pay provided they are and were not on pre-approved leave (vacation, FMLA, or called out or left sick for example) for this time period commencing March 16, 2020 (There may be some exceptions contingent upon the status of the employee's position.). **This may be subject to change.**

What is an employee's responsibility while on paid administrative leave?

Employees are required to be available for call-in or to respond to work related matters during their regularly scheduled work hours while on paid administrative leave. If an employee on paid administrative leave becomes sick or for other reasons renders the employee unable to report to work if he or she is called back, the employee is expected to contact his or her supervisor to obtain approval for leave time and use his or her accrued leave time.

Does worker's compensation apply with claims associated with COVID-19?

In general, communicable diseases are not considered compensable. On the other hand, if a particular occupation places a worker at greater risk to contract a communicable disease and a causal relationship can be medically established between the work and the disease then there is potential for a claim to be considered compensable for communicable disease. It is the employee's burden to prove that the disease is substantially related to the employment versus other exposures. Hopefully the number of COVID-19 cases in Connecticut can be kept to a minimum with increased attention to hygiene such as washing hands, cleaning common areas and workspaces as well as social distancing.

City of New Haven
 COVID-19 CRITICAL EMPLOYEES LIST - 3-17-20

3/17/2020

SUBJECT TO CHANGE

Department	Position	Name	Union
Assessor	Assessment Systems Manager	Michael Condon	3144
	Assistant Assessor	Michael Courtney	3144
	Acting City Assessor	Alexzander Pullen	3144
Board of Education	Superintendent	Dr. Ilene Tracey	N/A
Public Schools Closed	Asst. Superintendent	Dr. Paul Whyte	N/A
	Asst. Superintendent	Keisha Redd-Hannans	N/A
	HR Director	Lisa Mack	N/A
	Chief Financial Officer	Phil Penn	N/A
	Dir. Of Comm. Unity & Family Engage.	Gemma Joseph Lumpkin	N/A
	Chief of Operations	Michael Pinto	N/A
	Facilities Director	Joseph Barbarotta	N/A
	Security Chief	Thad Reddish	N/A
	IT Director	Sabina Sitaru	N/A
	Food Services		217
Chief Administrator	Chief Administrative Officer	Scott Jackson	N/A
	Deputy CAO	Rebecca Bomberro	3144
	Dir Emergency Management	Rick Fontana	3144
	Project Manager	Kayla Wallace	3144
City Plan	Director	Aicha Woods	N/A
	Deputy Director Zoning	Jenna Montesano	3144
	Senior Project Manager	Donna Hall	3144
	All other		
CSA	Community Services Administrator	Mehul Dalal	N/A
	Deputy Community Services Admin	Shelia Carmon	3144
	Elderly Services Director	Migdalia Castro	N/A
	Homeless Coordinator	Velma George	3144
	Food System Policy Director	Latha Swamy	3144
	CDBG Grant Analyst/CSA Payroll	Dan Tamarro	3144
	All other staff		
Commission on Equal Opportunities	Acting Interim Executive Director	Angel Fernandez-Chavero	3144
	Administrative Assistant	Yesenia Cruz	884
	Utilization Monitor	John Hayward	3144
Corporation Counsel	Corporation Counsel	Patricia King	N/A
	All Attorneys	As necessary	1303-464
Disabilities Services	Director	Michelle Duprey	3144

SUBJECT TO CHANGE

Department	Position	Name	Union
Economic Development	Economic Development Administrator	Michael Piscitelli	N/A
	Deputy Director	Steve Fontana	3144
	Special Counsel to Economic Dev	John Ward	1303-464
	Project Manager	Kathleen Krolak	3144
	Project Manager	Dean Mack	3144
	All other staff		
Elderly Services	Elderly Services Specialist	Patrick Decker	3144
	Elderly Services Specialist	Doug Toth	3144
	Elderly Services Specialist	Georgiann Dogolo	3144
	Elderly Services Specialist	Michele-Clary-Butler	3144
	Elderly Services Specialist	Gwendolyn Grady	3144
	Elderly Services Specialist	Eneida Arroyo	3144
Engineering	City Engineer	Giovanni Zinn	N/A
	Chief Structural Engineer	Zachary Shapiro	3144
	Project Coordinator	Malinda Figueroa	3144
	Project Manager	Ian Juden	3144
	Economic Development Officer	Ron Coens	3144
	Project Manager	Stephen White	3144
	Municipal Civil Engineer	Christopher Flanagan	3144
	Chief Landscape Architect	Katherine Jacobs	3144
Finance	Controller	Open	N/A
	Workers Comp/Risk Manager	Eve Duzant	3144
	Budget Director	Michael Gormany	N/A
	Payroll Supervisor	Jessica Criscuolo	3144
	Benefits Auditor	Marie Bayer	3144
	Benefits Auditor	Mezan O'Neil	3144
	Purchasing Agent	Michael Fumiatti	3144
	Tax Collector	Maurine Villani	3144
	Deputy Tax Collector	Vacant	3144
	Chief Accountant	Carleen Laffitte	3144
	Senior Accountant	Harold Brooks	3144
	Operations Supervisor	Arami Martinez	3144
	Accounts Payable	Doreen Rhodes	884

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Department	Position	Name	Union
Fire Services	Chief	John Alston	N/A
	Assistant Chief Admin	Open	N/A
	Assistant Chief Ops	Mark Vendetto	825
	Fire Marshal	Acting Jen Forslund	825
	Supervisor Motor Apparatus	Open	3144
	Supervisor Building Facilities	Thomas Klemenz	3144
	Sworn Fire Personnel	Essential	825
	Off-duty firefighters	Called in as necessary	
	Cadets in training	Called in as necessary	
	Payroll Functions/ Admin. Asst.	Sonya Gilliam	884
Health Department	Director	Maritza Bond	N/A
	Financial Admin Asst	Pam DeZutter	3144
	Account Clerk III	Amanda Chow-Yen	884
	Account Clerk III	Mikey Chow-Yen	884
	Epidemiologist	Brian Weeks	3144
	Health Programs Director	Brooke Logan	3144
	Director of Nursing	Jennifer Vazquez	3144
	Project Director - Ryan White	Thomas Butcher	3144
	Public Health Nurses	List maintained by Dept.; they are on rotation at EOC for various shifts	3144 1303-467
Human Resources	Manager of HR & Benefits	Stephen Librandi	N/A
	Personnel Director	Noelia Marcano	N/A
	Benefits Administrator	Robin Ladson	N/A
	Executive Admin Asst	Susan Baldwin	N/A
	Medical Benefits Wellness Analyst	Richard Campos	N/A
IT	IT Director	Chet Sawicki	3144
	Systems Administrator	Rick Brenner	3144
	Project Leader	Chris Brown	3144
	GIS Analyst	Alfredo Herrera	3144
	Deputy Application Support	Gilda Herrera	3144
	Project Leader	Glen Oliwa	3144
	Project Leader - Public Safety	Marquies Reshard	3144
	Project Leader - Public Safety	Kevin Uberti	3144
	Project Leader	Pedro Soto	3144
	Public Safety IT Support Mgr.	Richard Tsou	3144
	Network Administrator	Eric Valli	3144
	Network Administrator	Rob Valli	3144
	Project Leader	Ken Smagala	3144
	PC Support Specialist	Jose Soto	3144
	PC Support Specialist	Jessica Soto	3144

City of New Haven
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Department	Position	Name	Union
Labor Relations	Director	Cathleen Simpson	N/A
	Executive Admin Asst	Joanne Courtemanche	N/A
	Public Safety HR Manager	Scott Nabel	N/A
Library	City Librarian	John Jessen	N/A
closed to public	Library Maintenance Supervisor	Jim O'Hair	3144
Livable City Initiative	Executive Director	Serena Neal-Sanjurjo	NA
	Deputy for Housing Code Enforcement	Rafael Ramos	3144
	Deputy for Property	Frank D'Amore	3144
	Housing Code Inspectors, Neighborhood Specialists		3144
	Property Management personnel and other staff as needed.		
OBIE	Building Official	James Turcio	NA
	All other staff	May be called in as needed	
Mayor's Office	Chief of Staff	Sean Matteson	NA
	Public Information Officer	Gage Frank	NA
	Leg/Policy Assistant to Mayor	Kevin Alvarez	NA
	All other staff	May be called in as needed	
Parks	Director	Bill Carone (Acting)	3144
	Deputy Director	Bill Dixon	3144
	Urban Forester	Fernando Lage	3144
	Finance	Tom Verderame	3144
	Assistant Superintendent	Jim Wankowicz	3144
	Assistant Superintendent	James Padua	3144
			3144
	Refuse Collection - Caretakers (2)	Rotated	Unit 128
	Payroll Function	Lynn Piekarz	3144

City of New Haven
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Department	Position	Name	Union	
Police Services	Chief	Tony Reyes	NA	
	Assistant Chief(s)	Herb Sharp	NA	
		Renee Dominguez	NA	
		Karl Jacobson	NA	
	Payroll	Ebonye Dortche	884	
	Payroll	Mary Gargano	884	
		Records Personnel	884	
			NA	
	Lieutenant Patrol support	Mark O'Neill	Elm City	
	Info Officer - Chief's Office	Capt Duff	Elm City	
	Sworn Police Personnel	Essential	Elm City	
		Off duty sworn personnel and cadets in training	Called in as necessary	
	Superintendent of Vehicles	Tim Hatch	3144	
	Mechanics	Called in as necessary		
Public Safety Communications	Director	George Peet	NA	
	Deputy Director	Jeff Patton	3144	
	Supervisors	Essential	3144	
	911 Operator Dispatchers	Essential	884	
	Off duty personnel	Called in as necessary		
Public Works	Director	Jeff Pescosolido	NA	
	Acting Superintendent	Miguel Cartagena	3144	
	Superintendent of Streets	Rich Christensen	3144	
	Site Resource Manager	Ed D'Angelo	3144	
	Finance	Mark DeCola	3144	
		Streets Division	Minimal Crew?	Unit 34
		Refuse Collection	Full Staff	Unit 34
		Mechanics	Full Staff based on services	Unit 34
		Bridge Division	Bridgetenders only	Unit 128
		Finance & Payroll Division	Chris Tobia	3144
			Adriana Roberts	3144
Registrar of Voters	Democratic Registrar	Shannel Evans	N/A	
	Republican Registrar	Marlene Napolitano	N/A	
T, T. & P	Director	Doug Hausladen	N/A	
	Deputy Director	Karla Lindquist	3144	
	Traffic Project Engineer	Bijan Notghi	3144	
	Signs Division	Danny Cruz		
		Geraldo Olivarria		
		Daniel Estremera		

City of New Haven
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SUBJECT TO CHANGE

Department	Position	Name	Union
	Signals Division	Albert Rivas	
		Justyn Valle	
		Joseph Chapman	
	All other staff	Called in as necessary	
Town Clerk	Michael Smart	Town Clerk	N/A
Vital Statistics	Registrar	Lisa Wilson	3144
	Processing Clerk	Charvan Collins	3144
	Processing Clerk	Paulette Trimble	3144
	Bilingual Processing Clerk	Yesmarie Diaz	3144



DEPARTMENT OF LABOR RELATIONS
CITY OF NEW HAVEN
165 CHURCH STREET
NEW HAVEN, CT 06510
203-946-7151



Department of Labor Relations
Cathleen A. Simpson, Director

JUSTIN ELICKER
MAYOR

To: Department Heads
From: The Office of Labor Relations
Re: COVID 19-Related Personnel Situations
Date: March 17, 2020 (This information is current as of March 17, 2020 and subject to change)

We are in the process of identifying employees who qualify for telework based on your submissions. Thank-you for your assistance with this process. We anticipate qualified employees shall begin working remotely by the close of business today.

These below guidelines are our effort to follow the Occupational Safety and Health Administration (OSHA) mandates requiring employers to maintain a safe and healthy work environment free of "recognized hazards" to employees' health or safety that could result in injury or death. Having done everything to ensure the health and safety of employees in the workplace, there is no cause to accommodate employees who do not have a potentially compromising health condition but are otherwise unwilling to work with others based upon their own personal comfort levels. Managers or supervisors who are presented with any of the situations described below or those not covered by this notice, should immediately contact the Office of Labor Relations.

As of March 17, 2020 we offer the following guidance:

Employees who have not been diagnosed with COVID-19, who are asymptomatic, and who would be able to come to work:

Essential/Critical to Operations employees will report to work as usual, with further revision of staffing needs as necessary. We will notify you with any changes to the list of essential staff as this situation develops. Reassignment of work locations for essential staff may be made for operational needs at the discretion of the department head or coordinator.

Non-essential employees are instructed not to report to work and will remain at home with pay until further notice. Non-essential employees must be on call during normally scheduled work hours

Employees who have been diagnosed with COVID-19 or who are manifesting symptoms of the virus should follow the instructions of their health care professional. The illness may or may not rise to the level of an FMLA covered event. Human Resources shall provide relevant FMLA paperwork as appropriate. Employees who are ill should utilize accrued sick leave.

Once the sick leave is exhausted, employees may use other accrued leave. There may be additional paid leave benefits such as advance sick leave, leave donation and sick leave bank as prescribed by the specific collective bargaining agreement or policy.

Employees caring for a family member or someone domiciled in the same residence who is has been diagnosed with COVID 19 or who is manifesting symptoms should stay at home and self-monitor consistent with the CDC guidelines for 14 days from the original date of exposure. Employees may use accrued leave time as prescribed by law or the collective bargaining agreement. The illness may or may not rise to the level of an FMLA covered event. Human Resources shall provide relevant FMLA paperwork as appropriate

Employees who have travelled to one of the Level 2 or Level 3 countries as defined by the CDC*, and return asymptomatic, should stay at home and self-monitor consistent with the CDC guidelines for 14 consecutive days from the date of return. If they are qualified and approved to telework by Labor Relations, then they should be allowed to do so during the self-monitoring period. Those employees for whom telework is not approved by Labor Relations shall stay at home and self-monitor consistent with the CDC guidelines, and they shall be placed on paid leave for 14 days from the date of return from travel. In either situation, the employee must provide documentation of travel to a Level 2 or Level 3 country, including a travel itinerary and a photocopy of the passport substantiating proof of said travel and date of return.

Employees with a family member domiciled with the employee who travelled to one of the Level 2 or Level 3 countries as defined by the CDC, should stay at home and self-monitor consistent with the CDC guidelines (14 days). If they qualify and are approved to telework, then they should be allowed to do so during the self-monitoring period. These employees who are not approved to telework shall stay at home and self-monitor consistent with the CDC guidelines, and shall be placed on paid administrative leave. The employee must provide documentation that the family member domiciled with the employee travelled to a Level 2 or Level 3 country, including a travel itinerary and a photocopy of the passport substantiating proof of said travel and date of return.

Employees with various health conditions who want to request a reasonable accommodation under any circumstances, particularly under the COVID-19 outbreak, may request a reasonable accommodation that will enable them to perform the essential functions of their position. For information regarding a request for a reasonable accommodation, please contact Michelle Duprey, Director of the Department of Services for Persons with Disabilities at (203) 946-8582 or at mduprey@newhavenct.gov.

If an Employee reports concerns about Exposure to COVID-19 you should direct the employee to contact his or her qualified health care provider. If necessary, the employee (*after* contacting his or her qualified health care provider) should contact the Health Hotline at (203) 946-4949.

If you are concerned about an employee reporting to work who is presenting signs of illness, contact Labor Relations, as that employee may be directed to go home and use his/her sick or other accrued time.

The Employee Assistance Program (EAP) is available to City Employees and their families; below is a note from EAP:

In these challenging times we recognize that the current health situation can create additional concerns for you and your family. No one knows the extent of how this may play out but the uncertainty related to it may be difficult to handle. Keep in mind that there are things you can do to help prevent the spread of this illness. Although we may feel overwhelmed by events following prudent recommendations for limiting the spread of this illness are helpful. We can control how we react to these difficult circumstances and effective management of stress is an important component of that. We want to remind you that the city offers an Employee Assistance Program (EAP) that offers free counseling and is available for you and your family members to help cope in these uncertain times. They can be reached at 800-864-2742

***Memo
City of New Haven
Labor Relations***

To: Coordinators and Department Heads
From: Cathleen A. Simpson, Director of Labor Relations
Date: March 16, 2020
Subject: COVID-19 and Teleworking

Please understand this memo is considered an informational survey for the administration's review. Please refrain from discussing with or otherwise engaging in direct dealing with an employee as to whether he or she is interested in teleworking. No employee under your command unless otherwise authorized should be approved for teleworking at this juncture absent those approved for reasonable accommodations by the Director of Disability Services.

Please be mindful there is a limited amount of remote devices available to employees to telecommute. Therefore, the issuance of such devices must be reserved for employees who have been identified as Critical Employees. To that end, certain employee being considered for teleworking may be able to perform his or her job duties from a home computer utilizing Outlook for email, One Drive to access documents, or MUNIS with a URL address.

Directions to Follow When Determining Which Positions under Your Departments/Divisions Are Qualified For Teleworking

Please consider when determining which positions may be qualified for teleworking:

Analyzing the Position

- The Department Head, in conjunction with the employee's supervisor, must determine whether the position is appropriate for teleworking, and whether there is the option of part-time teleworking and rotation of scheduling shared among employees within a given department. In order to do so, the City will analyze the duties of the position and how the work is performed. The City will not eliminate or reassign any duties for the sole purpose of making a position (or a specific employee) more conducive to teleworking.
- Generally, positions that have the following attributes may be appropriate for telecommuting:
 - Require independent work with minimum supervision
 - Require little face-to-face interaction with co-workers, clients, customers, patients, etc.
 - Result in specific, measurable work products; and

- Require materials (documents, data, etc.) that are easily and safely transportable to and from the workplace

Analyzing the Employee

The Department Head, in conjunction with the supervisor, must determine whether the employee demonstrates the qualities necessary to telecommute successfully. Generally, employees who are successful in telecommuting exhibit the following characteristics:

- Able to work productively on their own
- Are self-motivated and responsible
- Possess good time management and organizational skills
- Are knowledgeable about agency policies and procedures
- Have good communication skills
- Are successful in current position in meeting goals, objectives and deadlines.

Are you able to answer yes to the following questions?

- Will the efficiency and productivity of the work group remain constant if approved to telework?
- Can the employee, over the course of the work week and in compliance with all applicable policies, regulations and laws, perform the range of duties at the teleworking location?
- Do you have the supervisory and/or electronic capabilities to monitor the work performance of the teleworker at the teleworking location?
- Is the employee's work performance recognized as satisfactory or better?
- Can any confidential information (including but not limited to personal health information or financial information) managed or processed by the teleworker be adequately safeguarded and protected in a manner required by state and federal law, including HIPPA?
- Can you provide the employee, within available appropriations, with the necessary computer equipment (e.g. laptop, VPN card, thumb drive, etc.) and software to enable the employee to perform his/her job duties from the telecommuting location?
 - Alternatively, does the employee meet one of the following exceptions:
 - The teleworker does not need a computer to perform his/her work;
 - The teleworker only uses his/her personal computer to access his/her City email messages using the portal and/or to access web-based application that provides for a secure connectivity and secure transport of data
- Does the employee have a suitable place in his/her telecommuting location to ensure that a safe, confidential and appropriate work environment is maintained?
- Does the employee have reliable telephone and internet access in her place at his/her teleworking location in order to be available to his/her agency and to perform necessary work functions?

Are you able to answer no to the following questions?

- Will allowing teleworking impair operations-efficiency and productivity of the work group?
- Is the employee responsible for the health, safety, or well-being of clients or members of the public during normal work hours at the official work site?
- Does the employee have a job classification or position that requires leading or supervising staff? If so, how will that employee supervise staff while teleworking?

Consider and specify:

- Is the employee in a promotional or working test period?
- Is the employee in a training class?

COMPLETE THE ATTACHED FORM AND RETURN VIA EMAIL TO THE ATTENTION OF JOANNE COURTEMANCHE (jcourtma@newhavenct.gov).

Once the requests are received, they will be reviewed by the Administration, ranked by operational importance, and responded to in writing by Labor Relations.

TELECOMMUNTING ARRANGEMENT LIMITED TO COVID-19 EMERGENCY

Name:

Department:

Job Title:

Name of Department Head:

Name of Immediate Supervisor:

This telecommuting arrangement is effective:

From _____ (mm/dd/yy) until further direction from the City and may be subject to change as needs arise.

Telecommuting Location (check): Home Office _____ Alternate Site _____

Address:

Telephone Number:

The employee will telecommute _____ day(s) per week, for the following days:

Mon. _____ Tue. _____ Wed. _____ Thurs. _____ Fri. _____ Sat. _____ Sun. _____

The telecommuter's scheduled work hours are from _____ to _____.

The telecommuter's scheduled breaks, including a meal period is as follows:

from _____ to _____

from _____ to _____

The following duties will be performed by the telecommuter at the telecommuting location:

The supervisor/manager will monitor the telecommuter's efficiency and productivity as follows:

The following equipment will be used by the employee in the home/alternate site: (please specify whether equipment is agency-owned or employee-owned)

Item _____ Owner _____

Item _____ Owner _____

Item _____ Owner _____

Item _____ Owner _____

Item _____ Owner _____

Additional conditions agreed to by the telecommuting employee and management:

This employee has been given the following equipment, which must be returned to the employer at the end of the telecommuting period:

Acknowledgements:

- The City reserves the right to modify or terminate this arrangement at any time.
- Nothing contained in this arrangement conveys nor is intended to convey upon the employee a contract of employment nor an extra-contractual benefit if you are a union member.
- By signing this arrangement, the Department Head and Coordinator acknowledge they have reviewed and followed the requirements as outlined in the March 16, 2020 memo.

Employee: _____

Supervisor: _____

Department Head: _____

Coordinator: _____

Labor Relations/Human Resources: _____

Original to be filed in Employee's personnel file with any related documents.