Memo

To: **DOA Employees**

From: **Yvonne Howard, Human Resources Manager**

Date: **June 16, 2020**

Subject: **Division of Aviation COVID-19 Policy and Procedures Changes**

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In light of the COVID-19 Pandemic, and its effect on the City of Philadelphia as an employer, the City has continually made changes to its regulations and policies in response to the needs of its employees. In response, the Division of Aviation has created new policies as they relate to safety measures required during the Yellow Phase of Pennsylvania's Safer at Work guidelines.

Policies include:

    A. Employee screenings
    B. Shared work space
    C. Vehicle usage
    D. Virtual work and equipment
    E. Overtime
    F. Leave Slips

Questions related to these policies can be forwarded to HRQuestions@phl.org.

Memo

To: **DOA Employees**

From: **Yvonne Howard, Human Resources Manager**

Date: **June 16, 2020**

Subject: **Division of Aviation COVID-19 Employee Screening Procedures**

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On May 22, 2020, Pennsylvania Governor Wolf announced that effective June 5, Philadelphia County would be permitted to ease movement and business restrictions consistent with the "Yellow" phase in his Process to Reopen Pennsylvania.

On May 29, Philadelphia Mayor Jim Kenney announced the "Safer at Home" strategy that provides guidance on how Philadelphia will balance the risks of the virus with public health risks. The objective of the City's Safe Return to Work program is to begin to bring City employees back to work in a phased manner, based on a prioritized schedule that aligns with City and State guidelines for the safe reopening of various businesses and industries, while minimizing the potential for the spread of COVID-19 in the workplace.

Daily Employee Self-Screening protocols are in place to keep sick or symptomatic employees' home and decrease the likelihood of spreading infection.

Each employee shall, before their shift, check to ensure they (the employee) are not experiencing the following:

- Fever at or above 100.4 degrees Fahrenheit (Unit Supervisors are equipped with touchless thermometers)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

If an employee does not recognize symptoms in their Daily Employee Self-Screening but display symptoms upon reporting to work, the employee will be sent home.

If an employee develops symptoms any time after arriving at the facility, the employee will be sent home.

THE BELOW EMPLOYEE DAILY COVID-19 PRE-JOB QUESTIONNAIRE WILL BE ADMINISTERED BY A DEPT. SUPERVISOR

If an employee answers yes to any one of the questions below, they should be sent home.

1. Have you exhibited any COVID-19 symptoms such as cough, fever, shortness of breath or loss of taste or smell today? Yes / No (circle one)

2. Have you been in close contact (defined as less than 6 feet for a period of 10 minutes or more) with anyone that was diagnosed as having COVID-19? Yes / No (circle one)

3. Have you or someone that you had close contact with traveled outside of the U.S. where community spread of COVID-19 is occurring? (Close contact is defined as being within 6 feet for a period of 10 minutes or more.) Yes / No (circle one)

To monitor employee safety, thermometers will be available for employee's to self-screen. If you would like to privately self-screen, you may see your Supervisor to utilize the thermometer to conduct your own screening. If you have a body temperature above 100.4 degrees Fahrenheit, or if you are having respiratory symptoms such as coughing, shortness of breath, etc. you should immediately report this to the Safety Office via email at HRCovid-19@phl.org or by contacting Tracey.Smith@phl.org.

A. An employee who is sick and is displaying respiratory symptoms while at work will be sent home.   While out of work the employee should monitor his or her symptoms, and if concerned about the symptoms the employee should contact a doctor or use telemedicine for medical instructions. Employees needing to be absent from work are required to keep his or her Supervisor abreast of the status of their ability to return work.

   An employee leaving work in the above instance (A) should not return to work until:

   1. He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND

   2. Any respiratory symptoms (cough and shortness of breath) have improved; AND

   3. At least fourteen (14) days have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

B. An employee who experiences fever and/or respiratory symptoms while at home should not report to work and should contact his or her Supervisor as per the City of Philadelphia's Sick Leave Policy. Employees are encouraged to monitor the symptoms, and when necessary contact his or her doctor for further direction. Employees needing to be absent from work are required to keep his or her Supervisor abreast of the status of their ability to return work.

An employee leaving work in the above instance (B) should not return to work until:

1. He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND

2. Any respiratory symptoms (cough and shortness of breath) have improved; AND

3. At least fourteen (14) days have passed since the symptoms began.

These safety measures are being put into effect for the safety of everyone, and cooperation with the guidelines is required to help reduce the risk of other's getting sick.

Memo

To: **DOA Employees**

From: **Yvonne Howard, Human Resources Manager**

Date: **June 16, 2020**

Subject: **Division of Aviation COVID-19 Shared workspace policy**

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On May 22, 2020, Pennsylvania Governor Wolf announced that effective June 5, Philadelphia County would be permitted to ease movement and business restrictions consistent with the "Yellow" phase in his Process to Reopen Pennsylvania.

On May 29, Philadelphia Mayor Jim Kenney announced the "Safer at Home" strategy that provides guidance on how Philadelphia will balance the risks of the virus with public health risks. The objective of the City's Safe Return to Work program is to begin to bring City employees back to work in a phased manner, based on a prioritized schedule that aligns with City and State guidelines for the safe reopening of various businesses and industries, while minimizing the potential for the spread of COVID-19 in the workplace.

The strategy combines three actions: Containment, Social Distancing, and Protecting Vulnerable Populations. The Mayor stressed that everyone must take precautions consistently to protect not only themselves, but also their family members, friends, colleagues, and everyone else. While precautions will vary by the activity and department, the Mayor's General Safety Checklist was used to inform policy and procedure for the Division of Aviation. The DOA has adapted the checklist as follows:

1. Masks - used to block the virus from spreading from infected persons by wearing masks and requiring others to wear them
2. Barriers – use face shields and/or plexiglass screens to prevent respiratory droplets expelled by infected persons from reaching others
3. Isolate – screen employees for symptoms, if present, isolate and send home
4. Distance – maintain space between people to reduce the chance that one infected individual will infect others
5. Reduce crowds – decrease the number of people that an infected person could pass the virus to if other steps are not successful
6. Hand-washing – reduce the spread of virus from one person to another from touching contaminated surfaces
7. Clean – maintain pre-existing cleaning protocols including cleaning and disinfecting high-touch areas in accordance with CDC guidelines

8. Communicate – ensure staff, customers, and others taking part in permitted activities understand this Safety Checklist

The following guidelines provide specific reopening guidance for the Division of Aviation to limit the number of employees in shared workspaces; limit access to administrative offices; and precautionary protocol for employees in cubicles, offices and when in common areas.

ORGANIZATIONAL GUIDELINES:

Virtual Work: Supervisory approval for employees to work remotely is strongly encouraged if employee duties permits and particularly if they are in an at-risk category. Your supervisor may require you to report to the office during your regularly scheduled hours. Consult with your supervisor for your in-office schedule.

Meetings: When virtual meetings are not possible, employees are responsible to ensure in-person meetings are brief, participants maintain physical distancing at six-foot minimums and avoid shaking hands.

GUIDELINES FOR EMPLOYEES:

1. Stay at home when sick

2. Maintain social/physical distancing keeping 6 feet apart and minimize the number of people you interact with

3. Avoid in-person meetings - use online conferencing, email, or phone calls

4. Avoid congregating in office areas such as pantries, copy rooms, break rooms, and lunchrooms/pantry areas

5. Lunch should be eaten at your desk or a location that allows you to practice physical distancing while eating

6. Personal protective masks must be worn on Airport premises

7. Employees are responsible to read and understand all PHL/PNE issued literature related to the Proper Use of PPE (Personal Protective Equipment), physical/social distancing techniques and workspace cleanliness practices

SPATIAL CONSIDERATIONS

Shared Workstations

Supervisors will schedule staff in a way that limits the number of employees in the office at one time. Employees must adhere to modified in-office/remote work schedules. An employee using a shared workspace shall clean the area before and after use with wipes or sanitizer provided by the Division of Aviation. Employees are still required to wear a face covering which covers your nose and mouth while on Airport premises, except to the extent you are eating or drinking.

Visitors - Access to Offices

Non-essential visitors are prohibited. Essential visitors are required to wear masks while on the premises and will be denied entry without one. Most reception areas will have a plexiglass barrier at the reception desks.

You must escort your visitor from the reception area to your pre-scheduled conference room or hoteling station. Please be sure they have multiple ways to contact you. Maximum occupancies will be posted on each room. Seating in the lobby areas will be limited so it is imperative that you escort your visitors into the office upon notice.

Cubicles, Offices and Common Areas

1. All employees and members of the public entering City facilities will be required to wear masks in all common areas such as restrooms, conference rooms, lobbies, elevators, and hallways, except only:
    o As necessary for the employee to eat or drink during break times. The employee should be seated at least (6) feet from others when taking off mask
    o When seated alone in a private office or in a cubicle whose sides extend above the head of the employee
    o If someone else enters an office or cubicle while its occupied by another, all individuals must put on a mask
    o Employees shall follow the City's "Respiratory Guidance for City Employees". Employees may bring in their own cloth masks

2. Visits to another employee's office or cubicle should be limited. Phone calls are strongly encouraged. If unavoidable, keep the conversation brief while maintaining social distancing at the door or entrance.
3. Copy room printers should only be used for large printing jobs or print jobs that cannot be completed by the employee's printer, or by anyone who does not have a printer in their workstation. Please see occupancy guidelines below.

4. Employees may use the pantries/breakrooms to store, refrigerate, heat or purchase food only. **Eating or congregating in the pantries/breakrooms will not be permitted.** Employees must maintain social distancing. Please see occupancy guidelines below.
5. While bathrooms occupancy will not be limited, the number of employees at the sink should not exceed two (2). The middle sink(s) should not be used.

Occupancy Guidelines during Phase Yellow is charted as follows:

Shared Workspace	*Maximum Occupancy
Small conference room (1-8)	2
Medium conference room (8-16)	6
Large conference room (16+)	10
Copy rooms	2
Pantry areas	2
Elevators	2
Time Clock Areas	6' distance
Vehicles	See Policy

*Maximum occupancies are a guideline. Please always maintain social distancing.**

SUPERVISORY RESPONSIBILITIES

- Planning the work shift to minimize the number of employees on site
- Order Personal Protective Equipment for employees
- Ensure cleaning supplies are provided to employees
- Maintain vehicle sign in sheets

EMPLOYEE RESPONSIBILITIES

- Wear your mask.
- Employees are to maintain the cleanliness of their workspaces or shared spaces and will be provided cleaning and disinfectant wipes to clean the surface areas before and after use. This includes keyboard, desktop, phone, mouse, armrests, and all surfaces regularly touched.
- Practice social (physical) distancing, defined as staying at home when sick, keeping people 6 feet apart and minimizing the number of people you interact with.

Memo

To: **DOA Employees**

From: **Yvonne Howard, Human Resources Manager**

Date: **June 16, 2020**

Subject: **Division of Aviation COVID-19 Vehicle Policy**

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On May 22, 2020, Pennsylvania Governor Wolf announced that effective June 5, Philadelphia County would be permitted to ease movement and business restrictions consistent with the "Yellow" phase in his Process to Reopen Pennsylvania.

On May 29, Philadelphia Mayor Jim Kenney announced the "Safer at Home" strategy that provides guidance on how Philadelphia will balance the risks of the virus with public health risks. The objective of the City's Safe Return to Work program is to begin to bring City employees back to work in a phased manner, based on a prioritized schedule that aligns with City and State guidelines for the safe reopening of various businesses and industries, while minimizing the potential for the spread of COVID-19 in the workplace.

The following guidelines provide specific reopening guidance for the Division of Aviation as it relates to vehicle usage and taking appropriate health and safety precautions to maintain a safe working environment.

A. City vehicles must be cleaned and disinfected before each individual use. This includes common touch points such as:

1. Steering Wheel
2. Gear shift
3. Dispatch radio module
4. Door handles and edges
5. Trunk cover
6. Seat belts
7. Center console and glove box handles

B. If an employee becomes ill, supervisors should consider quarantining the vehicle as well.

1. If a vehicle cannot be quarantined, it must be completely disinfected before additional usage
2. Information on how to properly clean and disinfect a vehicle can be found here: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html

C. Supervisors should minimize the number of people sharing the same vehicle.

1. If multiple people are inside the vehicle, masks or face coverings must be worn
2. Protective gloves are encouraged when driving
3. There must be access to hand sanitizer in vehicles
4. Used PPE must be discarded in a trash receptacle before the vehicle's next use

D. Vehicle sign-in sheets must be updated to include number of passengers, confirmation that the vehicle was cleaned/disinfected and whether the vehicle's use included contact with other employees/individuals.

It is recommended that employees who are carpooling follow the same guidelines for social distancing and PPE usage.

These safety measures are being put into effect for the safety of everyone, and cooperation with the guidelines is required to help reduce the risk of other's getting sick.

Memo

To: **DOA Employees**

From: **Yvonne Howard, Human Resources Manager**

Date: **June 16, 2020**

Subject: **Division of Aviation Re-Work Virtual Work Policy**

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Virtual Work allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The Division of Aviation considers virtual work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. This policy specifies a series of guidelines that supports a virtual work from home policy, but it is not intended to supersede other existing policies that the Division of Aviation has already implemented to meet our specific business needs.

The Virtual Work Policy pertains to any Division of Aviation employee whose job responsibilities either:

    a. Allow them to conduct work remotely

    b. Have been deemed by the employee's Appointing Authority to be "critical" to the continuity of operations within the department in that their work must continue remotely.

Examples may include, but not limited to the following:

    a. Approval of employee time

    b. Processing employee payroll

    c. Approving vouchers for payment

OVERVIEW

Virtual work is defined as conducting work remotely, whether from home or an alternate location away from the office. This policy specifies a series of guidelines that support Virtual Work for City of Philadelphia employees as defined under this policy.

GENERAL GUIDELINES

1. Approval for Virtual Work is subject to the Appointing Authority's established criteria.

2. Notice and approval of individual Virtual Work is at the discretion of the employee's supervisor or manager.

3. Employees eligible for Virtual Work must be able to remotely access necessary documents, applications, information, and communication tools required to perform work effectively. In the case of employees whose job responsibilities are deemed critical and who will need access to relevant documents, applications, and communications tools (i.e., laptop, mobile device) required to perform their work – please follow the protocols detailed at the end of this policy.

4. The employee may need to use personal devices and technological systems, such as home computers, laptops, telephones, and Internet for Virtual Work. The Division of Aviation will not necessarily provide such devices, and will not reimburse the employee for any use, wear and tear, or maintenance of employee-owned devices or systems.

5. Employees who utilize Virtual Work are expected to preserve and disclose work material created on personal devices in the event of City obligations such as Right-to-Know requests. Employees are expected to comply with all other City and IT policies.

6. Employees who utilize virtual work are required to submit a record of work deliverables upon returning to their on-site employment location.

7. An employee may only use virtual work privileges for hours that fall within the daily work schedules for a department. Supervisors and managers shall grant approval for Virtual Work hours that would result in an employee earning overtime only if that employee is work on time-sensitive matters that cannot be completed during a standard workday. If an employee engages in Virtual Work, with or without authorization, for which they should be compensated with overtime pay under the Fair Labor Standards Act, that employee must inform their supervisor or manager immediately.

8. Virtual Work may be combined with either on-site work or leave time in any one day but should be noted as such on an employee timesheet. (See Recording Virtual Work Hours below)

9. An employee who abuses the Virtual Work policy will have his/her privileges revoked, with the possibility of greater sanctions up to and including termination.

10. Employees who utilize Virtual Work are required to submit a timekeeping record for daily work hours.

EXPECTATIONS FOR ALL STAFF

Virtual Work from Home employees are responsible to fulfill the expectations agreed upon with their supervisor regarding the scope of their telecommuting assignment, such as:

1. Assigned duties and responsibilities

2. Hours of work (Lunch/Breaks, Overtime, and other wage and hour requirements still apply)

3. Hours of availability to communicate via phone, email, Teams meetings and conference calls regarding Division of Aviation business)

4. Communication of work assignments and personal needs, including reporting absences of work due to injury, illness, or caring for a family member

5. The use of Division of Aviation equipment and materials.

6. Completion of employee timekeeping record for daily work hours.

7. Protect Division of Aviation information by following the IT policies governing security, software licensing, and data protection; ensuring that unauthorized individuals do not access Airport data, with in print or electronically; and not accessing restricted-level information in print or electronically unless approved by the supervisor and protected by policy-compliant encryption and/or physical controls.

ROLE OF SUPERVISOR

1. The supervisor should authorize virtual work only for the reason outlined above.

2. The supervisor will review all work product delivered and functions performed before approving the use of virtual work hours.

ESTABLISHING AND DELIVERING WORK PRODUCT

1. The employee should plan to conduct email and telephone communication and participate in scheduled business meetings as if physically present at the work location.
2. After an instance of virtual work, the employee should provide to the supervisor evidence of the work product completed during that time.

RECORDING VIRTUAL WORK HOURS

1. Virtual Work should be recorded with the appropriate payroll code (HOM), with an addition to the "Comment" field of the time sheet noting details of virtual work hours. This Recordkeeping guideline applies to either partial or full days of virtual work
2. When one day of work includes virtual work combined with leave time and/or on-site work time, timesheets should reflect each kind of time for that day with the appropriate payroll code and note in the "Comments" field.

GUIDANCE FOR IT SUPPORT

Requests to Enable Remote Workers Overview

1. DOA Information Technology will fulfill requests for equipment and software based on need and available inventory.
2. Department leadership should request only the number of devices needed to enable essential staff to work remotely.
3. Leadership should determine first if essential staff need to access:
   a. Internally facing business systems on the Airport's network. If so, see guidance below for virtual (VPN) access.
   b. Microsoft Office O365 for email and business productivity tools (e.g., Word). If yes, staff can access tools and files stored in O365 with just an Internet connection and a multi-factor enabled account.
4. DOA IT is encouraging staff to copy essential files to the Airport Office 365 platform, accessible by the Internet, as to not need a remote connection to the Airport's internal network to access documents stored in network drives or on personal desktop computers.

Laptop Requests

1. Email Helpdesk@phl.org

2. In Subject line use: "Covid-19 laptop request for <Insert Employee Name>".

3. Provide a quantity for only essential staff and list their names, emails and titles, and name and titles of their supervisor or manager.

4. Request virtual connections (VPN) only if access to internal Airport facing business systems are required. (See Below)

VPN – Virtual Private Network Request

1. Email Helpdesk@phl.org

2. In Subject line use: "Covid-19 laptop request for <Insert Employee Name>".

3. Provide a quantity for only essential staff and list their names, emails and titles, and name and titles of their supervisor or manager.

4. VPN are only to access internal Airport facing business systems. VPNs should not be requested for access to Office 365 email or business tools.

5. Users must have completed their latest security awareness training courses before being granted access to VPN remote access.

Mobile Phones, Smart Phones, MIFIs, Conference Bridge Line Requests

6. Email Helpdesk@phl.org

Memo

To: **DOA Employees**

From: **Yvonne Howard, Human Resources Manager**

Date: **June 16, 2020**

Subject: **Division of Aviation Overtime policy compliance**

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As you may be aware, the Controller's Office conducts annual audits of payroll documents to ensure that departments comply with existing City practices and policies. One of the requirements is the City of Philadelphia requires pre-approval for Overtime worked by employees. In an attempt to ensure compliance to the existing policies regarding Overtime, the Human Resources department will be monitoring and reviewing all Overtime slips received to make certain that slips are submitted for all Overtime that is recorded on time records.

Effective March 18, 2020 all Overtime requests must be approved by the unit's Deputy and Chief. Overtime slips are required and should be forwarded to the designated Payroll Clerk for processing every pay period. Signed slips should be submitted to Payroll no later than five (5) days of the approved Overtime. When slips are not submitted in a timely manner, notification to supervisors, followed by managers, then senior leaders will take place. A copy of the payroll notification is included in the memo for your con

We appreciate your support and your action to help us meet the annual audit requirements. If you have any questions plea.se contact me at (215) 937-5503 or email at Yvonne.Howard@phl.org.

Memo

To: **DOA Employees**

From: **Yvonne Howard, Human Resources Manager**

Date: **June 16, 2020**

Subject: **Division of Aviation Re-Work Leave slip procedures**

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Due to Covid-19 and employees working in various capacities within the Airport, and externally in remote locations, the Division of Aviation is changing the Leave Slip requirements for employees requesting leave time. Employees not working for personal reasons may request to use accrued leave time for absences so that they can continue to be in paid leave status. Leave requests must continue to be submitted to their immediate supervisor for review and approval. Two methods for documenting the requested leave in the following manner will be accepted during this time:

1) For employees working offsite, written approval must be via email. The email should be forwarded to your unit's Payroll Clerk, along with the Timekeeping Form.
2) For employees working onsite, the written request must be on a City of Philadelphia leave request slip signed by the Supervisor and forwarded to your unit's Payroll Clerk.

These processes help ensure that we have documented approval for leave requests. required Should you need blank Leave slips you may order them through the Warehouse.

If you have any questions, please contact me at (215) 937-5503 or email Yvonne.Howard@phl.org.