

AGENDA  
CASITAS MUNICIPAL WATER DISTRICT  
PERSONNEL COMMITTEE  
Brennan/Kaiser  
**May 12, 2020 - 4:30 p.m.**

**The meeting will be held via teleconference  
To attend the meeting please call toll free  
(888) 788-0099 or (877) 853-5247  
Enter Meeting ID 950 4149 3255#**

1. Roll Call
2. Public Comments
3. Board/Manager Comments
4. Associate Fisheries Biologist Job Description Update and Reclassification
5. Information Systems Technology Administrator Job Description Update and Reclassification
6. Review of COVID-19 Related Forms:
  - a. When to Send an Employee Home
  - b. CDC form to provide employee when sending home
  - c. Employee Certification of Need for Paid Emergency Sick Leave
  - d. Employee Certification of Need for Emergency Family and Medical Leave
  - e. Employee Certification to Return to Work After Exhibiting Symptoms of COVID-19

*Right to be heard: Members of the public have a right to address the Committee direction on any item of interest to the public which is within the subject matter jurisdiction of the Committee. The request to be heard should be made immediately before the Committee's consideration of the item. Not action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of 54954.2 of the Government Code.*

*If you require special accommodations for attendance at or participation in this meeting, please notify our office in advance (805) 649-2251 ext. 113. (Govt Code Section 65954.1 and 54952.2(a).*

*Please be advised that members of the Board of Directors of Casitas who are not members of the this standing committee may attend the committee meeting referred to above only in the capacity of observers, and may not otherwise take part in the meeting. (Govt. Code Sections 54952.2(c)(6).*

## **CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM**

**TO:** PERSONNEL COMMITTEE

**FROM:** DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

**SUBJECT:** ASSOCIATE FISHERIES BIOLOGIST JOB DESCRIPTION UPDATE  
AND RECLASSIFICATION

**DATE:** MAY 12, 2020

### **RECOMMENDATION:**

Approve the updated Associate Fisheries Biologist job description and request for reclassification from the General Unit to the Supervisory and Professional Unit.

### **BACKGROUND AND DISCUSSION:**

Board Resolution 01-16, Employer-Employee Resolution, defines a Professional Employee as “employees engaged in work requiring specialized knowledge and skills attained through completion of a prolonged recognized course of specialized intellectual and study, including, but not limited to, engineers, architects, and various types of physical, chemical and biological scientists.”

As defined above the position meets the qualification of a Professional Employee. The Fisheries Program Manager requested the classification adjustment and after reviewing the request and the position the General Manager and Human Resources Manager concur.

The job classification adjustment of transferring the position from General Unit (E31) to Supervisory & Profession Unit (S22) is justified.

### **BUDGET IMPACT:**

The annual salary change will increase by \$1,532.96 with limited impact to employer payroll taxes; vacation monthly accrual will increase by 2.66 hours.

Attachment: Associate Fisheries Biologist Job Description with Mark Ups  
Associate Fisheries Biologist Job Description

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Associate Fisheries Biologist  
REPORTS TO: Fisheries Program Manager  
SALARY LEVEL: ~~E-31~~ S22  
DATE: ~~May 2014~~ May 2020  
FLSA Status: Non-Exempt

### **Associate Fisheries Biologist**

Under the general direction of the Fisheries Program Manager, the Associate Fisheries Biologist will be responsible for carrying out components of the Fisheries Program for Casitas Municipal Water District. The Associate Fisheries Biologist must be skilled in many areas of the fisheries field that includes:

#### *Monitoring and Research*

- Conduct fish related studies including but not limited to; upstream fish migration impediment evaluation, sandbar/estuary monitoring, fish attraction evaluation, downstream fish passage evaluation, evaluate downstream migration, water depths and velocities monitoring, and fish passage monitoring.
- Biological monitoring for Robles Diversion/Fish Passage operations.
- Record clear and accurate field notes.

#### *Administration/Communication*

- Estimate time, materials, and equipment required for study tasks and requisitioning of materials/equipment as needed.
- Record minutes of regulatory meetings for proper documentation.
- Answer phone, copy, print, fax, and scan documents.
- Maintain effective working relationship with co-workers, regulatory agencies, customers, and public.

#### *Data Entry and Manipulation/Writing*

- Input data into spreadsheets and databases.
- Create tables, graphs, and figures for reports and presentations.
- Assisting or writing of reports including; state and federal grants, annual progress report, annual work plan, fisheries management plan, and biological monitoring reports as needed.
- Conduct literature searches and analyses others sources of information.
- Maintain Casitas' Fisheries Program library as directed.

#### *Other Duties*

- Training ~~of part-time~~ and day-to-day direction of Fisheries Technicians in all aspects of the Casitas Fisheries Program.
- Adhere to safe work practices and procedures and represent the Fisheries Program on the Safety Committee as needed.

#### *Knowledge, Experience, and Skills*

- Operate and maintain a variety of fisheries equipment including; velocity meter, electrofisher, nets, seines, traps, GPS units, temperature data loggers, aquatic life-support system, water quality meters, fish counting device, surveying equipment, radio/PIT tags, radio antenna and receiver, microscope, hand and power tools and motor boats.
- Work independently and/or in a small group in the absence of **direct** supervision.
- Properly handle fish, take fin clips and scale samples, anesthetize fish, and know habitat requirements for adult and juvenile steelhead.
- Scientific methods/techniques/procedures for conducting fishery related studies including; presence/absences surveying (snorkel/bank and electrofishing surveying): stream habitat mapping; redd surveys; tagging, trapping, and handling of fish; fin clipping for genetic analysis; scale removal for aging; specimen collecting, preserving, and cataloging; stream discharge measurements; stream channel profiling; stage-discharge modeling; GPS/GIS acquisition and analysis.
- Occupational hazards and standard safety practices.
- Software including: Access, Excel, Word, Internet Explorer, Outlook, Acrobat, Photoshop, Arcview, Datastream, Winari, Maricam, Endnote, Photomapper, Hoboware/Boxcar Pro, Hotsync, Swoffer Data Transfer, Global Logger, Pathfinder, Mapsource, Sigma Plot, and Statistix.

*Working Conditions and Physical Requirements*

Walk long distances over uneven, slippery terrain. Swim and tread water for prolonged periods of time, frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Good physical condition and must be able to bend, kneel, stoop, sit, walk, use both hands, sit and/or stand for extended periods of time; carry, push, pull, reach or lift equipment, materials or supplies weighing up to 25 pounds; walk in uneven or slippery/rocky terrain while carrying equipment; work in an indoor and outdoor environment ranging from cold/rainy to very warm and humid, hearing and vision within correctable ranges.

*Qualifications*

Qualified applicants must have a 4-year degree in Fisheries, Biology, Ecology, or closely related field. Applicants must have at least 2 years post-degree of experience in a closely related field. Applicants must have an appropriate and valid operator's license issued by the California Department of Motor Vehicles.

Date: \_\_\_\_\_

\_\_\_\_\_

Employee Signature

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Associate Fisheries Biologist  
REPORTS TO: Fisheries Program Manager  
SALARY LEVEL: S22  
DATE: May 2020  
FLSA Status: Non-Exempt

### **Associate Fisheries Biologist**

Under the general direction of the Fisheries Program Manager, the Associate Fisheries Biologist will be responsible for carrying out components of the Fisheries Program for Casitas Municipal Water District. The Associate Fisheries Biologist must be skilled in many areas of the fisheries field that includes:

#### *Monitoring and Research*

- Conduct fish related studies including but not limited to; upstream fish migration impediment evaluation, sandbar/estuary monitoring, fish attraction evaluation, downstream fish passage evaluation, evaluate downstream migration, water depths and velocities monitoring, and fish passage monitoring.
- Biological monitoring for Robles Diversion/Fish Passage operations.
- Record clear and accurate field notes.

#### *Administration/Communication*

- Estimate time, materials, and equipment required for study tasks and requisitioning of materials/equipment as needed.
- Record minutes of regulatory meetings for proper documentation.
- Answer phone, copy, print, fax, and scan documents.
- Maintain effective working relationship with co-workers, regulatory agencies, customers, and public.

#### *Data Entry and Manipulation/Writing*

- Input data into spreadsheets and databases.
- Create tables, graphs, and figures for reports and presentations.
- Assisting or writing of reports including; state and federal grants, annual progress report, annual work plan, fisheries management plan, and biological monitoring reports as needed.
- Conduct literature searches and analyses others sources of information.
- Maintain Casitas' Fisheries Program library as directed.

#### *Other Duties*

- Training and day-to-day direction of Fisheries Technicians in all aspects of the Casitas Fisheries Program.
- Adhere to safe work practices and procedures and represent the Fisheries Program on the Safety Committee as needed.

### *Knowledge, Experience, and Skills*

- Operate and maintain a variety of fisheries equipment including; velocity meter, electrofisher, nets, seines, traps, GPS units, temperature data loggers, aquatic life-support system, water quality meters, fish counting device, surveying equipment, radio/PIT tags, radio antenna and receiver, microscope, hand and power tools and motor boats.
- Work independently and/or in a small group in the absence of direct supervision.
- Properly handle fish, take fin clips and scale samples, anesthetize fish, and know habitat requirements for adult and juvenile steelhead.
- Scientific methods/techniques/procedures for conducting fishery related studies including; presence/absences surveying (snorkel/bank and electrofishing surveying): stream habitat mapping; redd surveys; tagging, trapping, and handling of fish; fin clipping for genetic analysis; scale removal for aging; specimen collecting, preserving, and cataloging; stream discharge measurements; stream channel profiling; stage-discharge modeling; GPS/GIS acquisition and analysis.
- Occupational hazards and standard safety practices.
- Software including: Access, Excel, Word, Internet Explorer, Outlook, Acrobat, Photoshop, Arcview, Datastream, Winari, Maricam, Endnote, Photomapper, Hoboware/Boxcar Pro, Hotsync, Swoffer Data Transfer, Global Logger, Pathfinder, Mapsource, Sigma Plot, and Statistix.

### *Working Conditions and Physical Requirements*

Walk long distances over uneven, slippery terrain. Swim and tread water for prolonged periods of time, frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Good physical condition and must be able to bend, kneel, stoop, sit, walk, use both hands, sit and/or stand for extended periods of time; carry, push, pull, reach or lift equipment, materials or supplies weighing up to 25 pounds; walk in uneven or slippery/rocky terrain while carrying equipment; work in an indoor and outdoor environment ranging from cold/rainy to very warm and humid, hearing and vision within correctable ranges.

### *Qualifications*

Qualified applicants must have a 4-year degree in Fisheries, Biology, Ecology, or closely related field. Applicants must have at least 2 years post-degree of experience in a closely related field. Applicants must have an appropriate and valid operator's license issued by the California Department of Motor Vehicles.

Date: \_\_\_\_\_

\_\_\_\_\_

Employee Signature

## **CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM**

**TO:** PERSONNEL COMMITTEE

**FROM:** DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

**SUBJECT:** INFORMATION SYSTEMS TECHNOLOGY ADMINISTRATOR JOB DESCRIPTION UPDATE AND RECLASSIFICATION

**DATE:** MAY 12, 2020

### **RECOMMENDATION:**

Approve the updated Information Systems Technology Administrator job description and request for reclassification from the General Unit to the Supervisory and Professional Unit.

### **BACKGROUND AND DISCUSSION:**

Board Resolution 01-16, Employer-Employee Resolution, defines a Professional Employee as “employees engaged in work requiring specialized knowledge and skills attained through completion of a prolonged recognized course of specialized intellectual and study, including, but not limited to, engineers, architects, and various types of physical, chemical and biological scientists.”

As defined above the position meets the qualification of a Professional Employee. The General Manager requested the classification adjustment and after reviewing the request and the position the Human Resources Manager concurs. This position has already been reporting directly to the General Manager.

The job classification adjustment of transferring the position from hourly under the General Unit (E47) to salaried under the Supervisory & Profession Unit (S39) is justified.

### **BUDGET IMPACT:**

The annual salary change will increase by \$7,438.08 with an impact to employer payroll taxes, CalPERS contributions and vacation monthly accrual will increase by 2.00 hours.

Attachment: Information Systems Technology Administrator Job Description with Mark Ups  
Information Systems Technology Administrator Job Description

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Information Systems Technology Administrator  
REPORTS TO: Accounting General -Manager  
SALARY LEVEL: ~~Range 46 – \$4,199.05 – \$5,118.91~~ E47 – move to S39  
DATE: ~~July, 2004~~ May 2020  
FLSA STATUS: Exempt

### Definition

Under general direction of the Accounting General Manager ~~and General Manager~~, plans and assumes responsibility for leadership, direction, technical solutions and hands-on results for daily technology operational needs including hardware and software applications, network and intra/internet administration, web site development and maintenance, and maintenance of the District's integrated information systems technology.

### Essential Functions:

- Provides technical support for the District's technology program including micro-~~micro~~-computers, networks, voice communication equipment and other elements of the program including updating/expanding hardware and software;
- Ability to identify and conceptualize information needs, work flow sequences, and data acquisition problems;
- Installation of systems and hardware and maintenance and coordination of the technology of the office building, garage, warehouse, O&M sites, treatment plant, recreation area and other District sites;
- Analyzes, diagnoses and corrects problems with existing computer applications;
- Installs software and provides technical support in managing the various end user software that provides for the delivery of customer services and products keeping them functional and providing for increased productivity;
- Assists in maintaining user password security program and network user access with appropriate user rights
- Provides cost estimates, when required, for software changes and equipment acquisitions.
- Maintains familiarity with developments in computer equipment marketplace.



- Constantly looks for ways to improve upon Casitas technology and systems and provides suggestions to General Manager;
- Assist with development and maintenance of a computer-based file system;
- Development and maintenance of an up-to-date District-wide web site;
- Provide training for District staff on hardware and software and keep personal knowledge and training up to date;
- Performs other related duties as assigned

### **Desirable Qualifications**

Education and Experience: Graduation from high school; completion of computer certification programs, or a combination of training, education and experience equivalent to college coursework in information services, computer science, business administration; knowledge and/or experience to facilitate the management of the District's electronic technology internally and at remote sites. College degree in computer science desirable, but not required.

Knowledge and Abilities: Thorough knowledge of data processing practices and procedures. Strong knowledge of mainframe, micro-computers, network systems and related software; good verbal, analytical, organizational, and inter-personal skills; capabilities and limitations of computer hardware and software; network- concepts and operations; software; system software as used at Casitas. Ability to: observe, troubleshoot and problem solve operational policy and procedural issues; organize and manage multiple priorities; read, write, speak and understand English well; communicate orally with District management, co-workers, and the public in face-to-face, one-on-one, and group settings; regularly use a telephone and office equipment such as computer terminals, FAX machines, copiers, and calculators; establish and maintain effective relations with a variety of governmental officials, fellow workers, and the general public; sit and/or stand for extended periods of time; carry, push, pull, reach or lift office equipment, materials or supplies weighing up to 25 pounds; stoop, kneel and bend during routine work; hearing and vision within normal ranges; follow written and oral safety practices and policies of the District.

License: Possession of an appropriate and valid operator's license issued by the California Department of Motor Vehicles.

Physical Activities: May occasionally travel by automobile in conducting District business; communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings; regularly uses a telephone for communication; uses office equipment such as computer terminals, copiers, and FAX machines; sits for extended time periods; hearing and vision within normal ranges.

Physical Requirements: bend, stoop, sit, walk, use both hands, vision within correctable ranges; work in close quarters or office setting.

Date: \_\_\_\_\_

\_\_\_\_\_

Employee Signature

~~Rev. 4/01~~

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Information Systems Technology Administrator  
REPORTS TO: General Manager  
SALARY LEVEL: E47 – move to S39  
DATE: May 2020  
FLSA STATUS: Exempt

### Definition

Under general direction of the General Manager, plans and assumes responsibility for leadership, direction, technical solutions and hands-on results for daily technology operational needs including hardware and software applications, network and intra/internet administration, web site development and maintenance, and maintenance of the District's integrated information systems technology.

### **Essential Functions:**

- Provides technical support for the District's technology program including micro-computers, networks, voice communication equipment and other elements of the program including updating/expanding hardware and software;
- Ability to identify and conceptualize information needs, work flow sequences, and data acquisition problems;
- Installation of systems and hardware and maintenance and coordination of the technology of the office building, garage, warehouse, O&M sites, treatment plant, recreation area and other District sites;
- Analyzes, diagnoses and corrects problems with existing computer applications;
- Installs software and provides technical support in managing the various end user software that provides for the delivery of customer services and products keeping them functional and providing for increased productivity;
- Assists in maintaining user password security program and network user access with appropriate user rights
- Provides cost estimates, when required, for software changes and equipment acquisitions.
- Maintains familiarity with developments in computer equipment marketplace.
- Constantly looks for ways to improve upon Casitas technology and systems and provides suggestions to General Manager;

- Assist with development and maintenance of a computer-based file system;
- Development and maintenance of an up-to-date District-wide web site;
- Provide training for District staff on hardware and software and keep personal knowledge and training up to date;
- Performs other related duties as assigned

### **Desirable Qualifications**

Education and Experience: Graduation from high school; completion of computer certification programs, or a combination of training, education and experience equivalent to college coursework in information services, computer science, business administration; knowledge and/or experience to facilitate the management of the District's electronic technology internally and at remote sites. College degree in computer science desirable, but not required.

Knowledge and Abilities: Thorough knowledge of data processing practices and procedures. Strong knowledge of mainframe, micro-computers, network systems and related software; good verbal, analytical, organizational, and inter-personal skills; capabilities and limitations of computer hardware and software; network concepts and operations; software; system software as used at Casitas. Ability to: observe, troubleshoot and problem solve operational policy and procedural issues; organize and manage multiple priorities; read, write, speak and understand English well; communicate orally with District management, co-workers, and the public in face-to-face, one-on-one, and group settings; regularly use a telephone and office equipment such as computer terminals, FAX machines, copiers, and calculators; establish and maintain effective relations with a variety of governmental officials, fellow workers, and the general public; sit and/or stand for extended periods of time; carry, push, pull, reach or lift office equipment, materials or supplies weighing up to 25 pounds; stoop, kneel and bend during routine work; hearing and vision within normal ranges; follow written and oral safety practices and policies of the District.

License: Possession of an appropriate and valid operator's license issued by the California Department of Motor Vehicles.

Physical Activities: May occasionally travel by automobile in conducting District business; communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings; regularly uses a telephone for communication; uses office equipment such as computer terminals, copiers, and FAX machines; sits for extended time periods; hearing and vision within normal ranges.

Physical Requirements: bend, stoop, sit, walk, use both hands, vision within correctable ranges; work in close quarters or office setting.



**Supervisor or Manager is to send Employee home if they are exhibiting any of the symptoms outlined below.**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

# Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

## Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



## Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
  - See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



## Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include\*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

\*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 if you have a medical emergency.** If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

## Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



## If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



**Note:** During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



## Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



## Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



## Clean all “high-touch” surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.



High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**

- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Most EPA-registered household disinfectants should be effective.

## How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
  - **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
    - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)AND
    - other symptoms have improved (for example, when your cough or shortness of breath has improved)AND
    - at least 10 days have passed since your symptoms first appeared.
  - **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
    - You no longer have a fever (without the use of medicine that reduces fevers)AND
    - other symptoms have improved (for example, when your cough or shortness of breath has improved)AND
    - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.



**In all cases, follow the guidance of your healthcare provider and local health department.** The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.



## Employee Certification of Need for Paid Emergency Sick Leave

I, \_\_\_\_\_, certify that I am unable to work (or telework) for one of the following reasons:

\_\_\_\_\_ I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

\_\_\_\_\_ I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

\_\_\_\_\_ I am experiencing symptoms of COVID-19 (*e.g.*, fever [defined as 100.4° F [37.8° C] or greater using an oral thermometer], coughing, and/or shortness of breath) and seeking a medical diagnosis.

\_\_\_\_\_ I am caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

Relationship to individual \_\_\_\_\_

\_\_\_\_\_ I am caring for my child whose school or place of care has been closed, or whose child care provider is unavailable, due to COVID-19 precautions.

\_\_\_\_\_ I am experiencing another substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

I understand that if my circumstances change, I must immediately inform my supervisor and I may be directed to report back to work (or telework).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## **Employee Certification of Need for Emergency Family and Medical Leave**

I, \_\_\_\_\_, certify that I have a child who is under the age of 18, whose school or place of care has been closed, or whose child care provider is unavailable due to a COVID-19 emergency declared by either a Federal, State, or local authority. Due to the need to care for my child, I am unable to work (or telework). I understand that if my childcare needs change, I must immediately inform my supervisor and I may be directed to report back to work (or telework).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Employee Certification to Return to Work After Exhibiting  
Symptoms of COVID-19 or Suspicion of Having or Being Exposed  
to COVID-19**

(May be used if a Doctor's Note is not practicable)

I, \_\_\_\_\_, certify that I have been free of fever (a "fever" is defined as 100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other COVID-19 related symptoms (*e.g.*, cough or shortness of breath) for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (*e.g.*, cough suppressants) and, at least 7 days have passed since symptoms first appeared. I understand that if I do show further signs of having COVID-19 (*e.g.*, fever, cough, or shortness of breath), I must inform my supervisor immediately and Casitas may either direct me to stay away from work or may require me to undergo a fitness for duty examination at Casitas' expense and according to Casitas' policy regarding fitness for duty examinations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date