



CITY OF CARSON
INTEROFFICE MEMORANDUM

TO: ALL CITY OF CARSON EMPLOYEES

FROM: FAYE MOSELEY, DIRECTOR OF HUMAN RESOURCES & RISK MANAGEMENT

SUBJECT: CITY OF CARSON – COVID-19 RESPONSE

DATE: MARCH 19, 2020

Our Mayor and City Council declared a local emergency in response to the coronavirus pandemic by approving and ratifying the adoption of Resolution No. 20-053 on March 17, 2020. This emergency declaration is a preparedness measure and allows the City to put provisions in place to protect our employees, access resources and recover costs. The decision was made in light of the President's National Declaration of Emergency, and the confirmed cases of coronavirus in Los Angeles County, including the City of Carson.

The health and safety of our employees is our top priority. Carson City Hall, all City facilities, the Community Center and parks have been closed to members of the public at least through April 21, 2020, but until further notice. All City Board, Commission and Advisory meetings are canceled with the exception of the City Council, Planning Commission, and Carson Reclamation Authority meetings. Those meetings will be conducted via telephonic or videoconferencing. Only certain City employees with valid identification will be permitted entry into any city public facility.

The City's Disaster Council has been activated as a result of the declared emergency. Essential services have been identified and workforce staffing levels will be reduced immediately, where applicable and as needed. Unless directed otherwise by the Disaster Council, all employees ***not required*** to perform essential services should not report to work and should not engage in any work for the City, whether in person or remotely, until further notified by the City.

We are all feeling vulnerable these days. Please know that your health, safety, well-being and ability to care for your families are important to us. Our Mayor and City Council have directed City Executives to ensure that we take care of our employees to the fullest extent possible. As such, this is what we definitely know today and are confirming in order to provide you with a level of comfort during this unpredictable declared emergency -

The following information is applicable to all employees who are not required to report to work, either in person or remotely:

- Your healthcare benefits ***WILL NOT*** be impacted in any way during the time you are not required to report to work.

- You are required to apply for State unemployment insurance (“UI”) benefits at the California Employment and Development Department’s (“EDD”) website at https://www.edd.ca.gov/Unemployment/Filing_a_Claim.htm or by phone at 1-800-300-5616 (English) / 1-800-326-8937 (Spanish).
 - Through the UI benefits, you will receive a partial wage replacement during the time you are not required to report to work.
 - According to Executive Order N-25-20 issued by Governor Newsom, the EDD is waiving the one-week waiting period requirement, meaning that you will be eligible for UI benefits immediately from the time you are not required to report to work.
 - According to the EDD, employees who are expected to return to work with their employer within a few weeks are not required to actively seek work each week, but must remain able and available and ready to work during each week of the benefits claimed.
- The City **WILL** permit you to utilize available accrued leave balances (including going into the negative) to make up the difference between what you would receive in wages and the UI benefits. You are required to utilize available leave accruals. However, in no event will any employee be entitled to receive more than 100% of their wages.
- During the time you are not required to report to work, you **WILL** receive 100% of your wages and benefits from a combination of one or more of the following sources. Employees will be made whole one way or another:
 - UI benefits,
 - Required use of accrued leave balances,
 - City resources, or
 - other available local, State, and federal resources.
- Upon receipt of confirmation that you have filed an EDD claim, the City of Carson **WILL** pay 100% of your wages, inclusive of leave accruals, until your EDD claim is approved and your benefits have been confirmed.
- This City of Carson shut down and reduction in business operations constitutes temporary unemployment for employees not required for essential services.
- Filing for UI benefits will ensure that you do not utilize leave accruals unnecessarily.
- The City will maintain a list of all impacted employees to ensure that we can properly track your UI benefits, utilized leave accruals and augmented City wages during the declared emergency.

All ***employees as identified who are required to perform essential services*** should continue to report to work on your regular work schedule, or as determined otherwise by the City on a case-by-case basis.

Please note that as this is an evolving and an unpredictable situation, the City may need to redetermine that business needs move from non-critical to critical, or vice versa as we move forward. The City will continue to follow and evaluate the progression of the COVID-19 virus and the guidelines provided by the Centers for Disease Control and Prevention and the Los Angeles County Department of Public Health, and will provide updates as things evolve. In the meantime, if you have any questions or concerns, please contact Human Resources at extension 1736 or by email at HumanResources@carson.ca.us.