



To: Tacoma Housing Authority Staff

Cc: Stanley Rumbaugh, THA Board Chair

From: Michael Mirra, Executive Director

Date: November 30, 2020

Subject: **Executive Emergency Action #14:** Restriction on Reporting to THA Worksites, Clarification Regarding Maintenance and Inspector Work Schedules and Expectations, and Indoor Gatherings

THA Board Resolution 2020-03-18(1) allows the Executive Director (or his designee) to take emergency actions during the COVID-19 pandemic that he deems necessary to ensure continued operations of Tacoma Housing Authority while protecting its employees, clients, vendors, partners and the community as a whole.

This Executive Action #14 clarifies how THA will enforce Washington state's restrictions on indoor gatherings to curb the spread of COVID-19. It accounts for the Governor's new restrictions imposed on November 15, 2020.

1. OFFICIAL GUIDANCE LEADING TO THIS EXECUTIVE ACTION

On November 15, 2020 Governor Inslee issued the following statement:

Today, Sunday, November 15, 2020, is the most dangerous public health day in the last 100 years of our state's history. A pandemic is raging in our state. Left unchecked, it will assuredly result in grossly overburdened hospitals and morgues; and keep people from obtaining routine but necessary medical treatment for non-COVID conditions.

In response to this growing public health risk, the governor placed the following restrictions on indoor gatherings for four weeks:

Indoor gatherings, outside one's household, are prohibited unless participants quarantine for 14 days prior to the gathering or quarantine for seven days prior and receive a negative COVID-19 test within two days of the planned gatherings.

2. MODIFICATIONS TO THA'S WORKPLACE SAFETY PLAN WITHIN ITS CONTINUITY OF OPERATIONS PLAN

Attachment E: Coronavirus Safety Plan & Approach has been modified to move THA back to Stage 1 of office reopening. This means THA is taking its most cautious approach to THA operations. These changes are in effect from November 23, 2020 until further notice. The full attachment will be posted with THA's revised Continuity of Operations Plan. This Executive Action highlights the notable changes.

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2.1 No Admission to THA Property or Work Site After Travel or Other Conditions

Effective immediately, employees may not enter THA property until after they have quarantined for 14 days if:

- they have travelled out of state;
- had indoor visitors outside their household;
- attended indoor gatherings with people outside of their household;
- think they have been exposed to COVID-19.

2.2 Reporting to Work Only When Work Cannot be Completed from Home

2.2.1 THA is, in essence, closed. Staff may only report to a THA office or property to complete essential work, as determined by the Emergency Operations Committee, that cannot be completed from home.

2.2.2 THA offices are closed and staff may only report to our worksites if:

- Their work tasks are essential and cannot be completed from home; AND,
- They have permission to report to work from their supervisor; AND,
- Their Department Director has received permission from THA's Human Resources Manager.

2.2.3 If a staff member must report to a THA worksite and they have met all of the criteria above, the Human Resources Manager will notify them of their approval to report to work and provide them with specific instructions related to when and where they may report to work.

2.2.4 THA will continue to look for ways to move work offsite through the use of technology and modification of its operations.

2.3 Maintenance and Inspection Staff Work

2.3.1 Maintenance and Inspection Staff cannot complete their primary work functions from home. To support staff safety and the urgent work provided by these teams, staff may be scheduled to report to a THA work site on a reduced, set schedule. During their remaining normal work hours, staff will be asked to stay home and remain available to respond to emergency work (work orders or inspections), and to complete other work-related duties from home, as assigned.

2.3.2 Finance and the Department Managers will work closely to determine how time will be coded during this time. Staff will be trained on any changes they need to make related to time entry.

2.4 Health Assessment Prior to Entering THA Property

Upon entering a THA property must complete the health assessment.

3. USE OF LEAVE

During the term of this Executive Action only, a staff member may opt to use accrued sick leave if they are unavailable to work, including in instances where they do not feel safe reporting to work due to concerns over personal health risks.

Pursuant to current policy, employees continue to have access to their annual leave and personal holidays and may use that accrued leave if they are unavailable to work, including in instances where they do not feel safe reporting to work due to concerns over personal health risks.

Staff are further advised that if they are required to self-quarantine under these rules they may be required to use annual leave for any missed work.

4. DURATION OF THE CHANGES

These changes will remain in effect until further notice. THA will monitor risks to THA staff and customers in determining when and how to revise THA's operations. Any changes will be made through a separate executive action.