

TO: All City of Pittsburgh Employees  
SUBJECT: Temporary Personal Travel Policy during the COVID-19 pandemic  
EFFECTIVE DATE: July 9, 2020

The City of Pittsburgh is taking proactive steps to protect the workplace in the event of a COVID-19 outbreak. It is the City's goal to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Please fill out the [personal travel screening form](#) after any travel outside of Pennsylvania for any period of time. EMS Assistant Chief Mark Pinchalk or his designee will utilize the most up-to-date CDC guidance related to travel risks to evaluate the employee's screening form.

Employees designated as low risk will be required to return to work no later than their next scheduled work day. Employees designated as high risk will be required to self-isolate for 14 days or until they receive a negative test result as set forth in this formal policy. If you are not eligible to work remotely, you will be required to utilize leave that is available to you or take leave without pay.

This temporary policy applies to all full-time and part-time employees, elected and appointed officials and their staff.

## Policy

### Personal travel

- Personal travel is defined as any movement outside the state of Pennsylvania.
- Employees must submit the [online personal travel screening form](#) or fax the paper form to 412-622-6941 **as soon as they return to Pittsburgh.**
- The paper form is attached to this policy, employees can fill out the online form [HERE](#) or to request a form, please contact Charisse Smith, Leave of Absence Coordinator in HR, at [charisse.smith@pittsburghpa.gov](mailto:charisse.smith@pittsburghpa.gov)
- The form will determine the potential risk stemming from the travel. The criteria may change as more is learned about the disease, but may include:
  1. Travel destination
  2. Dates of travel
  3. Means of transportation
  4. Exposure to groups
  5. Adherence to Allegheny County Health Department (ACHD) guidance
- EMS will be utilizing the most up-to-date CDC, State, and ACHD guidance related to travel risks to evaluate the employee's Personal Travel Screening form.

- Reviews will be conducted on forms received at 8:00am Monday – Friday (excluding city holidays). If forms are submitted after 8:00am, they will be reviewed the following business day.
- Employees scheduled to work prior to a form being reviewed (this occurs when forms are submitted in the evening, on weekends or a holiday) may come to work pending the review, if they have no symptoms. The employee must wear a mask **at all times**.
- Available public health data show infected people may take a few days to show symptoms. Although the risk of transmission from an infected person is greatest once symptoms appear, transmission is still possible before the onset of symptoms. Mask wearing, maintaining at least 6 feet of distance, and proper hand washing protects everyone from the droplets that spread the disease.
- Employees who are not feeling well or believe they were exposed to COVID-19 should **NOT** return to work. Instead they should fill out the form, call their supervisor and their Primary Care Physician (PCP).
- Employees must accurately report all travel and requested information. Failure to report accurately and in good faith will be cause for discipline up through and including termination.
- The employee’s supervisor will notify the employee of their status.
- Employees designated as low risk allows for an immediate return to work. The employee should self-monitor for symptoms for 14 days and **wear a mask at all times**.
- Employees designated as high risk will be required to quarantine for 14 days or quarantine and get a COVID test **no earlier** than 4 days after return from travel.
- Employees designated as high risk who choose get a test 4 days after returning from travel, must submit the results via email or fax to their supervisor, EMS Assistant Chief Mark Pinchalk ([mark.pinchalk@pittsburghpa.gov](mailto:mark.pinchalk@pittsburghpa.gov)) and Leave of Absence Coordinator Charisse Smith ([charisse.smith@pittsburghpa.gov](mailto:charisse.smith@pittsburghpa.gov)).  
EMS Fax: 412-622-6941  
HR Fax: 412-255-2226  
You may not return to work if you receive a positive result.
- Employees designated as high risk who choose to quarantine for 14 days must present acceptable clearance from a medical professional to their supervisor and Leave of Absence Coordinate Charisse Smith, prior to returning to work.
- Employees who develop symptoms during their 14 day quarantine must contact their PCP and request a test. Results must be submitted via fax or email to their supervisor, EMS Assistant Chief Mark Pinchalk ([mark.pinchalk@pittsburghpa.gov](mailto:mark.pinchalk@pittsburghpa.gov)) and Leave of Absence Coordinator Charisse Smith ([charisse.smith@pittsburghpa.gov](mailto:charisse.smith@pittsburghpa.gov)).

EMS Fax: 412-622-6941

HR Fax: 412-255-2226

- Employees who do not return to work on their next scheduled workday after being cleared by EMS will be required to use accrued leave in accordance with leave policies and standard protocols within their department in effect at the time.
- Employees who are not eligible to work remotely will be required to utilize leave that is available to them or take leave without pay.

## FAQs

**What if I left Allegheny County on personal travel, but did not leave Pennsylvania, do I need to fill out the form?**

- No. Allegheny County Health Department guidance recommends precautions be taken for individuals who leave the state.

**What if I traveled to one of the states designated by the Pennsylvania Department of Health as having a high number of cases? Do I automatically need to quarantine for 14 days.**

- No, you will need to fill out the personal travel form and EMS will determine if your travel was high or low risk. Do not return to work if you are not feeling well or believe you were exposed to COVID-19. Instead call your supervisor and PCP

**What if I submitted my form and haven't heard back?**

- Forms will be reviewed at 8:00am Monday – Friday (excluding city holidays). If forms are submitted after 8:00am, they will be reviewed the following business day. EMS will provide clearance to your supervisor. Supervisors, please check with EMS Assistant Chief Mark Pinchalk ([mark.pinchalk@pittsburghpa.gov](mailto:mark.pinchalk@pittsburghpa.gov)) if you have employees who have traveled and do not have their clearance.

**If I am designated by EMS as high risk, do I have to use vacation time to self-isolate for 14 days?**

- Yes. If you do not have enough vacation time or comp time you will need to take leave without pay. Please follow your department protocols for timekeeping.

**If I am designated by EMS as high risk, is there other leave that is available to me?**

- Yes. You may be eligible for Family Medical Leave (FML) or Emergency Paid Sick Leave (EPSL) under the Families First Corona Virus Response Act. (FFCRA). Please contact Charisse Smith to complete paperwork to determine eligibility.

**If I am designated by EMS as high risk and I consult my doctor, who also recommends I quarantine, do I need to use my vacation time?**

- If you present an acceptable note from a medical professional with their recommendation, you may be eligible for Families First Corona Virus Response Act (FFCRA) leave in accordance with the provisions of that policy. Please see below for FFCRA FAQs. Submit your note to your supervisor and Charisse Smith ([charisse.smith@pittsburghpa.gov](mailto:charisse.smith@pittsburghpa.gov)).

**If I am designated by EMS as high risk and I have COVID-19 symptoms, do I need to use my vacation time?**

- If you present an acceptable note from a medical professional with their recommendation, you may be eligible for FFCRA leave in accordance with the provisions of that policy. Please see below for FFCRA FAQs. Submit your note to your supervisor and Charisse Smith ([charisse.smith@pittsburghpa.gov](mailto:charisse.smith@pittsburghpa.gov)).

### **If I choose to quarantine for 4 days and then get a COVID test, how do I do that?**

- Contact your primary care physician to request a test.
- Use [this map](#) to locate testing locations.
- Limited in-house testing is available. You will be notified if you qualify for an in-house test.

### **Do I have to take vacation time while I wait to get my COVID test and results?**

- You may use available paid benefit, vacation, comp time or leave without pay.

### **If I test positive, do I have to use my vacation time?**

- No. If your test results are positive, the City will continue to pay you while you recover and quarantine. You may be eligible for FFCRA leave in accordance with the provisions of that policy.

### **What if I forget to submit the personal travel screening form prior to my return to work?**

- If you are returning from Personal Travel, you must complete the Personal Travel Screening Form and be cleared by EMS. You may come to work pending the review, if you have no symptoms. You must wear a mask **at all times**. If you have symptoms or think you may have been exposed to COVID-19, you must stay home and call your PCP for a test.

### **If I am telework eligible and have been working from home throughout the pandemic, do I still need to submit the personal travel screening form?**

- Yes, you should continue to telework until your form has been evaluated by EMS. If you have to go into the office, you must be symptom free and you must wear a mask at all times.

## **FFCRA FAQs**

### **Who is covered by the Families First Coronavirus Response Act?**

- Certain Public employees are covered by the federal Families First Coronavirus Response Act (“FFCRA” or the “Act”). The FFCRA includes the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act.
- However, emergency responders are not covered by the FFCRA and are not eligible to receive emergency paid sick leave or expanded family and medical leave. Emergency responders include not only police officers, firefighters, paramedics, and EMTs, but also employees in various departments whose work is essential in supporting emergency responders and those in Public Works, DOMI, PLI and City Planning whose work impacts the safety of the public.

### **What are the qualifying reasons for emergency paid sick leave?**

- If an employee is covered by the FFCRA, an employee qualifies for emergency paid sick leave if the employee is unable to work (or unable to telework) because the employee:
  1. is subject to a federal, state, or local quarantine or isolation order related to COVID-19;

2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); or
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

**How much will the employee be paid for emergency paid sick leave?**

- Employees who qualify for emergency paid sick leave for reasons listed in Nos. 1-3 are eligible for up to eighty (80) hours of paid leave at the employee's regular rate of pay.
- Employees who qualify for emergency paid sick leave for reasons listed in Nos. 4-5 are eligible for up to eighty (80) hours of paid sick leave at two-thirds the employee's regular rate of pay. The compensation is capped at \$200 per day and a \$2,000 total.
- Employees cannot stack the leave to get 160 hours. 80 hour total is the maximum.

**What are the qualifying reasons for expanded family and medical leave?**

- If an employee is covered by the FFCRA, an employee qualifies for expanded family and medical leave if the employee is unable to work (or unable to telework) because the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19. This is the same qualifying reason listed as No. 5 for paid emergency sick leave.

**How much will the employee be paid for expanded family and medical leave?**

- The first two (2) weeks of expanded family and medical leave are unpaid. During this time, and employee may choose to use accrued paid time off or use emergency paid sick leave. The remaining ten (10) weeks are paid at two-thirds the employee's regular rate of pay.

**Does expanded family and medical leave provide employees with twelve weeks of leave *in addition to* the twelve weeks of leave under the Family and Medical Leave Act (FMLA)?**

- No. The employee may take a total of twelve (12) workweeks of leave during a twelve (12) month period. For example, if an employee previously has taken four (4) weeks of FMLA leave during the previous twelve (12) months, the employee may only take eight (8) weeks of expanded family and medical leave.

**What if an employee is not covered by the FFCRA, or does not qualify for paid leave under the FFCRA?**

- The employee may take any accrued paid time off in accordance with the City's policies and any applicable collective bargaining agreements. Also, an employee may still request an accommodation under the Americans with Disabilities Act for the employee's own qualifying

medical condition and/or disability, or unpaid leave under the FMLA for the employee's own serious medical condition or to care for a qualifying family member who has a serious medical condition.

**Who should employees contact for questions regarding FFCRA eligibility, accommodations or other types of leaves?**

- For questions regarding eligibility for FFCRA, or regarding FMLA leave, contact Wellness & Benefit Coordinator Charisse Smith, (412) 255-2950.
- For questions regarding an accommodation under the Americans with Disabilities Act for an employee's own qualifying medical condition, contact HR Manager Charlene Holder, (412) 255-2708.

### Personal Travel Screening Form

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You will be notified by your supervisor when you are cleared to return to work.

Please complete the form below and fax to 412-622-6941

Full Name:	
Your phone number (in case there are questions about this form):	
Department:	
Supervisor:	
Supervisor's telephone number:	
Are you telework eligible? (Were you approved to do your job from home)	
City, County, and State of final travel destination:	
Date Departed the Commonwealth of Pennsylvania:	
Date of Return to the Commonwealth of Pennsylvania:	

Mode of Transportation (your own private vehicle, rental vehicle, ride-share, taxi, airplane, bus, train, other – please describe):	
Where did you stay while out of town? (hotel, motel, rental property, with family and friends, campground, other – please describe):	
Did you stay with anyone outside of your immediate family or local friends from Pittsburgh that accompanied you on the trip?	
While in public locations, did you always wear a face covering over your mouth and nose?	
Did you frequently wash your hands (before meals, after using the restroom, after being in public places)?	
Did you dine in at any restaurants?	
If so, how many restaurants did you visit?	
If you dined at restaurants, did any NOT require staff or other diners to wear masks?	
Did you visit any bars?	
If so, how many bars did you visit?	
If you visited any bars, did any NOT require staff or other diners to wear masks?	
Did you visit any crowded locations? (restaurants, beaches, shopping districts, tourist attractions, etc):	
If yes, please describe:	
Did you follow social distancing guidelines (6ft or greater)?	
Are you currently experiencing any COVID-19 symptoms (fever, cough, unusual body aches)?	
Did anyone you were within 6 feet for more than 15 minutes exhibit COVID-19 symptoms (fever, cough, unusual body aches)?	
While traveling, did you come into contact with anyone who you know tested positive for COVID-19?	

Who is your health insurance provider? (if you are deemed high risk, this will help EMS provide advice on testing options)	
Is there any further information about your travel that you would like to provide?	