



WEEKLY REPORT

MARCH 27, 2020

TO: MAYOR SHETTER AND COUNCIL MEMBERS
FROM: BRYAN LANGLEY, CITY MANAGER



Weekly Report | March 27, 2020

I. Council Schedule

Meetings

- **Monday, March 30:** Special City Council Meeting. City Hall Council Chambers, 141 W. Renfro St., 3:00 p.m.
- **Monday, April 6:** City Council Meeting. City Hall Council Chambers, 141 W. Renfro St., 5:00 p.m. Work session, 7:00 p.m. regular session

Work Session Items/Report & Discussion Items

- No Work Session Items scheduled

II. General Information and Status Updates

A. City of Burleson Coronavirus Update - Declaration of Disaster Amendments and Stay at Home order

The City of Burleson continued to address the Coronavirus issue over the past week and held two City Council Special Sessions. The emergency orders made in those meetings are as follows:

- Monday, March 23, 2020. The City Council considers continuation and renewal of Mayor Shetter's declaration of local disaster. Amendments to the declaration went into effect at 12:01 a.m., Tuesday, March 24, 2020. New amendments limit size of gathering to no more than 10 people, to align with the Governor's order from March 19. Additionally addressed items in the provisions include further definition of Essential Services, closure of in-person worship services and additional Non-Essential Business closures.
- Wednesday, March 25, 2020. issued a Mandatory Stay-At-Home order. The order took effect at 11:59 p.m., March 25, 2020, and continues until April 13, 2020 unless extended by Burleson City Council. All Burleson residents are encouraged to stay home as much as possible, making only necessary trip as described in the order. Changes from the March 23, 2020, order include the following:
 - Prohibits all public and private gathering regardless of size occurring outside a single household.
 - All businesses operating in the City of Burleson, except Essential Businesses as defined in the declaration, are required to close to the public.
 - Prohibits all elective medical, surgical, and dental procedures.
 - Addresses the increased demand for bath or toilet tissue and strongly discourages hoarding of household products and groceries that are in limited supply.

A [Stay at Home Order graphic](#) illustrating the general guidelines as outlined by the declaration and a [Essential vs. Non-Essential Business Examples](#) graphic have been shared on social media and the City's website to help clear up confusion associated with these declarations. These graphics have also been included in the attachments. View the [entire declaration](#).

B. Additional Facility Closures and Adjustments

- **Burleson Public Library:** CLOSED until at least April 3. Pick-up services suspended. Please check Burleson Public Library's Facebook, for virtual services <https://www.facebook.com/Burlesonlibrarytx/>
- **Russell Farm Art Center:** CLOSED until at least April 3.
- **City Walking Trails:** OPEN. We have dozens of trails that are available and encourage residents to get out and use them, please maintain a distance of six feet.
- **City Playgrounds:** DISCOURAGED. We would like to highly discourage residents from using the play structures at all city parks
- **Basketball Court at Warren Park:** CLOSED until at least April 6, 2020.

C. Hidden Creek Golf Course to Re-Open for Limited Play

At its special meeting on March 25, the City Council approved an amended declaration of local disaster in connection with COVID-19. Section 18(c)(iii) of the order allows for the conduct of outdoor activity, specifically listing golfing as an allowable outdoor activity (with the caveat that individuals must comply with social distancing requirements of 6 feet between one another). As such, Hidden Creek Golf Course will be re-opening with limited services on Saturday, March 28. Golf course staff will be taking several precautions to allow for play while preventing the spread of COVID-19. The attached flyer will also be provided to all players. Below is an overview of the rules the golf course will put in place:

- The course is walking only. Exceptions will be made for guests requiring ADA accommodation. Guests must present a state-issued ADA parking tag, and only one rider will be permitted in a cart.
- The Pro Shop is closed. Check-in for rounds will be handled inside the foyer of the clubhouse.
- Debit and credit cards are highly encouraged for payment of any services.
- Dining in at The Terrace restaurant is prohibited. Hot dogs, bottled water, bottled drinks, beer, and snacks will be available from a snack cart on the back patio of the clubhouse.

- Common surfaces will be sanitized frequently.
- Social distancing of 6 feet between individuals must be observed at all times. Staff members will be present on the course to ensure that proper social distancing is observed.
- Bunker rakes and water coolers have been removed to avoid common contact.
- Flag sticks must be left in the holes and untouched by players. We ask that all "gimme" putts are picked up.

D. Local Business Gift Card Program

The Economic Development Team, with the assistance of the Burleson Area Chamber of Commerce and other community members, developed <http://btxgiftcards.com/>, a website that provides an additional stream of revenue for local businesses through gift card purchases. While credit card fees are required, all merchant fees have been waived by GiftFly, the company providing the platform.

The City is actively promoting the initiative to the public through the City's website, e-mail, and promoted posts on social media. With the help of these ads, word-of-mouth, and other campaigns, the website has facilitated the purchase of \$8,300 worth of gift cards as of March 25. To date, 70 business are participating on the website, with more signing up daily.

Beginning on Monday, March 30, a new campaign will begin to help drive gift card purchases and raise money for local non-profits. A number of larger companies and industry partners have agreed to match the amount in gift card purchases, starting next week, with a donation to a non-profit of their choice. Each company will video a challenge to be promoted on the City's Facebook page and we will have a new company each week for the challenge.

E. City Call Center

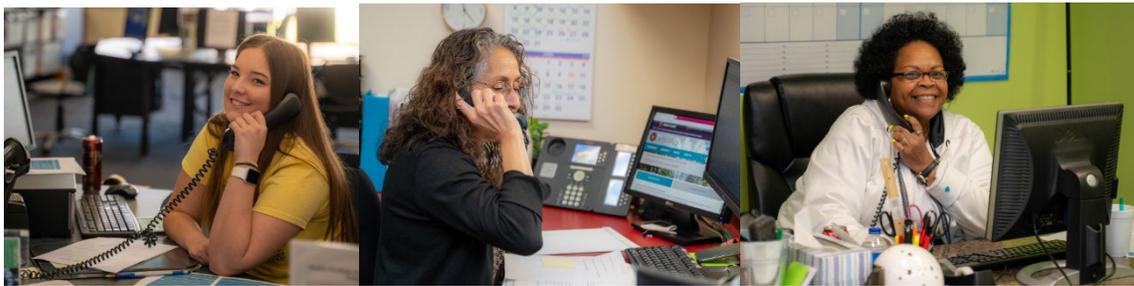
In an effort to help answer people's questions regarding the coronavirus outbreak and connect them with available resources, the City of Burleson set up a coronavirus resource hotline. The hotline is staffed by city staff that are re-assigned from departments like the library, parks, recreation, neighborhood services, and the police department. The hotline answers people's questions on topics ranging from how to connect with health resources, restrictions on sizes of gatherings and business operations, small business assistance, and city facility closures. The resource hotline has



helped connect residents with resources like Texas Health, non-profit agencies, and other government agencies. The hotline has been operational since March 19, 2020, and to date has fielded approximately 150 calls.

Below is a chart outlining call types and their frequency:

Category	Total	Category	Total
Essential/Non-essential	47	Schools	2
Stay At Home/Shelter At Home	37	Active Cases	1
Occupancy Limits	16	Food Assistance	1
City Facilities Closures	12	Making masks	1
Concerned about Behavior of Others	9	Returned Redbox to Library	1
Health Questions	6	Business Closures	1
Testing	5	Faxing	1
Housing Assistance	5	Thank You	1
Asked if OK to drive through town	3	Want to Help	1



F. Outreach to Senior Citizens

Staff from the Library, Senior Center, and BRiCk set out to make phone calls to approximately 3,000 senior citizens in the community to ensure they are cared for and connected with essential resources and services. Staff has now completed all of the calls on its initial list and is working to obtain other records in an effort to make sure nobody is missed. Additionally, staff is classifying the data it received from its phone calls to best understand the needs of our senior residents so we can find ways to effectively work with local non-profits to meet those needs.

The calls have been extremely well-received. Most seniors are reporting that they are doing well and have the resources they need. A few have requested sanitizer, gloves, information about CDC recommended guidelines, resources for food, resources for medical information, and information regarding hours designated specifically for senior shopping. Staff remains in contact with several local community resources including Harvest House, Meals-on-Wheels, and United Way and continues to update resources on the city’s website,

<https://www.burlesontx.com/coronavirus>

G. Human Resources Updates for COVID-19

2 draft policies are in implementation to help us manage the rapidly changing environment amidst the COVID-19 pandemic. The policies will be on the April 6th agenda for ratification. A summary is provided below highlighting the policies and work underway to help our employees, maintain continuity of operations, and be in compliance with recently enacted legislation.

- Pandemic Response Policy – an overarching policy that provides guidelines and expectations for the City during any pandemic. The policy is more general on how the City will handle various aspects of business to ensure continuity of operations, protect the public health and staff, and modifications that can be considered based on pandemic factors. Some areas include, but are not limited to:
 - Travel restrictions
 - Staffing assignments and telecommuting
 - Communication
 - Identification of essential staffing
 - High risk personnel considerations
 - Various general modifications we may employ for pay and benefit items
- COVID-19 Policy Addendum – outlines additional specific elements, guidelines, and expectations for the COVID-19 pandemic beyond the general Pandemic Response Policy framework. The main policy points:
 - Reporting of out of country travel and screening
 - Benefit enhancements:
 - 100% cost coverage for COVID lab testing for all employees
 - Telemedicine visits covered at 100% for all employees through June 18, 2020
 - Uninsured employees will receive their benefit as an expense reimbursement since they are not on the medical plans.
 - Family First Coronavirus Response Act (FFCR) – Effective 4/1/2020
 - Emergency Paid Sick Leave:
 - a. 2 weeks of paid time off
 - b. All employees eligible, both full-time and part-time
 - c. Can use time for a variety of COVID-19 related matters, such as exposure/illness for self or caring for another, unable to work due to isolation orders, care for child due to school or care provider closure
 - Emergency Family and Medical Leave Expansion:
 - a. Adds a qualifying need to use up to 12 weeks of Family and Medical Leave: caring for child under age 18 due to school or care provider closure

- b. First 2 weeks unpaid (but can sub paid leave above or from other leave banks), and 10 weeks are City paid at two-thirds pay for normal hours scheduled.
- Employees that have a qualifying leave need for the same COVID related matters above will receive City paid leave through 3/31/2020 until FFCR is in effect.
- Paying standby time for essential employees to compensate for lessened hours due to rotating schedules in teams to mitigate exposure.
- Modification of Sick and Vacation polices:
 - Temporarily waive waiting periods to use time for COVID matters
 - Allow sick leave to go negative up to 80 hours once other leave time is exhausted for COVID matters

Behind the scenes we are mapping the best way to ensure we efficiently implement all the benefits and educate employees remotely. This is as of today, a point in time, as each day changes vastly. We are keeping an eye on what may be needed in the future, as well as other legislation that may coincide.

H. Family First Coronavirus Response Act

The Families First Coronavirus Response Act goes into effect April 1, 2020. This act relates to benefits previously introduced via emails from the Human Resources Department relating to Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion. Please see the Department of Labor posting in the attachments. Human Resources will also post the notices in their buildings next to the existing labor law posters.

I. Small Business Cleaning Supplies Assistance

With cleaning supplies in high demand, some small businesses are finding it increasingly more difficult to keep the public areas of their businesses appropriately disinfected. In response, the City has procured various cleaning supplies to make available to small businesses free of charge. By filing out this electronic form, [Small Business Cleaning Supplies Assistance](#), staff is notified of the need. Once the requested supplies are ready for pickup, staff will notify the business.

J. Mayor Vera Calvin Plaza in Old Town Weekly Update

Construction of the Mayor Vera Calvin Plaza remains on schedule and within budget

- Substantial completion is currently on track for 5/13/2020
- Wilson Street paving is complete and open to traffic
- Parking stalls, sidewalks, lights and landscape

- 49 new parking stalls
- 12 adjacent to City Hall (2 ADA)
- Play Trolley and Water Tower install scheduled for 3/30 - 4/1
 - *Necessitates a lane closure on Wilson Street for crane*
- Artificial Turf Lawn installation to begin 4/13
- Stage A/V installs scheduled to begin 4/7

Ongoing Construction Activity:

- Branch/site circuits
- Sidewalk/grading layout
- Sidewalk/flatwork pour dates: 4/3 - 4/10 - 4/17
- Drill site light pole bases
- Drill promenade sign foundations
- Paver Install
- Irrigation/low voltage Underground
- Landscape
- Restroom fixtures
- Seal concrete floors
- Paint

ROW Parking/Storm Line Extension:

Work has begun in the right of way to construct parking (47 new stalls), sidewalks, and streetscape. City staff and Contractor, Hill & Wilkinson, have coordinated with local businesses to plan work in phases that lessens impact as much as possible. This work is in the final stage on Bufford St.

- FINAL STAGE: Bufford St. ROW: 3/2 - 3/27
 - Parking stalls, sidewalks, lights and landscape
 - 15 new parking stalls
 - 2 ADA

Contingency Log:

The following items have been funded by the budgeted 6% contractor contingency:

Description of Work	Amount
Initial Contractor Contingency	\$187,967.00
PCO #1 – Ceiling Insulation Abatement	(\$24,165.00)
PCO #3 – Credit for Moisture Control	\$2,900.00
PCO #4 – Cut/Cap Cast Iron Line	(\$3,670.24)
PCO #5 – SS Line and Water Meters	(\$1,462.61)
PCO #6 – UG Conduit at Wilson/Warren	(\$9,048.73)
PCO #7 – Lower Warren St. Water Line	(\$6,764.98)
PCO #8 – Retrofit Existing Light Poles	\$15,529.50
PCO #9 – Acid Etch at Pavilion & Platform	(\$4,793.85)
PCO #10 – ASI 2	(\$29,889.78)
PCO #12 – Railroad Track	(\$6,601.00)
PCO #13 – Wilson St. Storm	(\$14,430.40)
PCO #14 – Scope Adds Wilson St. Storm	(\$5,398.26)
PCO #15 – Add ADA Ramp Play Trolley	(\$13,373.08)
PCO #17 – Asph ILO Concrete Warren St.	190.00
PCO #20 – Electrical for Gateway Sign	(\$7,835.80)
PCO #21 – SS Tie-in at Museum	(\$3,050.33)
Remaining Contingency	\$76,102.44

In addition some unforeseen items have been covered using the project Buyout, or savings. These savings accrue until the project is complete and are then shared with the contractor 75%/25%. To date, there is approximately \$240,000 in the Buyout. Items covered with Buyout:

Description of Work	Amount
PCO #11 – Helical Piers at Wood Ramp	(\$7,150.00)
PCO #19 – Cement Stabilization at Wilson St.	(\$14,500.00)

k. Family First Coronavirus Response Act

The Families First Coronavirus Response Act goes into effect April 1, 2020. This act relates to benefits previously introduced via emails from the Human Resources Department relating to Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion. Please see the Department of Labor posting in the attachments. Human Resources will also post the notices in their buildings next to the existing labor

law posters.

L. Candler Road and Bridge Construction Noise Complaints

Staff has received several concerns with the associated noise created by the construction of Candler Road which includes the bridge from nearby residents. The City of Burleson has a noise ordinance in place that restricts noise to specific decibel levels based on zoning of the property, as well as restrictions for noise created by construction within 300 feet of a residential structure during certain times of the day. Noise created by any activity should not be done in a manner that could be considered unreasonably loud, disturbing or unnecessary. Below is a summary of the restrictions and a copy of the ordinance is available upon request.

- Noise restrictions as it relates to construction activities and is **not** within 300 feet of residential structure are **not** subject to a decibel level between the following times:
 - Between 7:00 a.m. and 8:00 p.m. Monday – Friday
 - Between 9:00 a.m. and 8:00 p.m. Saturday – Sunday

The zoning on the property where the construction is occurring is a Planned Development (PD) zoning and therefore would be subject to the decibel level associated with the majority of uses allowed. The majority of the PD proposes residential use and would be subject to the decibel level restricted for a residential zoning district.

- In addition, any noise created by construction-related activities that are located within 300 feet of a residential structure are also subject to the following residential zoning district decibel levels:
 - Daytime between 7:00 am to 10:00 pm equal to or less than 70 dBA
 - Nighttime between 10:00 pm to 7:00 am equal to or less than 60 dBA

In order to address the concerns received from the nearby residents, staff visited the site for three days and arrived on site at approximately 6:30 am to observe and measure noise created throughout the day. The following is a summary of findings:

- Temporary Concrete Batch plant generator started prior to 7 a.m. – noise violation noted and operator of batch plant notified and details of the ordinance were explained. To date, no other violation has been noted when staff arrived prior to 7 a.m. for observation
- Typical construction vehicle activity that occurred outside of the 300 foot boundary – no noise violation noted

Activity	Time of observation	Decibel Level Recorded	Location of Measurement	Exceeded allowable levels?	Comments
Workers Arriving – vehicle engines on	6:45 am – 7:00 am	48 - 53	Reverie and Shannon Creek	No	None
Construction vehicles started	6:50 am – 7:00 am	50 - 54	Reverie and north end of bridge	No	None
Large generated started at batch plant	6:48 am	60 - 64	Nearest property line of Reverie	Yes	Operator of batch plant notified to turn off equipment and city inspector explained noise restrictions
School bus backing up in Reverie	6:45 am	70 - 72	Nearest property line in Reverie	Yes	None – the noise did not last very long
Concrete mixer truck – related to residential home building in Reverie	6:45 am	55 – 65	Adjacent lot	Yes	Notified the builder and the building department that this activity exceeds allowable decibels at this time

Staff measured the noise level for various construction equipment in operation at varying distances. A mixer, which is used to prepare the area for paving activities, was one of the loudest construction vehicles onsite during staffs observation of the site. Noise levels were measures from varying distances and are shown below:

- 100’-73 dBA
- 200’-67 dBA
- 300’- 66 dBA
- 400’- 61 dBA
- 500’- 57 dBA

Staff noted that vehicles equipped with a safety backup alarm will exceed the allowable decibels if operated outside of the construction hours noted above; however the noise created by the vehicles is for the safety of the construction workers and typically does not occur for a long duration at any given time.

Staff has not received any additional concerns from nearby residents since meeting with the construction superintendents for each project to convey the regulations within the ordinance. Staff continues to arrive at the Candler Road construction site prior to 7 a.m. at least one to two days week to ensure that the contractors are following the noise restrictions within the ordinance.

M. Upcoming Road Construction/Closures

Upcoming Road Construction/Closures			
Project & Limits	Current Status	Traffic Affected	Estimated Completion
Renfro Street Medians in Old Town: Johnson to IH35W	Substantially Complete. Oncor street lights scheduled for painting.	Temporary lane closures may be necessary while Oncor paints street lights.	Project Final Completion paperwork underway
Old Town Quiet Zones: RR xings at Commerce, Renfro, Ellison, Eldred	<i>UPRR work complete. Contractor will be proceeding with final pavement.</i>	Lane closures as necessary while median on Renfro is completed.	Start in June 2019, End in April 2020.
NW Renfro Improvements: Wilshire Blvd. To Alsbury Blvd	<i>Pavement Marking across SH174 to be rescheduled for traffic control and warmer pavement temperature.</i>	Temporary lane closures on SH174 when restriping intersection is rescheduled	Early 2020

III. Upcoming Community Events

- **Be Healthy Burleson Annual Run** in Old Town Burleson, 141 W Renfro
RESCHEDULED TO SEPTEMBER 19, 2020
- **Saturday, March 28 at 2 p.m.: Vietnam Veterans Celebration – CANCELED**
- **Friday, April 3 from noon - 2 p.m.: Health Fair CANCELED**
- **Saturday, April 4 from 9 a.m. - noon: Aqua Egg Hunt CANCELED**
- **Saturday, April 4 at 9 a.m.: Easter Egg Hunt CANCELED**
- **Saturday, April 4 from noon – 2 p.m.: Bunny Daze CANCELED**

IV. Attachments

- A. Stay at Home order graphic.....p. 13-14
- B. Essential vs. Non-Essential Business examples graphic.....p. 15
- C. Hidden Creek Golf Course Limited Play.....p. 16
- D. Family First Coronavirus Response Act Posting/Notice.....p. 17



STAY AT HOME ORDER



On March 25, City of Burleson issued a Mandatory Stay-At-Home order. The order goes into effect at 11:59 p.m. March 25, 2020, and continues until April 13, 2020 unless extended by Burleson City Council. All Burleson residents are encouraged to stay home as much as possible, making only necessary trip as described in the order and shown below.

The intent of the city's order is to slow the spread of COVID-19 infection and minimize loss of life related to the disease.

ONLY LEAVE HOME TO:

- Visit a doctor/dentist, emergency services
- Visit a healthcare provider
- Go to the grocery store/pick up pet supplies
- Pick up food from a restaurant
- Go to work at an essential business
- Move to another residence inside or outside of Burleson
- Go to home improvement stores to buy essential items
- Engage in outdoor activities (walk, jog, ride a bike) use social distancing of six feet of space
- Care for family members or pets at another household

PROHIBITED ACTIVITIES:

- All public and private gatherings regardless of size
- Visiting nursing homes, retirement & long-term facilities unless to provide critical assistance or end-of-life visitation
- All elective medical and dental procedures
- In-person religious services - only allowed by video or teleconference

ESSENTIAL TRAVEL:

- Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, and Essential Businesses Essential Critical Infrastructure
- Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons
- Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services
- Travel to return to a place of residence from outside the jurisdiction
- Travel required by law enforcement or court order
- Travel by church staff or clergy for the purpose of production of remote delivery of religious services and other ministries requiring travel
- Travel related to attending a funeral service
- Travel required for non-residents to return to their place of residence outside the City

ESSENTIAL BUSINESSES:

Healthcare

Hospitals, clinics, doctors, dentists, pharmacies, pharmaceutical and biotechnology, healthcare suppliers, home healthcare services providers, mental health providers, substance abuse providers, blood banks, medical research, or any related and/or ancillary healthcare services, veterinary care, home-based care for seniors, adults, or children, residential facilities and shelters for seniors, adults, and children, funeral homes, crematoriums and cemeteries

Infrastructure/Government

Fire, police, EMS, 911 operators, airports, water, sewer, gas, electrical, public transportation, solid waste collection, internet connectivity, telecommunication systems, banks, public works, residential and commercial construction, landscaping, moving services, moving supplies, auto repair, warehouse/distribution and fulfillment, and storage for essential businesses, plumbers, pool services, security services, electricians, exterminators and other service providers who provide services necessary to maintain the safety, sanitation and essential operations of residences, Essential Activities and Essential Businesses.

Retail

Grocery stores, warehouse stores, liquor stores, bodegas, gas stations, convenience stores, and farmers' markets and other retail stores that sell food products and household staples, pet and feed stores, shipping and delivering groceries, laundromats, dry cleaners, and laundry service providers, businesses that provide for the delivery of, or preparation of vehicles, businesses that supply products needed for people to work from home, including businesses providing mail and shipping and post office box, businesses that supply products necessary for essential repairs and maintenance of a home or business, hotel, motels, and shared rental units.

Food service

Restaurants and other facilities that prepare and serve food, but only for delivery, take out, drive-in, drive-through or carry out. Schools and other entities that typically provide free services to students or members of the public on a pick-up and take-away basis only.

Finance/Real Estate/Media/Etc

Services related to current real estate transactions, banks, financial institution, consumer lenders, sales and finance lenders, credit unions, appraiser, title companies, newspaper, TV, radio, legal, accounting services

Childcare

Childcare facilities providing services that enable employees who perform Essential Activities or work for an Essential Business to work as permitted.

Schools and other entities that typically provide free services to students or members of the public on a pick-up and take-away basis only.

STAY HOME

DO YOUR PART TO FLATTEN THE CURVE

STAY SAFE



STAY AT HOME - WORK SAFE DECLARATION
MARCH 25 - APRIL 13

ESSENTIAL BUSINESSES

- Health Care Services
- Essential Government Functions
- Essential Critical Infrastructure as defined by the National Cybersecurity and Infrastructure Agency*
- Essential Retail - Including grocery stores and restaurants for take-out only
- Providers of Basic Necessities to Economically Disadvantaged Populations
- Essential Services to Maintain Operations of Residences such as plumbing, roofing and electrical services
- News Media
- Financial Institutions
- Real Estate Transactions
- Childcare Services for essential workers only
- Places that Maintain Live Animals
- Construction
- Funeral Services limited to ten attendees
- Worship Services (closed to the public)
- Commercial and Residential Moving Services

*<https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>

NON-ESSENTIAL BUSINESSES

Below is a list of examples of non-essential businesses that are closed:

- Barber Shops, Nail Salons, and Hair Salons
- Spas, Massage Parlors, Tanning Salons, Estheticians, and related Personal Care Businesses
- Bars, Lounges, and Taverns
- Commercial Amusement and Entertainment Establishments, Theaters
- Gyms, Fitness Classes, Yoga and Personal Training Facilities
- Tattoo and Piercing Parlors
- Residential Meeting Spaces and Event Centers
- Hotel Meeting Spaces and Ballrooms
- Outdoor Plazas and Markets
- Malls and Retail Stores that do not sell essential household goods

Note: These are examples. All businesses that are not considered "Essential Businesses" are closed to the public but may perform limited functions specifically allowed in the City's declaration.



HIDDEN CREEK GOLF COURSE

Rules to prevent the spread of COVID-19

- The course is walking only. Exceptions will be made for guests requiring ADA accommodation. Guests must present a state-issued ADA parking tag, and only one rider will be permitted in a cart.
- The Pro Shop is closed. Check-in for rounds will be handled inside the foyer of the clubhouse.
- Debit and credit cards are highly encouraged for payment of any services.
- Dining in at The Terrace restaurant is prohibited. Hot dogs, bottled water, bottled drinks, beer, and snacks will be available from a snack cart on the back patio of the clubhouse.
- Common surfaces will be sanitized frequently.
- Social distancing of 6 feet between individuals must be observed at all times. Staff members will be present on the course to ensure that proper social distancing is observed.
- Bunker rakes and water coolers have been removed to avoid common contact.
- Flag sticks must be left in the holes and untouched by players. We ask that all "gimme" putts are picked up.

Thank you for helping us prevent the spread of COVID-19. For additional information, please contact Hidden Creek Golf Course at (817) 447-4444

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">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); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

