



CITY OF BOTHELL COVID-19 FAQ

Q: When is City Hall currently open to the public?

City Hall is currently open to the public Tues – Thurs from 8 AM to 5 PM.

Q: Can I still telecommute?

To be able to work remotely, all employees must have a Remote Work Agreement on file with HR that has been approved by their immediate supervisor and Department Director. The form can be found on the L:Drive under HR>Forms.

City of Bothell employees cannot work remotely 100% of the time, but are allowed to continue to telecommute on an intermittent basis as determined by their Department and/or Division. Your schedule must be determined and worked out with your direct supervisor or manager.

Q: Do I need to wear a mask when I am at a City of Bothell Facility?

As of March 12th, the State of Washington and King County lifted the mandatory mask requirement. Employees are no longer required to wear masks regardless of vaccination status.

However, any employee who wishes to continue to wear a mask are encouraged to do so, and will continue to be provided by the City. No employee shall discriminate against another employee for wearing or not wearing a mask and should talk to their direct supervisor or reach out to hrhelpdesk@bothellwa.gov with any questions, comments, or concerns.

Q: What is considered an exposure to COVID-19?

You are considered **exposed** to COVID-19 if you have been less than 6 feet away from an infected person for 15 minutes or more over a 24-hour period. Day 0 is your first day of exposure, symptoms or a positive viral test. Day 1 is the first full day after exposure, symptoms or positive viral test.

Q: What should I do if I am exposed to COVID?

Scenario 1: If you are exposed to COVID and you are fully vaccinated (with boosters), you do not need to quarantine. Wear a high quality, well-fitting mask around others for 10 days after exposure. Test on day five if possible. If symptoms develop, quarantine unless you get a negative COVID-19 test result.

Scenario 2: If you are not up to date on vaccination and booster (within the last 6 months), quarantine for five days and get tested on day five after exposure. Exposure day is considered “day zero.” If you test negative or you do not have symptoms after day five, you can return to work with a well-fitting, high quality mask through day 10.

Scenario 3: If you were exposed to COVID-19 and had a confirmed COVID-19 case in the past 90 days, you do not need to quarantine unless you develop symptoms. Wear a well-fitting, high quality mask for 10 full days after exposure. “Day Zero” is the first day of exposure.

Q: What if I have to quarantine because I was exposed at work?

If an employee has a known exposure due to being at a City of Bothell facility and verified by the Medical Officer or Safety Manager, you are eligible for a form of paid Admin Leave (Emergency Work-at-Home Leave) for any days that you are unable to work from home. In other words, if you were exposed to COVID because you came to work, we are not going to require you to use your own leave.

Because Firefighters are required to be vaccinated under Governor Proclamation 21.14.1 and are currently being tested every day, the rules for leave after exposures at work are different than all other employees. If a Firefighter believes they were exposed at work, they should contact Fire Administration if they have questions or see the Chief’s Special Notice 22-004: “COVID Related Operational Items.”

Q: What should I do if I have COVID symptoms?

If you are experiencing a mild COVID symptom and have a history of having such symptoms due to allergies or another condition (such as runny nose, etc.), you can probably report to work after discussing the matter with your supervisor. If you are unsure in any way, we encourage you to either take a quick test or a PCR test. If the test is negative and you feel well enough to work, you are cleared to do so. Regardless of your test result, if you experience more than mild or multiple symptoms, please stay home. SERIOUSLY, we need to learn from the pandemic. If you are sick, don’t tough it out, use sick leave. JUST. STAY. HOME.

Q: What kind of test should I take?

You can take a quick test if you are experiencing a mild symptom, or you have been exposed to someone who has tested positive for COVID, and you are unsure and are taking a test to find out if you are positive. If you experience more severe or

multiple symptoms, we recommend that you take a PCR test. With a quick test you will get the results within 15 minutes. With a PCR test you may have to wait 48 – 72 hours.

Q: How can I get a test?

If you need a COVID test, quick tests are currently being distributed within all departments. If you cannot get a quick test from your department, feel free to contact CRR staff on the 1st floor of City Hall. If you are unsure and taking a test to find out, please wear a mask if you enter any City facility. If you are experiencing multiple symptoms or are sick, please do not come to work, stay home, and call your supervisor. You can also get quick tests from most local pharmacies. If you are seeking a PCR test you can access several testing centers throughout the region or contact your doctor.

Q: What should I do if I test positive for COVID?

If you test positive for COVID, please stay home and follow current CDC guidelines on how long to quarantine (currently five days, return on the 6th day if no symptoms and wear a well-fitting, high quality mask). If you feel well enough, you can work remotely with approval from your supervisor and/or director. Please also work with your supervisor on contact tracing as they will need to alert the City’s Medical Officer, Butch Noble (butch.noble@bothellwa.gov) and Safety Manager, Katy Thelen (katy.thelen@bothellwa.gov). We will continue to follow all protocols with contact tracing and alerting employees, including an all staff email with the times, days and locations the employee had been at work.

Q: Can I use EPSL (Emergency Paid Sick Leave) if I have to stay home due to COVID for any reason?

No. The EPSL benefit is expiring as of March 12th. After this date, employees will no longer be able to submit for EPSL.

Q: Does the City have a vaccine mandate?

No. The City currently has no plans to implement a vaccine mandate for all employees.

Our Firefighters are required to be vaccinated under Governor Proclamation 21.14.1. Currently we know of no planned changes to the Governor’s Proclamation, but continue to monitor the situation. The City will communicate with Firefighters who have received an accommodation from the Governor’s Proclamation as information impacting their accommodation changes.

We will continue to update all staff as things change and we ask that all employees be patient with each other, managers, supervisors and all staff as we navigate the

“new normal” of this new chapter in the pandemic. We are excited to be able to move forward and open our doors to the community. Should you have any questions, comments or concerns at any time please do not hesitate to reach out to Human Resources at hrhelpdesk@bothellwa.gov.