



**EMERGENCY ORDER**  
**IN AND FOR THE CITY OF SEQUIM, WASHINGTON**  
**No. 2020-16A**

**Regarding administrative extension of the COVID Leave policy described in Emergency Orders 2020-11 and 2020-16 through July 31, 2021 due to ongoing coronavirus emergency.**

Policy/Budget  (Council)      **City Clerk use only:** Presented to Council \_\_\_\_\_  
Administrative (City Manager)

On March 16, 2020, at a special meeting of the City Council of the City of Sequim, the City Council issued a Proclamation of Civil Emergency due to the novel corona virus (COVID-19) outbreak that was identified as a pandemic by the World Health Organization on March 11, 2020.

The Proclamation of Civil Emergency was issued pursuant to Sequim Municipal Code 2.60, RCW 35A.38.010, and RCW 38.52.070(2) based on the public health threat posed by COVID-19 and is consistent with concurrent emergency declarations issued by the President of the United States and the Governor of the State of Washington.

Beginning on March 23, 2020, with Governor Inslee’s issuance of Proclamation 20-25 “Stay Home Stay Healthy”, state and local governments began to issue orders designed to stop the spread of the virus. The orders established shelter-in-place and social distancing guidelines and mandates, described essential activities, and closed businesses and schools. Over the ensuing weeks, new or revised emergency proclamations and orders have been issued by state and local governments, including the City of Sequim, allowing phased reopening of some businesses and facilities, and establishing programs to ameliorate the impact of the pandemic on the public.

On April 14, 2020, in response to federal and state orders, the City Manager signed Emergency Order (EO) 2020-11 establishing a COVID Leave policy that allows employees the necessary flexibility to respond to emergency-forced modifications of their work schedules. After executing EO 2020-11, the City determined that it needed to supplement staff leave banks for leaves that did not fit within the federal or state authorized COVID leaves, and implemented EO 2020-16 to resolve that issue.

As of the date of this order, it is clear that the coronavirus pandemic has not abated, and its ramifications on City staff and operations are ongoing. Therefore, this order extends the City’s COVID Leave expiration date from December 31, 2020 to July 31, 2021, giving employees an additional seven months in which to utilize this leave.

All other provisions of Emergency Orders 2020-11 and 2020-16 remain in full force and effect.



**NOW, THEREFORE, IT IS HEREBY DIRECTED AND ORDERED THAT:**

**Section 1. Extension of Expiration Date for use of COVID Leave.** The City's COVID Leave policy as set forth in Emergency Orders 2020-11 and 2020-16 is modified to change the expiration date from December 31, 2020 to July 31, 2021.

**Section 2. Presentation, Ratification, Termination.** Emergency Orders issued under the March 16, 2020 Proclamation of Civil Emergency will be filed with the Legal Department and presented by the City Clerk as soon as practicable to the City Council for ratification and confirmation, modification, or rejection, if applicable.

Rejected orders will be void after the Council vote rejecting them.

Until such time as Council acts, Emergency Orders will be considered in full force and effect.

**Section 3. Duration.** Unless modified, extended, or terminated by the Sequim City Council or Sequim City Manager, as applicable, this Emergency Order is effective immediately and remains in effect until July 31, 2021.

SIGNED this 28th day of July, 2020.

CITY OF SEQUIM

Handwritten signature of Charles P. Bush in black ink.

Charles P. Bush, City Manager

Approved as to form:

Handwritten signature of Kristina Nelson-Gross in black ink.

Kristina Nelson-Gross, City Attorney

Attest:

Handwritten signature of Sara McMillon in black ink.

Sara McMillon, City Clerk