

COVID-19 Individual Work Log Instructions

Purpose of the Log

- Record time spent on Covid-19 related activities that include, but are not limited to distance learning, deployment of staff working from home, reassignments.

Examples: Emergency Operations Center, Communications, backfilling for staff assigned to Covid-19 related activities, program or funding guidance, community food, distribution, childcare pop ups, policy and procedure changes.

Who needs to complete the Log?

- Staff impacted by COVID-19 and/or participating in COVID-19 related activities.
- Staff in the following workload impact categories (refer to COVID-19 presentation for details) should complete the COVID-19 Individual Work Log:
 - Category B: Minimal Impact
 - Category C: Direct Impact
 - Category D: Reassignment

How to report hours worked?

- Report in 15 minute increments.
Example: if hours worked is 2hrs 35mins, hours reported will be 2hrs 30min, that is 2.5 hrs; if hours worked is 2hrs 40mins, hours reported will be 2hrs 45mins, that is, 2.75 hrs.
- Overtime worked by **non-management** towards Covid related activities must also be recorded.
Example: Jane Doe's work schedule is 8 hours a day, 8-5 p.m. On June 12th, she worked 4 hours during regular hours towards Covid related activities, and additional 2 hours after 5 p.m. Jane will complete the log as follows:

Date	Description of COVID-19 Related Activities	Hours Worked
6/12/20	Emergency Operation Center	4
6/12/20	Emergency Operation Center - Overtime (OT)	2

Reporting Period

- Time should be tracked from March 16, 2020 when the Shelter-in Place went into effect in the County of Santa Clara.
- Estimates of time can be reported for the March - June 2020 time period.
- FY19/20 logs are due to Accounting by **no later than August 21, 2020.**
- Time reported for July 2020 forward should be submitted to Accounting on a monthly basis.

Who needs to sign the Log?

- Employee and immediate supervisor.

Submission

- Retain a copy and send a copy to Accounting Services to your assigned Program Accountant.