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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of COVID-19 Related Activities</th>
<th>Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/12/20</td>
<td>Emergency Operation Center</td>
<td>4</td>
</tr>
<tr>
<td>6/12/20</td>
<td>Emergency Operation Center - Overtime (OT)</td>
<td>2</td>
</tr>
</tbody>
</table>

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.