

### 3.34 COVID-19 Response Plan

ORIGINATING DEPARTMENT:

Human Resources

ADOPTED:

March 12, 2020

**Purpose:** To provide employees with sufficient understanding of their employment related duties and responsibilities when a pandemic disease/virus has been determined. To minimize the effect of any disease/virus outbreak, disease control measures may be ordered to include a broad array of actions such as quarantine and isolation orders, social distancing measures, etc.

**Policy:** Those employees who demonstrate designated signs or symptoms of the COVID-19 disease/virus shall notify their department director (or designee), who is then required to notify the Director of Human Resources. Staffing and pay practices during the COVID-19 Public Health Emergency will be in accordance with this Policy 3.34.

**Staffing:** In order to adequately meet staffing needs, the following may occur:

- A. Approved leave may be rescinded to assist with the shortage of staff.
- B. Employees may be required to work from home, may be assigned special duty, or may be assigned to other work units, locations, or shifts with minimal notice.
- C. Some employees may be sent home and not required to work.

**Leave and Pay during the COVID-19 Public Health Emergency:**

- A. An employee with designated symptoms during a pandemic disease/virus period will be required to stay home to prevent the spread of the disease/virus, notify their department director or designee, and promptly call the health clinic or their primary physician for further instructions.

Symptoms of COVID-19 disease/virus include fever, coughing, and shortness of breath.

- B. Any employee who reports to work with designated symptoms during a pandemic disease/virus will be sent home upon approval of the department director or designee. They will be required to promptly call the health clinic or their primary physician for further instructions.
- C. Administrative leave with pay will be granted if an employee is unable to work (or telework) for any of the following reasons:
  - 1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
  - 2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
  - 3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
  - 4. The employee is caring for an individual who is subject to an order as

- described in 1., above, or has been advised as described in 2., above;
5. The employee is caring for a son or daughter of the employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions; or
  6. The employee is experiencing any other substantially similar conditions specified by the Secretary of Health and Human Services.

In these cases, Administrative leave with pay, at the employee's normal rate of pay, will be granted for up to 80 hours for full-time employees. Part-time and seasonal employees will receive administrative leave with pay, at their normal hourly rate and for the hours the employee would normally be scheduled to work in any two (2) week period, or until the employee is medically cleared to return to work by a health care provider. The medical clearance should be sent to Human Resources for coordination of their return to work.

- D. Public Safety employees that are required to transport patients, may be exposed to the COVID-19 disease/virus while on the job. If exposed, they are required to complete a Worker's Compensation packet and they will be sent home until medically cleared to return to work.
- E. Family Medical Leave Act (FMLA) may cover an employee who contracts COVID-19, or is caring for a covered relative who has contracted COVID-19, if the same constitutes a "serious health condition" as defined by the FMLA. All applications for FMLA Leave shall be processed through the Human Resources Department.

Public Health Emergency Leave. Employees may qualify for FMLA leave related to the COVID-19 Public Health Emergency if the employee is unable to work (or telework) due to a need for leave to care for the son or daughter of the employee who is under age 18 if the child's school or place of care has closed, or the child care provider is unavailable, due to the COVID-19 Public Health Emergency.

Employees qualifying for Public Health Emergency Leave to care for a son or daughter will receive Administrative Leave with Pay at their normal hourly rate and for the hours the employee would normally be scheduled to work in any two (2) week period, until schools or child care facilities re-open or until the expiration of the allowable FMLA leave period, whichever occurs first.

- F. In the event of daycare and/or school closures, employees will not be allowed to bring their children to work.
- G. The County will follow the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines concerning the confidentiality of protected health information.
- H. Policies & Procedures and collective bargaining agreements may cease during the time of the emergency, to the extent that no State or federal law is violated,

at the discretion of the County Administrator.

At the time that the County Administrator determines that a Public Health Emergency no longer exists, the provisions of the Policies & Procedures and collective bargaining agreements will resume immediately. The County Administrator or designee will notify all employees through their department directors/managers to resume regular work schedules immediately.

**Definitions:**

Pandemic – Occurring or prevalent over a wide geographic area.

**Relevant Policies:**

3.68 Family Medical Leave Act

3.79 Workers' Compensation

(For more information see [www.cdc.gov](http://www.cdc.gov).)

All

AMENDED: 3/20/2020, 3/23/20, 3/27/20