



Services policy.

BE IT FURTHER RESOLVED that the Board adopts the Sick Leave Policy and Procedures During Periods of Pandemic Conditions and the Temporary Closure of County Facilities or Reduction or Suspension of County Services policies as being in the best interest of the health, safety, and welfare of the citizens of Grand County.

Upon motion duly made the foregoing resolution was adopted by the following vote:

*Ruston Mangano* ..... Aye  
 ..... Aye  
*Walter Smith* ..... Aye  
*Richard [unclear]* ..... Aye

Commissioners

STATE OF COLORADO }  
 } SS.  
 County of Grand }

I, ....., County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Grand County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Hot Sulphur Springs, this ..... day of ..... A.D. 20.....

County Clerk and ex-officio Clerk of the Board of Commissioners.

.....



## **GRAND COUNTY**

### **Sick Leave Policy and Procedures During Periods of Pandemic Conditions**

This policy is intended to be effective only when there is a wide-spread contagious disease affecting or threatening to infect employees of Grand County which poses a credible threat of transmission in the workplace. This policy does not replace Grand County's sick leave policy found in the Grand County Personnel Manual. This policy shall apply only during times designated by the Board of County Commissioners in a motion or resolution, or by the County Manager and ratified by the Board of County Commissioners in a motion or resolution, as times of pandemic conditions.

This policy provides further direction as to how the use of leave time and unpaid time off will be administered during times of pandemic conditions. This policy also provides the parameters for dealing with employees with perceived or diagnosed symptoms of the defined pandemic illness. Communicable illnesses can vary greatly in their degree of seriousness, ease of transmission and risk to others. As a result, Grand County will respond to potentially communicable illness on a case-by-case basis.

#### **Procedure**

1. Grand County will follow all applicable regulations or instructions issued by local, state and federal health authorities having jurisdiction in Grand County including the CDC and other governmental agencies. Grand County will generally follow guidelines issued by these sources, taking into account the County's own particular workplace situation.
2. During periods of pandemic conditions, employees who are diagnosed with the pandemic illness or have been exposed to a person who has been diagnosed with the pandemic illness, will be allowed "pandemic leave", up to 14 days (two weeks of the employee's normal schedule). Pandemic leave is paid leave time. This leave can also be used if an employee needs to be gone from work to provide assistance to an immediate family member who has been diagnosed with the pandemic illness. Immediate family is defined as: child of any age, step child of any age, spouse, parent, step parent, sibling, brother in law, sister in law, father in law, mother in law, grandparent, grandchildren, step grandchildren, legal guardian or ward, who resides in close proximity to the employee's residence.
3. If an employee has not been diagnosed with the pandemic illness or exposed to the pandemic illness, but is concerned that he/she or an immediate family member may be experiencing symptoms of the pandemic illness, they are encouraged to stay away from

the workplace. The employee will be allowed an additional four days of “pandemic leave” to accommodate this period of time.

4. Employees who appear to their Department Head and/or County Manager to have symptoms of the pandemic illness upon arrival at work or who become ill during the work day will be promptly separated from other workers and will be required to leave the premises. Affected employees should not return to work until at least 24 hours after their fever has resolved.
5. Employees will be allowed to use “pandemic leave” only one time per pandemic event for an actual pandemic related illness. After the “pandemic leave” has been exhausted, employees will be expected to follow the County’s normal leave policies. The County has the option to review extraordinary situations on a case by case basis.
6. If an employee disputes the County’s determination that he or she has the pandemic illness, the employee can submit a statement from his or her health care provider that the employee’s continued presence in the workplace poses no significant risk to the employee, other employees or other persons.
7. If Grand County shuts down County operations and closes building(s), employees will be paid for their normal, regularly scheduled hours.

This Statement of Policy shall be effective on MARCH 13, 2020

Adopted by the Grand County Board of County Commissioners on MARCH 13, 2020

Grand County Board of County Commissioners

By: *Kristen Manguso*  
Kristen Manguso, Chair

<b>Title:</b> Administrative Policy <ul style="list-style-type: none"> <li>• Temporary Closure of County Facilities</li> <li>• Reduction or Suspension of County Services</li> </ul>	<b>Policy No.</b>
	<b>Effective Date</b>
<b>Policy Custodian</b> County Manager	<b>Adoption/Revision Date</b>

**Adopting Resolution(s):**

**Purpose:** To establish standards for the following:

- Temporary closure of County facilities
- Reduction or Suspension of County Services

**Policy:** Temporary Closure of County Facilities, or Reduction or Suspension of County Services

A. Determination

1. The County Manager and/or the Board of County Commissioners (BOCC) may determine the ability to conduct the affairs of the County is compromised or unsafe and may decide to close facilities or reduce or suspend County services.
2. A determination and decision to close facilities or reduce or suspend County services shall be based on, but not limited to, the following:
  - Road and highway conditions are too hazardous for safe travel.
  - Parking lots at the various County facilities are not open due to snow or ice accumulation or other disabling or hazardous condition.
  - Building systems or information technology infrastructure are not functioning.
  - Staffing levels are insufficient.
  - State and/or Federal Authorities have issued orders, mandates, or directives, that conflict with County operations.
  - There is a reasonable belief that a closure, or reduction or suspension of operations will protect the health, safety and welfare of the public and/or staff.

B. Scheduled Public Meetings or Events

1. Relocation

- The governing body may meet at any place, inside or outside the County limits, or by phone conference, if the normal meeting facility has been closed.

## 2. Continuance of Public Hearings

- Any scheduled public hearing before any Grand County Board or Commission shall be automatically continued until the next meeting of such Board and/or Commission.
- Each Department Head or Elected Official's Office shall be responsible for posting notification of the relocation or continuance on the exterior doors of the building in which the meeting was to be held, as well as on the County and applicable Department webpage.

### C. Notification to the Public and to Employees

- The Manager's Office (Communications Coordinator) shall disseminate the information to the public and employees as soon as possible as provided for in the Snow Closure Procedure.

### D. Identification of Essential County Services

- The County Manager and/or the BOCC, with the assistance of Elected Officials and Department Heads, may determine essential County services that must be delivered throughout the reduction or suspension of other County services.
- Regardless of an employee's position or status, an employee may be directed to perform or facilitate essential County services.
- Employees may be placed on Administrative Leave or required to work remotely, work an alternative work schedule, or work at an alternate County facility.