

TEMPORARY COUNTY POLICY

Response to COVID-19

PURPOSE

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, may impact County Government and our community. Our employees, volunteers, and visitors to our county offices and facilities are of concern as we work to adapt quickly to this emerging public health threat. It is during this time that our community may need our services the most.

DEFINITIONS

Novel Coronavirus / COVID-19: A respiratory disease caused by a novel (new) coronavirus. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

Curtailed Operations: A change or reduction to the routine services, service levels, activities and functions of any given office, department or division.

Household Member: Any other person who resides in the employee's household.

Immediate Family: Spouse, domestic partner, child, parent, guardian, grandparent, grandchild, or sibling

Isolation: A method to separate sick people with a contagious disease from people who are not sick. Isolation is a term applied to infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease.

Medical Advice: Information or advice received from a medical professional.

Quarantine: Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Social Distancing: Measures taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, and cancelling events.

Telecommuting: A work arrangement in which the employee works outside the normal work site, often working from home.

General Policy:

Park County Government is following the guidance of Park County Health Department, the State of Colorado, the Federal Government, and Centers for Disease Control (CDC). The County will be adhering to the recommendations of these agencies regarding preventative measures including social distancing, quarantines, and possible curtailment of non-essential functions and, will continue to adjust as the recommendations of these agencies change.

This policy applies to all employees, and specifically those who fall into one of the following categories:

1. An employee or an employee's dependent or household member who is under observation, being monitored or has been diagnosed with COVID-19;
2. An employee or a household member who falls into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and has been advised by a medical professional or public health authority not to leave their home or come to work;
3. The school or daycare center of an employee's dependent has closed due to COVID-19;
4. Supportive services for an employee's dependents (such as medical transportation, in-home care providers, etc.) are unavailable due to COVID-19 which requires them to care for that dependent;
5. Alternative transportation is unavailable due to COVID-19 and an employee is unable to travel to and from work; OR

Policy Guidelines:

1. Employees who fall into one of the five General Policy categories above and cannot telecommute will use an additional pay-code, "CV-19 Out", in the Caselle system to account for the absence.
 - a. If an employee has a test, they are not able to return to work until the test results are returned, approximately 4 days. The county will pay for that time, using both the Admin Leave and the "CV-19 Out" codes.
 - b. Otherwise, the employee will code their leave to sick, vacation or comp pay codes and also "CV-19 Out". If the employee does not have any leave available in their banks, then there are two options: Option 1, Request donated time; Option 2, the county will advance sick leave accruals, not to exceed 80 hours, with the employee paying back the advanced hours over future pay periods. If an employee separates employment before advanced hours being repaid, those hours will be deducted from the final pay check.
 - c. The "CV-19 Out" code does not identify whether or not an employee is ill; but instead is used for the sole purpose of tracking the county's expenses associated with our response to COVID-19.

- d. If employees utilizes codes for “CV-19 Out” they must complete the Coronavirus / COVID-19 Absence Form (see attachment A) and turn it in to their direct supervisor before submitting a timecard with this reporting category. They must also notify payroll, 719-836-4214, for the code to be setup in their time card.
 - e. The direct supervisor will then forward the completed form to cgharst@parkco.us. Supervisors shall *not* retain a copy of this form in their supervisor file
 2. Employees who do not fall into one of the five categories listed in the General Policy section above must utilize their accruals per the county’s existing leave policies and procedures if they wish to be absent from work. Under these circumstances, the normal leave pay codes will be used.
 3. Telecommuting Option: If an employee meets one of the five General Policy categories but is not ill, using approved County devices only. Employees will use both pay codes, Regular and “CV-19”, to account for time telecommuting.
 - a. The employee shall first attempt to utilize telecommuting in order to serve the public in the best possible manner.
 - b. When an employee is in a position with telecommuting capabilities, they shall talk with their supervisor to gain approval and make appropriate arrangements for telecommuting. Daily activity logs may be required when approved to telecommute.
 - c. When telecommuting, employees must be available via computer or phone and provide a contact phone number where they can be easily and readily reached during their regular workday while working remotely from the work site.
 - d. If an employee is not in a position with telecommuting capabilities and is unable to come to work for reasons mentioned in one of the five General Policy categories above, Payroll Code “CV-19 Out” should be utilized to account for time away from work.
4. If the County offices and facilities are closed based on direction by the Park County Health Department, the State of Colorado, the Federal Government, and the Centers for Disease Control (CDC) to take advanced steps such as social distancing, quarantines or curtailment of organization functions, this policy would then pertain to all staff, with the exception of when providing essential services is necessary. Employees will charge time to both payroll codes, Regular and CV-19, if working from home, or Vacation if on vacation. If the Park County office is closed under this directive, then Attachment A is not required.
5. Exceptions: Exceptions to this temporary policy may only be granted by the County Manager or designee. Any situation or circumstance not covered in this temporary policy shall be governed by existing policies and procedures.

6. Implementation: All applicable county employees are responsible for implementing this policy within their respective departments. Observance of this policy is mandatory for all employees and violation may result in disciplinary action (up to and including termination.)
7. Review: This temporary policy shall be in effect until further notice from the County Manager or designee.

DATE: March 19, 2020

Attachment A: Coronavirus/COVID-19 Employee Absence Form

County employees who need to be absent from work due to reasons outlined in the five categories below AND are unable to telecommute, please complete and submit this form. If you are able to telecommute, this form is not necessary. Talk with your supervisor to make appropriate arrangements.

Once completed and submitted, this form will remain valid until further notice following its certification and submission.

The Payroll Code "CV-19" is appropriately used on time sheets only for circumstances listed below. This Payroll Code does not identify that an employee is ill; rather the code is used to track expenses associated with PPACG's response to the COVID-19. Please see Temporary Administrative Policy: Response to COVID-19 for more information.

If you must be absent from work for any of the following reasons, please complete this form and submit it to your supervisor.

Form Instructions:

1. Answer the bolded question below without specifying which of the six categories applies to you. Simply check “Yes” or “No” below.
2. Submit the form to your supervisor.
3. Supervisors will forward the form to HR at cgharst@parkco.us . Supervisors –do not retain a copy of this form.
4. Record work hours in Caselle using Payroll Code “CV-19” for related absences.

I am unable to come to work due to one or more of the following reasons:

1. I, or a household member, are under observation, being monitored or have been diagnosed with COVID-19;
2. I, or a household member, fall into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and have been advised by a medical professional or public health authority not to come to work.
3. My dependent’s school or daycare center has closed due to COVID-19;
4. I rely on other supportive services to care for my dependent (such as medical transportation, in-home care providers, etc.) that are unavailable due to COVID-19, which requires me to care for that dependent;
5. Public or alternative transportation is unavailable to me due to COVID-19 and I am unable to travel to and from work.

I certify that I am unable to come to work because of one of the five reasons listed above. I understand that this absence authorization is in effect until further notice.

Yes No (required to use accruals)

Name

Date

PRINT NAME: _____

Supervisor Approval

Date