



## **Pandemic Response / Activation Policy**

**Effective Date:** March 16, 2020

**Policy Statement:** When a pandemic is declared to have organizational impact, it is the policy of the County of Fayette that the board of Commissioners, in conjunction with Row Officers and Department heads, may take all action deemed necessary to the continuity of governmental operations.

**Purpose Statement:** The purpose of this policy is to define the County of Fayette's responses and directives that may be taken.

**Scope Statement:** The policy applies to all County employees and vendors.

### **Definitions:**

Essential Employees- all those deemed essential and vital to the operation of Fayette County by the Commissioners / Row Officers / Department Heads.

Pandemic Illness-an epidemic of infectious disease that is spreading through human population across a large region.

High-Risk Conditions- cancer treatments, treatments for autoimmune diseases, such as rheumatoid arthritis, lupus, multiple sclerosis (MS) and inflammatory bowel diseases; HIV/AIDS organ/bone marrow transplants, or diabetes.

**Actions/Procedures:** Commissioners / Row Officers will notify Department Heads when a pandemic illness impacts operations.

Please note that this policy *only applies* when activated by Commissioners / Row Officers.

### **1. Reporting**

- a. All employees who have traveled outside of the United States or who have

spent time in areas of the United States that have been impacted by COVID-19/Coronavirus, must report their travels to their Department Head, via phone or email, before returning to work. The Department Head **MUST** then send an email to Human Resources.

- *As of today's, implementation of this policy, ALL Department Heads who currently have employees out of the country or traveling in areas affected by the COVID-19/Coronavirus, must immediately contact Human Resources to report all details.*
- b. All employees who have family members or close contacts who are believed to have been **exposed** to COVID-19/Coronavirus, or who have been **diagnosed** with COVID-19/Coronavirus, must immediately contact Human Resources and CANNOT return to work until cleared by Human Resources.
  - c. If you have recent travel history or have been in contact with a known COVID-19/Coronavirus exposure, we encourage employees to call 1-877-PA-HEALTH (1-877-724-3258) to discuss their symptoms and exposure to determine if a test is needed.
  - d. All employees who have been diagnosed with COVID-19/Coronavirus must maintain contact with Human Resources and CANNOT return to work until cleared by Human Resources.
  - e. All employees who wish to return after being diagnosed or exposed, must submit a release to Human Resources from the appropriate agency/physician before returning. The release must be confirmed as received by Human Resources, reviewed, and the employee will be notified in writing of a return to work date.

**\*\*DO NOT REPORT SYMPTOMS, DIAGNOSES, OR EXPOSURE IN-PERSON**

## 2. Use of Leave

- a. Employees who have been **diagnosed** or **exposed** to COVID-19/Coronavirus, will be granted two weeks of paid sick leave. Keep in mind that there is an **80-hour cap** (this may potentially change) under the current legislative bill relative to the current COVID-19/Coronavirus pandemic.
- b. All employees not exposed or diagnosed with COVID-19/Coronavirus, may use leave and follow standard policies and procedures for reporting.
- c. All employees who are exhibiting flu-like symptoms for two or more days must stay home and will utilize the appropriate benefit time. These employees are highly encouraged to utilize telemedicine service. **Please see the attached brochures.**
- d. Any employee exhibiting flu-like symptoms will be sent home.
- e. All employees with high-risk conditions are encouraged to take extra sanitary precautions and utilize appropriate leave when necessary.

## 3. Testing

- a. Employees who are tested for the COVID-19/Coronavirus will not be charged a co-pay. **Please see the attached brochures.**

#### **4. Telecommuting**

- a. Department Heads may deem certain employees essential to the critical operations of County Government. Employees deemed essential by Department Heads will be required to work remotely or on-site, depending on the nature of their duties, responsibilities, and essential job functions. Employees will follow guidelines as set forth by the County Commissioners and/or as outlined in the County's pandemic telecommuting policy if applicable.
- b. When possible, all high-risk employees will receive preference for telecommuting accommodations.

#### **5. Seminars / Conference**

- a. ALL employee seminars and conferences, off or on-site, **MUST** be cancelled during the activation of this policy.

#### **6. Preventative Measures**

- **Wash** hands often with soap and water for at least 20 seconds. Use an alcohol-based sanitizer if soap and water are not available.
- **Cover** any coughs or sneezes within your elbow, do not use your hands!
- **Clean** surfaces frequently, such as countertops, light switches, cell phones and other frequently touched areas.
- **Contain**- if you are sick, stay home until you are feeling better.

*\*Portions of this policy may not apply to 24-hour County operations where minimum staffing levels must be maintained. Department Heads of 24-hour operations have the discretion to modify or expand upon this policy at any time.*

*\*The County may adjust/revise these policies and procedures as necessary.*

