

RESOLUTION NO. 2020-0316

A RESOLUTION ADOPTING WARREN COUNTY'S COVID-19 POLICY

WHEREAS, Warren County continues to place the highest priority on the health, safety and wellbeing of the Warren County community, while protecting the continuity of county essential functions; and

WHEREAS, effective immediately, Warren County's workplace policies are being enhanced and amended by the following;

NOW, THEREFORE, be it resolved that the employment policy of Warren County, Indiana is amended as follows:

A. **Well Employees:** employees who are well are expected at work as usual, even if they have been in contact with or caring for someone who is ill with an ordinary respiratory illness (in which case, typical preventive measures are recommended for them as care givers). Well employees are expected at work unless they have been:

1. caring for someone with a confirmed case of COVID-19, in which case they are required to self-isolate;
2. in a CDC Level 3 area of concern;
3. instructed to refrain from attending work by Warren County public health officials.

Note: If any of these situations apply to you, please contact the Warren County Health department.

B. **Sick Employees:** employees who have symptoms of respiratory illness must stay home and not come to work until they are free of fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). A fever is defined as a temperature of 100.4 degrees Fahrenheit or 38 degrees celsius taken by an oral thermometer. Those with concerns or questions about their illness or seeking advice about whether to come to work are invited to email the Warren County Commissioners or emergency management.

C. Employees must **first use their accrued comp time, then any paid sick time/PTO, then finally any vacation time for self-isolation or quarantine, even if they are not sick**, when it is required or recommended by public health authorities/guidelines or by health care providers. Employees who require additional time off after using all of their comp time, sick time/PTO, and vacation leave, will be evaluated on an individual basis to determine whether additional non-paid leave will be granted.


D. Employees may use comp time, sick time/PTO, and vacation time to care for immediate family and household members **who are not ill but need care** due to any COVID-19

related closures of schools or day care centers, or for other breakdowns in care arrangements. Employees may not bring affected children or elders to work with them, even if the children or elders are well. To recap:

1. **If not working** in order to **actively care** for dependents or household members – use comp time, then sick time/PTO, then vacation time.
- E. Warren County asks all staff who can work remotely to **prepare** to do so now. This will help the county be prepared to “scale up” workplace social distancing should it become necessary. Warren County will inform the community immediately if the decision is made to move to large-scale remote work (in jobs where remote work is possible.) If large-scale remote work is implemented, those who will continue to work on-site—because their jobs require it and they are well, will likely be advised to maintain physical distance from others of at least 6 feet. If they have an underlying health condition or concern, they may request a change in job duties, location, hours, etc. by contacting human resources.
- F. **Workers at Higher Risk:** Employees who are at increased risk for complications from COVID-19 due to underlying health conditions are urged to consult their physician about steps they can take to protect their health. These may include requesting a temporary change in job location, hours, assignment or duties, or implementation of additional protective measures to reduce their exposure to others or chances of being infected.
- G. If an employee at risk for complications from COVID-19 and their physician agree that increased social distancing in the workplace is prudent, the employee should contact the Warren County Commissioners to formally request a temporary change. The Warren County Commissioners will confidentially evaluate the request, explore alternatives, and attempt to appropriately address the employee’s health concerns while maintaining the County’s operations. A doctor’s note may be required.
- H. Except for employees who formally request a change in job circumstances due to underlying health conditions, employees will generally not be reassigned to new duties, locations, or roles or be provided with paid sick/release time solely to address concerns about the potential for COVID-19 infection.
- I. If departments, offices or operations are closed by the Warren County Commissioners or public health authorities due to COVID-19, Warren County may provide affected non-remote employees with **alternate work assignments** or an **emergency-related paid excused absence**. If this occurs, Warren County would make commitments to pay continuation for a defined period of time (e.g., 30 days), with review and possible extension as conditions change.

SO RESOLVED, this 16 day of March, 2020.

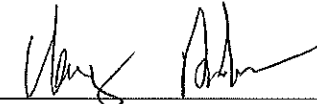
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