

September 13, 2016

SUBJECT:

ORIGINATING DEPARTMENT:

Widespread Contagious Disease or Virus

Human Resources

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POLICY

The purpose of this policy is to provide employees with sufficient understanding of their employment related duties and responsibilities when the potential for a widespread contagious disease or virus has been determined. To minimize the effect of any disease outbreak, disease control measures may be ordered to include a broad array of actions: isolation and quarantine orders and social distancing measures are likely to be used.

The County Administrator will determine when the provisions of this widespread contagious disease or virus policy become effective and end. During periods of widespread contagious disease or virus, the County Administrator shall have authority to vary from established policies and procedures to the extent necessary to carry on efficient operations of the county.

PROCEDURE:**A. Staffing During a Widespread Contagious Disease or Virus Outbreak**

In the event of a widespread contagious disease or virus, staffing and backfill of existing positions will be of primary concern in order to provide essential services and other services to the public. In order to adequately meet the staffing needs, the following may occur:

1. Approved leave may be rescinded
2. Employees may be required to work from home, may be assigned special duty, or be assigned other work units, locations or shifts with minimal notice

B. Leave and Pay During a Widespread Contagious Disease or Virus Outbreak

1. Widespread contagious diseases or virus' are serious because most or all people would not have immunity and a large number of persons can be affected. In order to prevent the spread of disease/virus, the following measures will be taken:
 - a. Any employee with designated symptoms during a widespread contagious disease or virus outbreak will be required to stay at home to prevent the spread of the disease/virus
 - b. Any employee who reports to work with designated symptoms during a widespread contagious disease or virus outbreak will be sent home upon approval of the department/office director or designee
 - c. Administrative leave is not an entitlement but may be granted if a department is forced to close due to a widespread contagious disease or virus outbreak and those employees cannot be redeployed to another location. The decision to grant such leave and the length of the leave will be handled on a case by case basis and approved by the County Administrator or designee
2. A widespread contagious disease or virus outbreak would not be a short, sharp event leading immediately to commencement of a recovery phase. Instead, a widespread contagious disease or virus outbreak will be a weeks-long to months-long event, and there could be more than one wave of infections during the period

3. In the event of daycare and or school closures:
 - a. Employees should have a family care succession plan in place and make every effort to come to work; however, in the event the employee cannot report to work, leave must be taken for time off in accordance with the Sick and/or Annual Leave Policies
 - b. Employees will not be allowed to bring their children to work
 - c. Sick leave may not be used by healthy parents taking care of healthy children

C. Signs and Symptoms of Widespread Contagious Disease or Virus

In the event that we encounter a widespread contagious disease or virus outbreak, employees exhibiting signs and symptoms of the disease or virus will be determined based on the most recent information available from the local Health Department or the Centers for Disease Control.

If an employee disputes whether or not they are experiencing the symptoms of a widespread contagious disease or virus, a doctor's note may be required by the Department/Office Director before an employee is allowed to resume working.

D. Collective Bargaining Agreements

Times that we are experiencing a widespread contagious disease or virus outbreak would be considered an emergency. As such the temporary suspension of certain collective bargaining agreement provisions may be necessary. At the conclusion of the emergency, all temporarily suspended provisions of any collective bargaining agreement will be reinstated immediately.

FOOTNOTES & REFERENCES TO RELATED AR's: