

McLean County Personnel Policies – Coronavirus (COVID-19) – EFFECTIVE 03-17-2020

The McLean County Board of Commissioners has adopted the following policies effective immediately and until further notice. The policies are adopted to protect the health of our workforce.

COVID-19 Employee Absences

Employees that are isolated or quarantined because of the COVID-19 will be paid their regular working hours wages during the time that they are not at work. Absences will not be charged against the employee's accrued Annual or Sick Leave balances. Using guidelines established by First District Health Unit and/or the North Dakota Department of Health (NDDoH), the county in consultation with medical providers will confirm, approve, and document the need for an employee to be isolated or quarantined.

COVID-19 Employee Absence Assessment

If an employee learns they have been potentially exposed to the COVID-19 virus, please:

- Contact your supervisor to complete a COVID-19 Management Assessment form; and,
- Upon approval from the McLean County Auditor's Office, you will be provided guidance on how to proceed and report your absence, depending on your individual situation.

Hygiene Recommendations

If you are feeling sick, refrain from coming to work even if you are not demonstrating COVID-19 symptoms, influenza and other viruses could be harmful to our workforce.

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water for at least 20 seconds.

Avoid touching your eyes, nose, and mouth.

Avoid close contact with people who are sick, maintain social distancing which is defined as maintaining a distance of at least 3 feet distance between yourself and anyone who is coughing or sneezing.

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.

Clean and disinfect frequently touched objects and surfaces.

Work Related Travel

Employees will not travel out of state for work related events.

Employees must follow CDC recommended travel guidelines. Annual Leave will not be approved if your intention is to travel to restricted areas.

The following links will provide you the CDC travel guidelines and the current US case counts and map. Check back frequently – it changes OFTEN!!

Travel information: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

US case counts and map: <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>

According to *Policy 303 – Annual Leave* found in the *McLean County Employee Personnel Manual*, all Annual Leave must be approved by the employee’s supervisor before the employee is authorized to take the leave. A leave request can be denied if the absence would unduly disrupt the operations or services of the workplace or other business-related purpose. This is especially important right now because of the county’s need to assure that adequate staffing is available to respond to a COVID-19 crisis.

As we continue to monitor developments, our priority is first and foremost the safety of our McLean County citizens, employees, and their families. If you have fever, cough and difficulty breathing, seek medical care early. Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority. For updated information on the Coronavirus in North Dakota: <https://www.health.nd.gov/diseases-conditions/coronavirus>.

Approved this 17th day of March, 2020.

Commission Chairperson