

# COVID-19 Guidelines for Grant County Supervisors

Updated as of 03/18/20 (Recent updates are in red font).

All personnel with supervisory or lead responsibility for employees should make sure they are apprised of the contents of this sheet. Updates will be published as they occur.

There is a separate guidelines sheet available which focuses on information specific to employees.

## Maintain Awareness

Information on this situation will continue to change regularly. You should check these sources for changing advice and direction.

- [Center for Disease Control \(CDC\)](#)
- [Grant County Health District](#)
- [Grant County Home Page](#)

## Employee Communication

Supervisors should maintain regular communication with their assigned employees: both giving information and soliciting information. You may not be aware of an employee's health situation and whether they have a weakened immune system. Or whether they live with a person who has a weakened immune system.

You want your employees to feel comfortable to bring their needs and concerns forward so that you are best able to plan for your department. You also want your employees to clearly understand your direction as it applies to changing practices.

## Assessing Employee Health or Illness

You cannot ask an employee if they have COVID-19 or COVID-19 symptoms. However, you can ask if they suffer from shortness of breath, fever or coughing. HIPPA privacy remains intact through this situation.

You should follow reasonable guidance from your employee regarding their needs. We are being asked not to require medical documentation at this time to reduce the impact to the healthcare system. Your employee will guide you as to:

- If they are feeling unwell;
- If they feel that they have had close contact with a known or suspected person with COVID-19;
- If they are in a high risk group that should self-quarantine; or
- If they provide direct care to a person in a high risk group and should self-quarantine.

## Sending an Employee Home

If you have an employee who displays and/or discloses COVID-19 symptoms (especially fever, cough or shortness of breath):

- You should strongly encourage them to go and remain at home until they are symptom free for 72-hours.
- I anticipate that employees will support the need to self-quarantine in order to protect others but there will be fear and concern regarding compensation. We hope not to face situations in which we must consider directing an employee to leave.
- If an employee refuses, separate them from other staff and contact HR to assist you in your discussion and assessment.

## Childcare Issues

During the current six-week school closure employees will be allowed access to banked leave if they are unable to arrange for appropriate childcare.

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## Reducing Person-to-Person Contact

The Board has authorized each Elected Official and Department Head to limit hours of doors-open public service. You should consider:

- Essential Services that must be provided and Secondary Services that can be suspended;
- Telework options for position in which this is feasible;
- Restructuring practices so that remaining employees are better able to maintain a six foot buffer between themselves and other employees;
- Restructure practices so to better provide social distancing between staff and members of the public.

## Compensation While Out of the Workplace Due to COVID-19 (Illness or Concerns)

- Employees will have access to (without medical documentation), in this order,:
  - o Banked Sick Leave
  - o Other Banked Leave
- Employees will have access to (with medical documentation):
  - o Washington Paid Family & Medical Leave (as dictated by State rules) - [website](#)
  - o Unemployment Compensation (as dictated by State rules) - [website](#)
  - o Donated Sick Leave (overseen by the County) - [policy](#)
- **The County will allow access to accrued vacation time to employees still in their probationary period that have worked at least 30 days.**
- The County has created a policy exemption by which the Donated Sick Leave policy will qualify documented situations of COVID-19.

## Recordkeeping

**As this situation unfolds we do not know how Federal and State resources may become available. We would advise that you keep accurate records as to whether an employee is out of the workplace because:**

- a) They are approved to work from home or another location;
- b) They are self-quarantining due to their concerns regarding being in a high-risk category or due to having had close contact with an individual who is sick and displaying COVID-19 symptoms (with no medical documentation);
- c) They are self-quarantining due to their concerns regarding being in a high-risk category or due to having had close contact with an individual who is sick and displaying COVID-19 symptoms (with medical documentation);
- d) They are sick and displaying COVID-19 symptoms (with no medical documentation);
- e) They are sick and displaying COVID-19 symptoms (with medical documentation);
- f) They have to care for a family member with the illness (with no medical documentation);
- g) They have to care for a family member with the illness (with medical documentation);
- h) They have a child whose school or childcare facility is closed (or whose childcare provider is unavailable due to the illness); OR
- i) They are sick due to non-COVID-19 issues or taking non-health related personal time.

## HR Consultation

If you have questions or would like assistance in exploring options, please contact Human Resources.