

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting a Revised Temporary  
Administrative Policy in Response to COVID-19  
(Coronavirus)

ORDER NO. 28-2020

WHEREAS, on March 13, 2020, the Board of County Commissioners adopted Resolution No. 25-2020, "In the Matter of Declaring a Local State of Emergency Due to COVID-19 (Coronavirus); and

WHEREAS, COVID-19 is a highly contagious and novel Coronavirus, for which there is vaccine, and the public, including Columbia County employees, are at risk for contracting the disease; and

WHEREAS, COVID-19 is spreading rapidly throughout the Oregon, the nation and the world, and to slow the spread of the disease, health experts are emphasizing the importance of social distancing, which includes avoiding large gatherings and close contact with other people; and

WHEREAS, in response to the recommendations, Columbia County has developed a Revised Temporary Administrative Policy to implement social distancing measures as part of its business practices and to address personnel issues that may arise as a result of the measures;

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS HEREBY ORDERS:

1. The First Revised Temporary Administrative Policy, attached hereto as Exhibit A and incorporated herein by this reference is hereby adopted.
2. The First Revised Temporary Administrative Policy shall be effective immediately and unless sooner revoked by the Board by order, the policy shall remain in effect for the duration of the County emergency declaration, adopted under Resolution No. 25-2020, including any extensions.


DATED this 19 day of March, 2020.

Approved as to form

By:   
Office of County Counsel

BOARD OF COUNTY COMMISSIONERS FOR  
COLUMBIA COUNTY, OREGON

By:   
Alex Tardif, Chair

By:   
Margaret Magruder, Commissioner

By:   
Henry Heimuller, Commissioner

# FIRST REVISED TEMPORARY ADMINISTRATIVE POLICY

**PURPOSE:** The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID19, may impact Columbia County locally. Our employees are at the forefront of our concern as we work to adapt quickly to this emerging public health threat and navigate new business practices in order to continue to serve our community to the best of our abilities. It is in times like these that our community may need our services the most.

## DEFINITIONS:

**Novel Coronavirus / COVID-19:** A respiratory disease caused by a novel (new) coronavirus. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID- 19").

**COVID-19 Symptoms:** Fever of 100.4 or higher, dry cough and possibly, shortness of breath.

**Curtailed Operations:** A change or reduction to the routine services, service levels, activities and functions of any given office, department or division.

**Household Member:** Any other person who resides in the employee's household.

**Immediate Family:** As defined by Personnel Rule 1.3.27.

**Isolation:** A method to separate sick people with a contagious disease from people who are not sick. Isolation is a term applied to infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease.

**Medical Advice:** Information or advice received from a medical professional.

**Quarantine:** Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

**Social Distancing:** Measures taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, and canceling events.

**Telecommuting:** A work arrangement in which the employee works outside the normal work site, often working from home.

## GENERAL POLICY:

The County is adhering to the recommendations of Oregon Health Authority (OHA) and the Local Public Health Authority (LPHA) regarding preventative measures including social distancing, quarantines, and possible curtailment of non-essential County functions. The County will continue to adjust as the recommendations of these agencies change.

This policy applies to all employees, and specifically those who fall into one of the following categories:

1. An employee or an employee's dependent or household member who, as requested by public health officials or a physician, is under observation, being monitored or has been diagnosed with COVID-19 and is in isolation;
2. An employee or a household member who falls into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and has been advised by a medical professional or public health authority not to leave their home or come to work;
3. In the event that the Center for Disease Control (CDC) or OHA directs the County to take advanced steps such as social distancing, quarantines or Curtailed Operations, this policy would then pertain to all but a few staff providing essential services.
4. In the event an employee is sick with COVID-19 symptoms and has been advised by a medical provider to stay at home..

#### POLICY GUIDELINES:

1. Employees who fall into one of the four General Policy categories above and cannot telecommute may use Payroll Code (Pay Code) 'COVID19' to account for the absence.
  - 1.1 Reporting Pay Code 'COVID19' will pay an employee's regular wage without utilizing leave accruals.
  - 1.2 This Pay Code does not identify whether or not an employee is ill; but instead is used for the sole purpose of tracking expenses associated with the County's response to COVID19.
  - 1.3 If employees utilize Pay Code 'COVID19' they must complete the Coronavirus/ COVID-19 Absence Form (see Attachment A) and turn it in to their direct supervisor before submitting a timecard with this pay code.
  - 1.4 The direct supervisor will then forward the completed form to the Human Resources Director. Supervisors shall not retain a copy of this form in their supervisor file.
2. If the school or daycare center of an employee's dependent has closed due to COVID-19, employees are expected to treat precautionary school closure similar to an inclement weather event. Managers are encouraged to be flexible with employees who need to retain alternative childcare services on short notice. However, employees are otherwise expected to work their scheduled shifts. For any employee who is unable to make appropriate arrangements for young children, that employee may utilize sick leave (either accrued or transferred) or any other available and accrued leave for the leave necessary to care for the child.
3. Employees who do not fall into one of the above categories must utilize their accruals per the County's existing Personnel Rules and Regulations or other County policies or procedures if they need to be absent from work. For any employee who must take leave without pay due to

a situation related to Covid-19, this unpaid leave will not affect the retention of health/life insurance benefits, leave accruals, eligibility dates or other benefits.

4. Telecommuting Option: If an employee meets one of the categories set out in General Policy, Paragraphs 1-3, above, but is not ill:
  - 4.1 The employee shall first attempt to utilize telecommuting in order to serve the public in the best possible manner.
  - 4.2 When an employee is in a position with telecommuting capabilities, he/she shall talk with their supervisor to gain approval and make appropriate arrangements for telecommuting.
  - 4.3 When telecommuting, employees must be available via computer or phone and provide a contact phone number where they can be easily and readily reached during their regular work day while working remotely from the work site.
  - 4.4 If an employee is not in a position with telecommuting capabilities and is unable to come to work for reasons mentioned in one of the categories above, pay code 'COVID19' should be utilized to account for time away from work.
5. Verification: The County may verify any employee claim related to the use of pay code 'COVID19' and require documentation of medical evidence supporting the claim of such pay. Any claim found to be false or any misuse of this pay code may result in discipline, up to and including dismissal.
6. Exceptions: Exceptions to this temporary policy may only be granted by the Board of County Commissioners or designee. Exceptions may be requested through the Human Resources Director. Any situation or circumstance not covered in this temporary policy shall be governed by existing County Personnel Rules, collective bargaining agreements or other County policies and procedures.
7. Implementation: This temporary policy is approved as an exemption under the County's Personnel Rules.
8. Suspension of the Personnel Rules and Regulations: Elected officials, department directors and all supervisory staff are responsible for implementing this policy within their respective departments. Observance of this policy is mandatory for all County employees and violation may result in disciplinary action (up to and including dismissal.)
9. Review: This temporary policy shall be reviewed by the Board of County Commissioners at least every 14 days and updated or revoked as necessary. This temporary policy is only in effect during the time period covered by the COVID-19 Emergency Declaration issued by the State of Oregon.
10. Travel. Non-essential travel is prohibited until further notice. "Travel" does not include field work that would normally be done in the course of business.
11. County Staff shall follow the Governor's limits on gatherings.

12. County meeting rooms will be closed to public use.
13. Committees. Only essential committee meetings shall be held. Whether such a meeting is necessary shall be determined by the Department Head overseeing the committee.
14. Break Rooms; Common Snacks. Personnel shall use good hygiene and follow social distancing guidelines while in break rooms or with common snacks.
15. Enhanced Cleaning of common touchpoints shall continue approximately every 2 hours.
16. Department Heads and supervisors shall prepare for a potential reduction in public hours, reduction in public contact, or closures.
17. Meetings. Non-essential in-person meetings shall be cancelled or postponed. Internal, small meetings may be held with the necessary precautions, including attention to social distancing guidance.
18. Planned leave. To the extent that employees had planned leave scheduled during the time that they would otherwise be eligible to use the COVID-19 pay code, the employees shall use the planned leave.
19. COVID-19 Symptoms. If an employee is sick with COVID-19 symptoms, the employee shall not return to work on site for 72 hours after fever has stopped without the use of medication.
20. Employees who are defined by their supervisor as “essential” and cannot utilize accrued vacation leave during the time these rules are in place are exempt from the maximum vacation accrual limits until this Temporary Order is revoked at which time a plan to bring the accrual balance under the maximum limit will be prepared and a date by which the balance will be brought below maximum agreed to by the Human Resources Director.
21. The County will continue to provide all required personal protective equipment (PPE) for employees, provided such equipment is available, and will modify duties, if needed, if required PPE is not available to perform those duties.
22. Any employee who is using paid COVID 19 leave, for any reason, is expected to shelter in place. This means the employee using that leave is expected to stay at home, take social distancing measures and be readily available to respond to calls/contact related to work during regular work hours. Any employee found to not be sheltering in place will face consequences which could include discipline and/or retroactive retraction of the COVID19 paid leave. Shelter in place means staying at home except for essential trips such as groceries or medical appointments.

Attachment A

Coronavirus / COVID-19 EMPLOYEE ABSENCE FORM

Columbia County employees who need to be absent from work due to reasons outlined in the categories described below AND are unable to telecommute, must complete and submit this form. If you are able to telecommute, this form is not necessary. Talk with your supervisor to make appropriate arrangements.

Once completed and submitted, this form will remain valid for 14 calendar days following its certification and submission. If an extension for the absence becomes necessary, a new form must be submitted.

The Pay Code "COVID19" is appropriately used on timecards only for circumstances listed below. This Pay Code does not identify that an employee is ill; rather the code is used to track expenses associated with the County's response to the COVID-19. .

IF YOU MUST BE ABSENT FROM WORK FOR ANY OF THE FOLLOWING REASONS, PLEASE COMPLETE THIS FORM AND SUBMIT IT TO YOUR SUPERVISOR.

Form Instructions:

1. Answer the question below and mark which of the categories applies to you. Then check "Yes" or "No" below.
2. Submit the form via email to your supervisor. Supervisors will forward the form to the Human Resources Director — Supervisors do not retain a copy of this form.

I am unable to come to work due to one or more of the following reasons:

- ☐ I, or a household member, are under observation, being monitored or have been diagnosed with COVID-19 and am in isolation;
- ☐ I, or a household member, fall into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and have been advised by a medical professional or public health authority not to come to work.
- ☐ The CDC or OHA has deemed it necessary to take advanced steps to maintain social distancing, quarantines and/or Curtailment of Operations.
- ☐ I am sick with COVID-19 symptoms and have been advised by a medical provider to stay at home.

I certify that I am unable to come to work because of one of the reason checked above. I understand that this absence authorization expires 14 calendar days after submission.

- ☐ Yes
- ☐ No (required to use accruals)

Name: _____	Department: _____
Position: _____	Supervisor: _____
Date Submitted: _____	_____