

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR COLUMBIA COUNTY, OREGON

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

ORDER NO. 33-2020

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 no vaccine, and the public, including Columbia County employees, are at risk for contracting the disease; and

WHEREAS, COVID-19 is spreading rapidly throughout 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, on March 18, 2020, the Board of County Commissioners adopted Order No. 28-2020, "In the Matter of Adopting a Revised Temporary Administrative Policy in Response to COVID-19 (Coronavirus)"; and

WHEREAS, on March 23, 2020, the Office of the Governor issued Executive Order No. 20-12 "Stay Home, Save Lives" which implements workspace restrictions for State Government buildings, among other requirements applicable to all persons in the State of Oregon; and

WHEREAS, in response to the Executive Order, Columbia County adopted a Second Revised Temporary Administrative Policy to implement the Executive Order by Order No. 32-2020 on March 25, 2020; and

WHEREAS, Congress passed H.R. 6201 including the Emergency Family and Medical Leave Expansion Act, and the Emergency Paid Sick Leave Act, effective April 2, 2020 (the "Acts") ; and

WHEREAS, in response to the Acts, the County as prepared a Third Revised Temporary Administrative Policy;

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

1. The Third Revised Temporary Administrative Policy, attached hereto as Exhibit A and incorporated herein by this reference is hereby adopted.
2. The Third Revised Temporary Administrative Policy shall be effective on adoption, 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.

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3. Order No. 32-2020, "In the Matter of Adopting a Second Revised Temporary Administrative Policy in Response to COVID-19 (Coronavirus)", is hereby repealed.

DATED this 30<sup>th</sup> day of March, 2020.

BOARD OF COUNTY COMMISSIONERS FOR  
COLUMBIA COUNTY, OREGON

By: Alex Tardif  
Alex Tardif, Chair

Approved as to form

By: [Signature]  
Office of County Counsel

By: [Signature]  
Margaret Magruder, Commissioner

By: [Signature]  
Henry Heimuller, Commissioner

# THIRD REVISED TEMPORARY ADMINISTRATIVE POLICY

March 30, 2020

**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. This Temporary Administrative Policy applies to all County employees.

## **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.

Beginning April 2, 2020, before employees may utilize or request any County COVID-19 paid leave, as described below, they must first utilize the paid leave provisions of the Federal Families First Coronavirus Response Act and the Federal Emergency Paid Sick Leave Act and Oregon law (the Oregon Family Leave Act, per administrative regulation) as outlined in Addendum 1 to this Temporary Administrative Policy. Only after using all available federal paid leave as described in Addendum 1, may employees utilize County COVID-19 paid leave.

Employees who began an authorized 14 day COVID19 leave under this Temporary Administrative Policy on or before March 13, 2020 and who are still eligible for such leave under one of the categories, below, are authorized to continue such County paid COVID19 leave through April 1, 2020.

### COVID-19 Categories:

- (1) *Quarantine* — to comply with a federal, Oregon or local quarantine or isolation order related to COVID-19. This does not include situations where a city or county orders its residents to “shelter in place” or “stay at home”. A copy of the order from a federal, Oregon or local government entity requiring quarantine or isolation relating to COVID-19 must be provided. This order must include the Employee’s name or other identifying information sufficient to allow the County to conclude that the order affects a particular employee.
- (2) *Self-Quarantine* — to self-quarantine, if the employee has been advised to do so by a local healthcare provider. Written verification of the need to self-quarantine from the employee’s healthcare provider must be provided.
- (3) *Diagnosis or Treatment* — to obtain a medical diagnosis or treatment if the employee is experiencing symptoms of COVID-19. Written verification from the employee’s medical provider of the employee’s effort to receive a medical diagnosis for COVID-19 or treatment if the employee is experiencing symptoms of COVID-19 must be provided.
- (4) *Care for a Quarantined Individual* — to care for an individual required to be quarantined or advised to be quarantined. A copy of the order or other documentation from a federal, Oregon or local government regarding the individual’s requirement to be quarantined that includes the individual’s name, or written verification of the need to quarantine from the individual’s health care provider must be provided.

## 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. Such employees who are able to telecommute or do other work for partial hours are to report those hours as regular hours and the remaining leave as 'COVID19'.
  - 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 Addendum 1, 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, and the employee is unable to work or telework due to a need for leave to care for the son or daughter under 18 years of age of such employee, the employee may qualify for Emergency Family Leave under H.R 6201 (effective April 2, 2020) as outlined in Addendum 1. Until H.R. 6201 is effective, 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. Except as set forth in Addendum 1, employees who do not fall into one of the COVID19 categories set out under GENERAL POLICY, 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. The county shall facilitate telework and work-at-home by employees, to the maximum extent possible, as follows:
  - 4.1 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.
  - 4.2 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.
  - 4.3 Employees will sign a Telecommuting Agreement upon request and shall comply with all telecommuting policies.
  - 4.4 Any employee utilizing paid COVID19 leave for other than their own illness may be required by the supervisor to work from home to the extent feasible.
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 County.
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 Executive Order No. 20-12 "Stay Home, Save Lives", including, but not limited to mandatory social distancing. Each department shall establish, implement, and enforce social distancing policies for its department, consistent with guidance from the OHA.
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 potential building 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, or as otherwise directed by a physician or public health department.
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 Administrative 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. Supervisors shall report such approved requests to the Human Resources Director.

21. Employees who are within their first six months of hire and unable to utilize paid vacation leave are authorized to use such accrued vacation leave during that first six months for leave described in Guidelines 1 and 2, above.
22. 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.
23. 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 COVID-19 paid leave. Shelter in place means staying at home except for essential trips such as for groceries or medical appointments.



# **ADDENDUM 1 TO THIRD REVISED TEMPORARY ADMINISTRATIVE POLICY COVID-19 EMERGENCY LEAVE UNDER FEDERAL/STATE LAW**

In response to changes in federal law (the Families First Coronavirus Response Act and the Emergency Paid Sick Leave Act) and Oregon law (the Oregon Family Leave Act, per administrative regulation), Columbia County (the "County") issues the following Addendum to the Third Revised Temporary Administrative Policy. This Addendum goes into effect April 2, 2020, and ends on December 31, 2020, unless specified below or unless the County announces a continuation of this Addendum in writing.

This Addendum does not replace the County's existing policies in the Personnel Rules on FMLA, OFLA or sick leave, and should be read in conjunction with those policies nor does it replace or change any of the provisions of any Collective Bargaining Agreements. Questions about this Addendum should be directed to the Human Resources Director.

Effective April 2, 2020, eligible employees must utilize all available federal COVID-19 paid sick leave before being placed on and receiving County paid COVID-19 paid leave. If an employee is already receiving County paid COVID-19 paid leave on April 2, 2020, the employee shall begin utilizing any available federal COVID-19 paid sick leave.

## **Federal Paid Sick Leave for COVID-19 Issues**

If an employee is unable to work or telework due a qualifying reason related to the COVID-19 pandemic, they will be eligible to take federal paid leave as described below. All employees are eligible for this type of leave with two exceptions that are identified below. This leave is in addition to paid leave employees may accrue under the County's Sick Leave Policy or Collective Bargaining Agreements.

### **Exceptions**

Federal COVID-19 Paid Sick Leave is not available to health care providers or emergency responders. Emergency responders are defined as DPSST sworn police and/or corrections officers.

### **Qualifying Reasons for COVID-19 Paid Sick Leave**

- (5) *Quarantine* — to comply with a federal, Oregon or local quarantine or isolation order related to COVID-19. This does not include situations where a city or county orders its residents to "shelter in place" or "stay at home".
- (6) *Self-Quarantine* — to self-quarantine, if the employee has been advised to do so by a local healthcare provider.
- (7) *Diagnosis or Treatment* — to obtain a medical diagnosis or treatment if the employee is experiencing symptoms of COVID-19.
- (8) *Care for a Quarantined Individual* — to care for an individual required to be quarantined or advised to be quarantined.
- (9) *Child Care* — to care for an employee's son or daughter if the son or daughter's school or child care provider has been closed or is unavailable due to COVID-19-related issues.
- (10) *Substantially Similar Care* — to care for a substantially similar condition, as determined by the secretary of health and human services.

"Son or daughter" – For purposes of this paid sick leave, a "son or daughter" is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under

18 years of age or is 18 years of age or older and “incapable of self-care because of a mental or physical disability” at the time FMLA leave is to commence.

#### Accrual of and Requesting Federal COVID-19 Paid Sick Leave

Full-time employees will receive 80 hours of federal COVID-19 Paid Sick Leave. The number of hours of COVID-19 Paid Sick Leave available to part-time employees depends on the number of hours the employee is scheduled to work during a two-week period, and may be calculated using the average number of hours worked in the six months leading up to the start of the leave. As an example, if a part-time employee works, on average, 20 hours per week, the employee would be entitled to 40 hours of federal COVID-19 Paid Sick Leave.

Any unused federal COVID-19 Paid Sick Leave will not carry over into 2021. Employees will not be paid the value of any unused COVID-19 Paid Sick Leave if they are laid off, quit, retire, are dismissed or separate from County employment for any other reason.

Employees must follow the County’s call in requirement for regular sick leave by having advance contact with the supervisor as well as regular updates as to status. Employees must also record federal COVID-19 Paid Sick Leave as directed in their timesheets.

Further, employees will be expected to provide verification of the need for federal COVID-19 Paid Sick Leave, as follows:

- (1) *Quarantine* — A copy of the order from a federal, Oregon or local government entity requiring quarantine or isolation relating to COVID-19. This order must include the Employee’s name or other identifying information sufficient to allow the County to conclude that the order affects a particular employee.
- (2) *Self-Quarantine* — Written verification of the need to self-quarantine from the employee’s healthcare provider.
- (3) *Diagnosis or Treatment* — Written verification from the employee’s medical provider of the employee’s effort to receive a medical diagnosis for COVID-19 or treatment if the employee is experiencing symptoms of COVID-19.
- (4) *Care for a Quarantined Individual* — A copy of the order or other documentation from a federal, Oregon or local government regarding the individual’s requirement to be quarantined that includes the individual’s name, or written verification of the need to quarantine from the individual’s health care provider.
- (5) *Child Care* — No verification is required for school closures due to COVID-19 issues if evidence of closure is publicly available. Written verification from the child care provider about unavailability to provide child care due to COVID-19-related issues is required.
- (6) *Substantially Similar Care* — Written verification of the employee’s need to stay home from work from the employee’s health care provider.

#### Caps on Value of federal COVID-19 Paid Sick Leave

For leave due to reasons (1), (2) or (3), above, an employee will earn the employee’s regular rate of pay, capped at \$511 per day, for a maximum of \$5,110. For leave due to reasons (4), (5) or (6), above, an employee will earn 2/3 of the employee’s regular rate of pay, capped at \$200 per day, for a maximum of \$2,000.

Employees who receive federal COVID-19 Paid Sick Leave that is less than their regular daily pay, may supplement this pay with accrued sick, vacation or comp leave to meet their full salary expectations, but they will not be paid from both federal COVID-19 Paid Sick Leave and vacation/sick leave for the same hours. Employees will not be paid with County COVID19 leave (as provided for in the Temporary Administrative Policy) at the same time as receiving federal COVID-19 Paid Sick Leave. Effective April 2, 2020, eligible employees must utilize all available federal COVID-19 paid sick leave before being

placed on and receiving County paid COVID-19 paid leave. If an employee is already receiving County paid COVID-19 paid leave on April 2, 2020, the employee shall begin utilizing any available federal COVID-19 paid sick leave.

### **Family Medical Leave Act and Oregon Family Leave Act** **Policy for School Closures**

Employees who have met the eligibility requirements below are eligible to receive unpaid time off when the employee is unable to work (or telework) due to a need to care for a son or daughter if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.

The leave of absences available under this addendum, under FMLA and OFLA, will be referred to as “School Closure Leave”, regardless of the terminology used in both laws. If not specifically addressed in this Addendum, all other provisions in the County’s Temporary Administrative Policy, as revised, and/or regular Family Leave Policy or Collective Bargaining Agreements apply.

#### **Definitions**

“Son or daughter” – For purposes of FMLA leave, a “son or daughter” is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis* who is either under 18 years of age or is 18 years of age or older and “incapable of self-care because of a mental or physical disability” at the time FMLA leave is to commence. For purposes of OFLA, “child” includes a biological, adopted, foster or stepchild, the child of a registered same-sex domestic partner or a child with whom the employee is in a relationship of *in loco parentis*. For purposes of OFLA, the “son or daughter” must be under the age of 18 or over 18 if incapable of self-care.

“Place of care” includes child care providers, and means a provider who receives compensation for providing child care services on a regular basis,

“School” means elementary or secondary school. Community college, university, college, or other post-secondary schools are not included.

#### **Eligibility Requirements**

FMLA: Employees who have worked for the County in the 30 calendar days leading up to the start of the School Closure Leave.

OFLA: Employees who have been employed for at least 180 days and worked an average of at least 25 hours per week leading up to the start of the School Closure Leave.

#### **Length of Leave**

FMLA: Up to 12 weeks of leave, to be taken any time during the period of April 2, 2020, and December 31, 2020. If a FMLA leave under this addendum is started on December 1, 2020 (for example), the employee will not be allowed to continue the leave past December 31, even if the employee still has available FMLA leave. An employee’s ability to take FMLA leave for other purposes before or after School Closure Leave depends on the employee’s “eligibility” under FMLA.

OFLA: Eligible employees may take up to 12 weeks of unpaid leave, to be taken any time during the period of March 18, 2020, to September 13, 2020. The 12 weeks of School Closure Leave must be used before September 13, 2020; no available School Closure Leave may be used after September 13, 2020.

School Closure Leave under these laws will run concurrently, where applicable. The County will apply the law that is most generous to the employee if the School Closure Leave runs concurrently.

#### **Notice and Verification**

FMLA: Where the necessity for public health emergency leave is foreseeable, an employee shall provide the employer with as much notice as practicable.

OFLA: Employees must provide at least 30 days' notice before School Closure Leave is to begin if the reason for leave is foreseeable. If 30 days' notice is not foreseeable or practical, an employee must give verbal or written notice to the County within 24 hours of commencement of the leave.

Under both laws' School Closure Leave, no verification is required for school closures due to a public health emergency if evidence of closure is publicly available. Written verification from the "place of care" about its/his/her unavailability to provide child care due to a public health emergency is required.

#### Benefits During Leave

FMLA: The first ten days of leave are unpaid; employees may, however, use federal COVID-19 Paid Sick Leave or any other accrued paid leave during this period. After the first ten days of School Closure Leave, and for each day thereafter the County will provide paid leave calculated at two-thirds of an employee's regular rate of pay and the number of hours the employee would otherwise be normally be scheduled to work. Paid leave will not exceed \$200 per day, or \$10,000 in the aggregate.

Employees who receive School Closure Leave may supplement their pay with sick, vacation or comp leave under the County's policies, to meet their full salary expectations, but they will not be paid from both School Closure Leave and COVID-19/vacation/sick/comp leave for the same hours.

OFLA: OFLA School Closure Leave is unpaid. Employees may, however, use any accrued paid leave during the period of OFLA School Closure Leave.

If an employee is on approved School Closure Leave under either or both laws, the County will continue the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. An employee wishing to maintain health insurance during a period of approved School Closure Leave will be responsible for bearing the cost of his/her share of group health plan premiums which had been paid by the employee prior to the School Closure Leave. The County's Temporary Administrative Leave Policy, as revised, has special, additional, provisions related to the continuing accrual of leave benefits. The leave period will be treated as continuous service (i.e., no break in service) for purposes of vesting and eligibility to participate in the County's benefit plans.

#### Job Protection

FMLA and OFLA: Employees returning to work from School Closure Leave will be reinstated to their former position. If the position has been eliminated, the employee may be reassigned to an available equivalent position. Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring School Closure Leave have been resolved, even if leave was originally approved for a longer period. If an employee does not return to work at the end of a designated School Closure Leave period, reinstatement may not be available unless the law requires otherwise.

### **No-Retaliation**

The County will issue discipline, up to and including termination, to anyone who retaliates against an employee who asks about, requests or uses School Closure Leave or federal COVID-19 Paid Sick Leave.

## ADDENDUM - ATTACHMENT A

### This form is to be used for **FEDERAL Paid COVID 19 Leave Only (Not County Paid)**

Columbia County employees who need to be absent from work due to reasons outlined in the categories described below, must complete and submit this form. Federal Paid COVID 19 leave will not be authorized without the appropriate submittal of this form. Employees must also submit any required documented verification, along with this form, if required as outlined below. Read the Addendum to the Temporary Policy carefully to determine whether or not you qualify for this leave.

The Pay Code "FED10C19" is to be used on timecards for any leave claimed under reasons 1-3 below.

The Pay Code "FEDOTHERC19" is to be used on timecards for any leave claimed under reasons 4-6 below.

#### **Form Instructions:**

1. Fill in the requested information below, making sure to mark which of the reasons you feel applies to you.
2. Submit the form via email to your supervisor. Supervisors will forward the form to the Human Resources Director along with the written verification required, as outlined below.

#### **Qualifying Reasons for COVID-19 Paid Sick Leave**

- 1) Quarantine — to comply with a federal, Oregon or local quarantine or isolation order related to COVID-19. This does not include situations where a city or county orders its residents to "shelter in place" or "stay home".
- 2) Self-Quarantine — to self-quarantine, if the employee has been advised to do so by a local healthcare provider.
- 3) Diagnosis or Treatment — to obtain a medical diagnosis or treatment if the employee is experiencing symptoms of COVID-19.
- 4) Care for a Quarantined Individual — to care for an individual required to be quarantined or advised to be quarantined.
- 5) Child Care — to care for an employee's son or daughter if the son or daughter's school or child care provider has been closed or is unavailable due to COVID-19-related issues.
- 6) Substantially Similar Care — to care for a substantially similar condition, as determined by the secretary of health and human services.

#### **Employees must provide verification of the need for federal COVID-19 Paid Sick Leave, as follows:**

- 1) Quarantine — A copy of the order from a federal, Oregon or local government entity requiring quarantine or isolation relating to COVID-19. This order must include the Employee's name or other identifying information sufficient to allow the County to conclude that the order affects a particular employee.
- 2) Self-Quarantine — Written verification of the need to self-quarantine from the employee's healthcare provider.
- 3) Diagnosis or Treatment — Written verification from the employee's medical provider of the employee's effort to receive a medical diagnosis for COVID-19 or treatment if the employee is experiencing symptoms of COVID-19.
- 4) Care for a Quarantined Individual — A copy of the order or other documentation from a federal, Oregon or local government regarding the individual's requirement to be quarantined that includes the individual's name, or written verification of the need to quarantine from the individual's health care provider.
- 5) Child Care — No verification is required for school closures due to COVID-19 issues if evidence of closure is publicly available. Written verification from the child care provider about unavailability to provide child care due to COVID-19-related issues is required.
- 6) Substantially Similar Care — Written verification of the employee's need to stay home from work from the employee's health care provider.

I am requesting Federal Paid COVID19 Leave under Reason # \_\_\_\_\_ above  
(fill in reason which you feel applies to your situation).

Name: _____	Department: _____
Position: _____	Supervisor: _____
Date Submitted: _____	Received by HR: _____
	Leave Approved: Yes No
	Notes: _____