

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR COLUMBIA COUNTY, OREGON

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

ORDER NO. 86-2020

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, Columbia County adopted a Third Revised Temporary Administrative Policy by Order No. 33-2020 on March 30, 2020; and

WHEREAS, in response to H.R. 6201 Federal guidance was issued; and

WHEREAS, in response to the guidance, Columbia County adopted a Fourth Revised Temporary Administrative Policy by Order No. 41-2020 on April 29, 2020; and

WHEREAS, on June 5, 2020, the Office of the Governor issued Executive Order No. 20-27 "A Safe And Strong Oregon (Phase II): Maintaining Essential Health Directives In Response To Covid-19, And Continuing To Implement A Phased Approach For Reopening Oregon's Economy", necessitating updates to this Policy; and

WHEREAS, in response to the Executive Order, Columbia County adopted a Fifth Revised Temporary Administrative Policy by Order No. 65-2020 on June 21, 2020; and

WHEREAS, on August 13, 2020, the Oregon Health Authority issued its Statewide Mask, Face Covering, Face Shield Guidance, necessitating updates to this Policy; and

WHEREAS, on October 19, 2020, the Oregon Health Authority issued an updated Statewide Mask, Face Covering, Face Shield Guidance, necessitating updates to this Policy; and

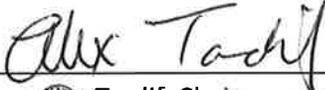
WHEREAS, on November 6, 2020, Oregon OSHA issued a temporary rule at OAR 437-001-0744 "Addressing COVID-19 Workplace Risks", necessitating updates to this Policy;

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

1. The Sixth Revised Temporary Administrative Policy, attached hereto as Exhibit A and incorporated herein by this reference is hereby adopted.
2. The Sixth 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, or until the Oregon OSHA temporary rule "Addressing Covid-19 Workplace Risks" is no longer in effect, whichever is later.
3. Order No. 65-2020, "In the Matter of Adopting a Fifth Revised Temporary Administrative Policy in Response to COVID-19 (Coronavirus)", is hereby repealed.

DATED this 26 day of November, 2020.

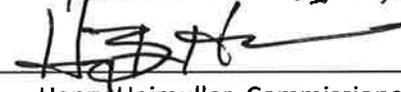
BOARD OF COUNTY COMMISSIONERS FOR
COLUMBIA COUNTY, OREGON

By: 

Alex Tardif, Chair

By: 

Margaret Magruder, Commissioner

By: 

Henry Heimuller, Commissioner

Approved as to form.

By: 

Office of County Counsel

SIXTH REVISED TEMPORARY ADMINISTRATIVE POLICY

November 20, 2020

PURPOSE: The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID19, has and will continue to impact Columbia County locally. Our employees are at the forefront of our concern as we continually 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 elected officials, employees, and volunteers.

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").

Child Care provider: A provider who receives compensation for providing child care services on a regular basis, including an "eligible child care provider" as defined in section 658P of the Child Care and Development Block Grant Act of 1990.

Common Areas: Building lobbies, reception areas, waiting rooms, restrooms, breakrooms, eating areas, smoking areas, locker rooms, bathing areas, transit lounges, conference rooms, or other locations indoors or outdoors that multiple individuals may use or congregate in, within the County's control.

COVID-19 Symptoms: Fever of 100.4 or higher, chills, cough, shortness of breath or difficulty breathing, or any two of the following symptoms: fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

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

Emergency Responder: Military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, child welfare workers and service providers, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency, as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility.

Face Covering: A cloth, polypropylene, paper or other face covering that covers the nose and the mouth and that rests snugly above the nose, below the mouth, and on the sides of the face. The following are not face coverings: mesh masks, lace masks or other coverings with openings, holes, visible gaps in the design or material, or vents.

Feasibility: Refers to the ability of the County to implement any requirement. If the Department can demonstrate that it is not functionally possible to comply or if doing so would prevent completion of the applicable work, the County need not comply, but must take any available reasonable alternative steps to protect the employees involved.

High-touch Surface: Equipment or surfaces that are handled frequently throughout the day by multiple individuals. High-touch surfaces can include, but are not limited to, countertops, credit card terminals, doorknobs, digital kiosks, touch-screen enabled devices, light switches, handrails, elevator control panels, and steering wheels.

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

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

Public Health Emergency: An emergency with respect to COVID-19 declared by a Federal, State or local authority.

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

School: An elementary school, or secondary school as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965.

Son or Daughter: 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 the leave commences.

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

POLICY:

The County is adhering to Guidance issued by the Oregon Health Authority (OHA), Oregon OSHA Rules, and the Local Public Health Authority (LPHA) regarding preventative measures including face coverings, physical distancing, quarantines, and curtailment of operations for non-essential County functions. The County continues to adjust as the rules of these agencies change and as the County moves into different phases of re-opening.

1. Leave Due to COVID-19.

1.1 Beginning April 1, 2020, employees who are eligible for leave due to COVID-19, as described below, may use leave provided by the Federal Families First Coronavirus Response Act ("COVID-19 School/Child Care Act") and the Federal Emergency Paid Sick Leave Act ("COVID-19 Sick Leave Act") (referred to collectively as "COVID-19 Federal Leave")

1.2 School/Childcare COVID-19 Leave. Managers are encouraged to be flexible with employees who need to retain alternative childcare services on short notice. However, except as granted in COVID-19 Federal Leave, employees are expected to work their scheduled shifts. For any employee who is otherwise ineligible for COVID-19 Federal Leave and unable to make appropriate arrangements for dependents, that employee may utilize sick leave (either accrued or transferred) or any other available and accrued leave for the leave necessary to care for a child. For any employee who must take leave without pay related to School/Childcare Closure due to COVID-19, the leave will not affect the retention of health/life insurance benefits, leave accruals, eligibility dates or other benefits.

1.3 Other COVID-19 Leave. Except as granted in COVID-19 Federal Leave, employees 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 non-school/childcare situation related to COVID-19, the leave will not affect the retention of health/life insurance benefits, leave accruals, eligibility dates or other benefits.

1.4 Federal Paid Sick-Leave for COVID-19. If an employee is unable to work or telework due to Qualifying COVID-19 Category, the employee is eligible for Federal Paid Sick Leave, subject to the following:

1.4.1 Accrual: Accrual for full-time employees who work 40 hour work weeks is 80 hours. Accrual for full-time employees who work 37.5 hour work weeks is 75 hours. Accrual for part-time employees will be calculated using the average number of hours works in the prior six months in accordance with H.R. 6201 Section 5102. Unused Federal Paid Sick-Leave for COVID-19 will not carry over past December 31, 2020. Employees will not be paid for the value of unused Federal Paid Sick-Leave upon separation from the County for any reason.

1.4.2. Qualifying 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”.
- (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.

1.4.3 Verification of Federal COVID-19 Sick Leave. Employees are expected to provide verification of the need for Federal COVID-19 Paid Sick Leave as soon as possible following a request for such 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.

1.4.4 Intermittent Federal COVID-19 Sick Leave may be allowed by the County, in the County’s discretion upon request of the Employee.

1.4.5 Exception For Emergency Responders. The County may deny Federal COVID-19 Sick Leave to Emergency Responders if the need for the Leave is Qualifying COVID-19 Category 5. Emergency Responders are

enforcement deputies, corrections deputies, or any other employee included in the definition of "Emergency Responder" provided that the County documents that the employee is essential to the County's ability to respond to the public health emergency. Such documentation shall be provided, at the time of the determination, to the bargaining unit which represents such employee(s), if any. An employee who has been denied Federal COVID-19 leave under Category 5 may appeal that decision by submitting a written explanation why the employee is not essential to the County's ability to respond to the public health emergency. The appeal must be received by the Human Resources director within five business days after the denial is made. The County will respond to an appeal within 5 business days of receipt. The County's decision is final. During the appeal the employee is required to report to work.

1.4.6 Sick Leave Caps. Sick leave payments will be capped, as follows:

1.4.6.1 COVID-19 Qualifying Categories 1-3. An employee will earn the employee's regular rate of pay, capped at \$511 per day, for a maximum of \$5,110.

1.4.6.2 COVID-19 Qualifying Categories 4-6. 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.

1.4.7 Use of Supplemental Leave. 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.

1.5 Supplemental Federal Leave for School/Childcare Closures ("Federal School Closure Leave"). In addition to the Federal COVID-19 Sick Leave, eligible employees may receive time off when the employee is unable to work or telework due to a need to care of a son or daughter if their school childcare is closed due to a public health emergency.

1.5.1 Eligibility Requirements. Eligibility may be met under FMLA or OFLA, or both.

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

1.5.1.2 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.

1.5.2 Length of Leave. Length of leave depends on whether eligible under FMLA or OFLA.

1.5.2.1 FMLA: Up to 12 weeks of paid leave, to be taken any time during the period of April 1, 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, 2020, 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.

1.5.2.2 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.

1.5.3 School Closure Leave under FMLA and OFLA 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.

1.5.4 Notice and Verification

1.5.4.1 FMLA: Where the necessity for School Closure Leave is foreseeable, an employee shall provide the employer with as much notice as practicable.

1.5.4.2 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.

1.5.5 Under both FMLA and OFLA 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.

1.5.6 Benefits During Leave

1.5.6.1 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.

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

1.5.6.3 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.

1.5.6.4 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.

1.5.7 Job Protection. Under both FMLA and OFLA School Closure Leave, an employee returning from 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.

1.5.8 Employee Responsibility. 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.

1.6 Pay codes: Pay Codes:

For employees utilizing Federal Paid sick leave under Categories 1-3 above, use pay code FED10C19

For employees utilizing Federal Paid sick leave under Categories 4-6 above or employees utilizing School Closure leave beyond the Federal Paid sick leave allowed, use pay code FEDOTHERC19

1.7 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, or against an employee for opposing any practice forbidden by OAR 437-001-0744, making a complaint or causing any proceeding to be instituted under the Oregon Safe Employment Act, or exercising any rights conferred by OAR 437-001-0744.

1.8 Federal COVID-19 Leave is subject to Department of Labor rules and regulations. Employees are encouraged to become familiar with the Department of Labor FAQs which are available at <https://www.dol.gov/agencies/whd/fmla/pandemic>.

2. Telecommuting/Staggering. Departments will identify positions appropriate for telework or partial telework including consideration of telework for employees at higher risk for severe COVID-19 complications due to underlying medical conditions identified by the CDC. The County shall facilitate telework and work-at-home by employees as practicable given the demands of the workplace as determined by the Department Head, subject to the following:

- 2.1 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.
- 2.2 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. While telecommuting, employees are expected to work of the hours recorded in their timecards. Timecards shall be accurately kept.
- 2.3 Employees will sign a Telecommuting Agreement upon request and shall comply with all telecommuting policies.
- 2.4 Any employee utilizing Federal COVID-19 leave for other than their own illness may be required by the supervisor to work from home to the extent feasible.

To the extent feasible Departments may stagger or rotate work schedules or shifts at work sites to ensure employees are able to sufficiently maintain physical distancing.

3. Verification: The County may verify any use of Federal COVID-19 Leave, as described in Section 1. Any claim found to be false or any misuse of this leave may result in discipline, up to and including dismissal.

4. 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.

5. Implementation: This Temporary Policy is approved as an exemption under the County's Personnel Rules.

6. 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.

7. Review: This temporary policy shall be reviewed by the Board of County Commissioners at least every 30 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, or while OAR 437-001-0744 is in effect, except that the Federal COVID-19 Leave does not terminate until December 31, 2020.

8. Travel. Departments shall consider whether travel is essential. Non-essential travel shall be limited. When County employees do travel for work purposes, they are required to follow physical distancing and other OHA and CDC guidelines. "Travel" does not include field work that would normally be done in the course of business.

9. County Staff shall follow the Governor's Executive Order No. 20-27 "**A SAFE AND STRONG OREGON (PHASE II): MAINTAINING ESSENTIAL HEALTH DIRECTIVES IN RESPONSE TO COVID-19, AND CONTINUING TO IMPLEMENT A PHASED APPROACH FOR REOPENING OREGON'S ECONOMY**", including, but not limited to mandatory physical distancing. Work activities and workflow must be designed to eliminate the need for any

employee to be within 6 feet of another individual in order to fulfill their job duties unless the Department can demonstrate that such physical distancing is not feasible for certain activities. When employees are transported in a vehicle for work purposes, regardless of the travel distance or duration involved, all occupants in the vehicle must wear a face covering unless employees are wearing respirators. Each department shall establish, implement, and enforce physical distancing policies for its department, consistent with guidance from the OHA.

10. The County will provide employees with supplies (e.g. soap and water) and reasonable time necessary to clean or sanitize more frequently that would otherwise be required if the worker chooses to do so.

11. The County will provide employees with the supplies (e.g. soap and water) and reasonable time necessary to perform hand hygiene before using shared equipment.

12. The County will provide employees with information and training regarding COVID-19.

13. County meeting rooms will be closed to public use.

14. Committees/Meetings. Non-essential meetings are restricted. Meetings shall be conducted virtually as much as possible. If in-person meetings are necessary, staff shall follow physical distancing requirements. Whether such a meeting is necessary shall be determined by the Department Head or supervisor.

15. Break Rooms; Common Snacks. Personnel shall use good hygiene and follow physical distancing guidelines while in break rooms or with common snacks.

16. Enhanced Cleaning. The County will regularly clean or sanitize all common areas, shared equipment, and high-touch surfaces as defined in this Order, that are used by employees or the public. Such cleaning or sanitization must be implemented at least once every 24 hours if the work site is occupied less than 12 hours a day; or at least every 8 hours while in use, if the worksite is occupied more than 12 hours a day. Cleaning shall be documented daily.

17. Department Heads and supervisors shall prepare for building closures as needed and otherwise follow County orders, this Policy, and guidance from the CDC and OHA regarding public access to County facilities.

18. COVID-19 Symptoms. If an employee is sick with COVID-19 symptoms, the employee shall not return to work on site for at least 10 days after illness onset and until 24 hours after fever is gone (without use of antipyretics) and COVID-19 symptoms (cough, shortness of breath, and diarrhea) are improving. If a confirmed case is asymptomatic or only has symptoms other than fever, cough, shortness of breath or diarrhea, the employee shall not return to work for 10 days after the collection date of the specimen that tested positive.

19. Maximum Accrual Limits for Vacation Leave. 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 Policy terminates 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.

20. Use of Vacation Leave within First Six Months of Employment. 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 if eligible for Federal COVID-19 Leave.

21. PPE. 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. Face Coverings. Face coverings are required at all times for visitors, employees, contractors and volunteers in all County facilities, including hallways, bathrooms, classrooms, elevators, lobbies, break rooms, meeting rooms and

other common and shared spaces, unless employees, contractors or volunteers are at a private, individual workspace not shared with other people.. Exceptions to the requirement to wear a face covering are limited to the following:

22.1 Face coverings are not required while eating or drinking.

22.2 Face coverings are not required when engaged in an activity that makes wearing a mask, face covering or face shield not feasible, such as swimming.

22.3 Face coverings can be briefly removed in situations where identity needs to be confirmed by visual comparison, such as at a bank or if interacting with law enforcement.

22.4 Individuals who have a medical condition that makes it hard to breath or a disability that prevents the individual from wearing a face covering can request an accommodation from the County to enable full and equal access to services, transportation and facilities open to the public.

22.5 Children five and under are not required to wear a face covering.

22.6 Law enforcement shall comply with Oregon OSHA rules for face coverings in the workplace.

23. Testing. The County will make its employees and appropriate space available when the local public health authority or Oregon Health Authority indicate that COVID-19 testing in the workplace is necessary. If testing is conducted at the County's request, the County will cover the costs of testing, employee time and employee travel.

24. Whenever the Oregon Health Authority, local public health authority or medical provider recommends an employee be restricted from work due to quarantine or isolation for COVID-19, such as through identification during contact tracing activities, the employee will be directed to isolate at home and away from other non-quarantined individuals. The County will enforce removal of such employees from the workplace.

25. Stay At Home. Any employee who is using paid Federal COVID-19 Leave as set forth in Section 1, for any reason, is expected to Stay at Home. This means the employee using that leave is expected to stay at home, take physical distancing measures and be readily available to respond to calls/contact related to work during regular work hours to the extent feasible. Any employee found in non-compliance may face consequences which could include discipline. Stay at Home means staying at home except for essential trips such as for groceries or medical appointments.

26. Existing Rules. This Temporary Administrative Policy, as revised, does not replace the County's existing Personnel Rules related to FMLA, OFLA, or sick leave, and should be read in conjunction with those polices and does not replace or change any of the provisions of any collective bargaining agreement.

27. Questions. Questions about this Temporary Administrative Policy shall be addressed to the Columbia County Human Resources Director.

28. Reporting Leave. If taking Federal COVID-19 Leave under this Policy, employees shall notify their supervisors and shall keep in contact with regular updates as to status according to the County's personnel rules and collective bargaining agreements.

29. Notification of Potential COVID Exposure at Work. If the County becomes aware that a County employee has been exposed to a COVID-19 positive person at work (within 6 feet of a confirmed COVID-19 individual for a cumulative total of 15 minutes or more), the County will provide employee contact information to the Public Health Department so that County employees may quickly receive notice from Public Health and determine their relative exposure risk and receive official recommendations for action. This begins the contact tracing process that has been identified by the CDC and OHA as vital to controlling and limiting the spread of COVID-19. The County will also provide notice to an exposed employee within 24 hours of the County being made aware of the exposure.

In addition, the County will notify affected employees (those who worked in the same facility or in the same well-defined portion of the facility such as a particular floor) that an individual who was present in the facility has confirmed COVID-19, within 24 hours of the County being made aware that an individual with COVID-19 was present in the workplace while infectious or otherwise may have had work-related contact with its employees while infectious.

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. This form must be submitted in a timely manner, with notice as required by the FFCRA, FMLA and OFLA (see Temporary Policy and Personnel Rules). Federal Paid leave will not be authorized until this form and the required documentation, as outlined below, is received and approved.

Employees must read the terms of the Temporary Policy to ensure they understand the parameters of this leave, how much leave is available and that this leave, if approved, applies to the allowed weeks of FMLA/OFLA leave.

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 and required verification to your supervisor. Supervisors will immediately forward the form and verification to the Human Resources Director who will notify the employee/supervisor/payroll upon approval of the requested leave.

Qualifying Reasons for COVID-19 Paid Sick Leave

1. Quarantine - to comply with a federal, Oregon or local quarantine or isolation order related to COVID19. 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 childcare 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 childcare provider about unavailability to provide childcare 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 Leave Under Qualifying Reason # _____ above for the following dates: _____.

I certify that my supervisor has told me that no telework is available during my absence.

If my request is related to Reason # 5, I certify that no other suitable person is available to care for the child.

- The name of the child being cared for: _____.
- The name of the school, place of care, or childcare provider that has closed or become unavailable: _____.

Employee Signature

Printed Name

Department

Position

Received by Supervisor (Name)

On this Date

Received by Human Resources (Name)

On this Date

Initials

HR ONLY: Leave Approved YES NO

