



Land of Cheese, Trees and Ocean Breeze

**TILLAMOOK COUNTY
HUMAN RESOURCES**
201 Laurel Avenue
Tillamook, Oregon 97141
(503) 842-3418
TTY/TDD 1(800) 833-3232

To: All County Employees
From: Naomi Roundtree, Director, Human Resources
Date: 03/14/2020, updated 4/8/2020.

RE: Interim COVID-19 Response Policy **UPDATED 4-8-2020**

This policy is being updated and revised based on current circumstances and new legislation.

As the County of Tillamook continues to monitor the evolving circumstances surrounding the Coronavirus (COVID-19) pandemic, please know our employee's health and wellbeing are front of mind.

To protect the health of County employees, the Human Resources Department may issue emergency rules of guidance on the use of sick leave, teleworking, or other policies that shall be in effect only for the duration of the emergency as determined by the County.

This is a developing situation and the County is planning for what may transpire in the upcoming weeks and months. Part of these preparations include a **County Emergency COVID-19 Policy**, which is effective immediately and applies to all County employees. This policy is a living document that may be updated as the COVID-19 pandemic continues to evolve, and other agencies provide further guidance and potential benefits available for County employees.

- **County Sick Leave Extension:** The County is temporarily allowing County employees the option to go into a negative balance/borrow against unearned sick benefits up to 80 hours for specific circumstances related to COVID-19. These include: if an employee is sick with COVID-19 related symptoms; are caring for an adult elderly family member due to COVID-19 illness and/or a lack of available care givers due to COVID-19; caring for an immediate family member or other person as eligible Oregon Sick Leave, OFLA or FMLA; have been advised by a medical provider to quarantine due to COVID-19; or are caring for children because of school/childcare closures and/or lack of available care takers due to COVID-19, and subsequently, are not reporting to work, then employees are expected to use all accrued leaves consistent with policy and practice. If employees exhaust all accrued leaves, employees may then elect to use additional sick leave accruals against future accruals (up to 80 hours) or elect to use leave without pay. Going into negative leave balances is intended *after* use of paid accrued leaves or use of other leaves provided by recent legislation.

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- **County Paid Leave for COVID 19 related circumstances:** In the event the County elects to close a particular department, work location or County function because of circumstances related to COVID-19 response measures, and the County does not assign employees to work in other work locations or through telework opportunities, employees will receive their regular straight time compensation on a daily basis for regularly scheduled workdays. This provision is for up to 14 calendar days (up to 80 hours of regular pay) or as extended at the discretion of the County. We have chosen 14 days because it matches the current recommended time for quarantines related to this virus. The County will be extending this 80 hour pay provision up to April 30, 2020.

- **Emergency Sick Leave Act:** The US Federal government has created a temporary sick leave benefit available to eligible employees. Subsequently, for those County employees who are not health care providers or emergency responders, you may qualify under one of the following 6 criteria, may be eligible.
 1. Are subject to a Federal, State, or Local quarantine order relating to COVID-19.
 2. Have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 3. Are experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
 4. Are caring for an individual subject to a Federal, State, or Local quarantine order relating to COVID-19 or has been advised by a health care provider to self-quarantine related to COVID-19.
 5. Are caring for a son or daughter of such employee if the school or place of care has been closed, or the childcare provider is unavailable due to COVID-19 precautions.
 6. Are experiencing any other substantially similar condition specified by Federal authorities.

In general, eligible employees may receive up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see above). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 above. Paid sick leave is based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons **#1-3 above**, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons **#4 and 6 above**, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason **#5 above** for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Employees who believe they may qualify for one or more of these events under the Emergency Sick Leave Act should contact the HR department to discuss, 503.812.7767. This Act is effective from April 1, 2020 to December 31, 2020.

- **The Family Medical Leave Act (FMLA) Expansion of Benefits:** The US Federal Government has temporarily expanded FMLA benefits during the COVID-19 pandemic through the **Families First Coronavirus Response Act (H.R. 6201)** for eligible employees. This expansion is temporary and effective April 1, 2020 to December 31, 2020. For employees who are not health care providers or emergency responders, the benefits include:
 - **Public Health Emergency Leave**-is a new category of eligibility for FMLA which is subject to the following provisions:
 - **Eligible employee definition:** An employee that has been employed for at least 30 calendar days and for whom a public health emergency leave is requested.
 - **Eligible qualifying event definition:** An employee who is unable to work (or telework) due to a need to care for a son or daughter under the age of 18 years of age if the child’s school or place of care has been closed or the childcare provider is unavailable due to a public health emergency.
 - **The first 10 days** of Public Health Emergency Leave is unpaid.
 - **After 10 days of unpaid leave**, for each day thereafter, the employee shall receive an amount that is not less than two-thirds of an employee’s regular rate of pay as determined under the Fair Labor Standards Act and the number of hours the employee would otherwise be normally scheduled to work. The paid leave will not exceed \$200 per day and \$10,000 in the aggregate.

More details about the Family Medical Leave Act, including a list of FMLA eligible events and qualifiers, are listed in the County Personnel handbook, page 48. The Public Health Emergency Leave is a temporary category of eligibility specific to the COVID-19 pandemic. Employees who believe they may qualify for one or more of these events under the Public Health Emergency Leave should contact the HR department to discuss, 503.812.7767.

- **The Oregon Family Leave Act Expansion of Benefits:** The state of Oregon has temporarily expanded OFLA benefits during the COVID-19 pandemic up to September 13, 2020 to include:
 - Sick child leave includes absence to care for an employee’s child whose school or place of care has been closed in conjunction with a statewide public health emergency declared by a public health official. Use of OFLA leave is still subject to policy.

More details about the Oregon Family Leave Act, including a list of OFLA eligible events and qualifiers, are listed in the County Personnel Handbook, page 48. Employees who believe they may qualify for one or more of these events should contact the HR department to discuss, 503.812.7767.

- **The terms and conditions of this interim policy may be superseded by State and Federal law.** In the event State and/or Federal funds are made available to the County for COVID-19 related responses, including paid leave in excess of accrued leaves, the County retains the full discretion to use allocated funds as determined by the County subject to applicable law.
- **This policy is presented under extraordinary circumstances as related to the COVID-19 medical emergency** and is subject to revision and modification at the sole discretion of the County without further bargaining obligations or grievance.

Additional resources available to County employees are:

The Employee Assistance Program is a free and confidential benefit that can assist all County employees and their eligible family members with a variety of challenges. Support is available 24 hours a day and information shared with them is not shared with the County. Their contact information is below:

Cascade Centers

Phone: 1.800.433.2352

Text: 503.980.1777

Website: www.cascadecenters.com -Under the Member Login tab, enter CIS as the company name.

Benefit eligible County employees enrolled in the County Health Insurance plan, BCBS/Regence, have Telehealth options available. Telehealth allows County employees enrolled in our County health insurance plan to visit 24/7 with their doctor and/or therapist over the phone or video chat through their MDLIVE platform. Employees have the ability to register online at <https://www.regence.com/member/home>.

Benefit eligible County employees enrolled in County Benefits or who have waived County Benefits but are enrolled in a High Deductible Health Plan, also have access to HRA/VEBA, which is a personal tax-free health reimbursement account. For more information, please contact Robyn Jolly in the Human Resources department at 503.842.3418 or Naomi Roundtree at 503.812.7767 or visit <https://hraveba.org/>.

County employees, who have enrolled in supplemental benefits through the County's partner, AFLAC, may have some benefits available to them during this time, depending on what was selected. For further details, please contact:

AFLAC

Bob Wheeler

645 NW Eve Drive

Dallas, OR 97338

Robert_Wheeler@us.aflac.com

Phone: 503.949.5451

Fax: 971.304.7280

Family & Medical Leave Act/Oregon Family Leave Act: County employees may be eligible for an unpaid leave of absence under the Family Medical Leave Act (FMLA) and/or the Oregon Family Leave Act. Please refer to the County Personnel Handbook, page 48, for details on eligibility and benefits.

Current County Sick Leave Policy: Please see the County Personnel Handbook for more details regarding this benefit, page 43. Union represented employees please review your corresponding agreements for additional stipulations, details, in addition to the County Personnel Handbook.

Current County Vacation Leave Policy: Please see the County Personnel Handbook for more details regarding this benefit, page 40. Union represented employees please review your corresponding agreements for additional stipulations, details, in addition to the County Personnel Handbook.

AFSCME represented County employees, who have questions regarding union specific information can contact:

AFSCME Staff Representative

Nicole Meck

Phone 503-370-2522 ext.4345

Fax 503-370-7725

Cell 503-330-2681

1400 Tandem Ave NE Salem, OR 97301

nmeck@oregonafscme.org

Teamster represented County employees, who have questions regarding union specific information can contact:

Teamster Labor Representative

Karine Trowbridge

1230 NE 106th Ave.

Portland, OR 97220

Phone: 503-256-5995

FAX: 503-253-2187

karine@teamsters223.com

Teamster Benefits:

Oregon Teamster Employers Trust

William C. Earhart

P.O. Box 4148

12029 N/E. Glenn Widing Drive

Portland, OR 97220

Phone: 503.460.5212

Phone: 877.396.4612

FAX: 503.284.9386

www.wcearthart.com

Temporary Telecommuting Arrangements

Due to the current COVID-19 pandemic, some employees are inquiring about the ability to work from home. The County is implementing voluntary temporary telecommuting arrangements for employees whose job duties are conducive to working from home but who do not regularly telecommute. However, there are some positions at the County that require the employee to be physically present in the workplace. These employees are defined as essential personnel.

Essential personnel include the following positions:

- Elected Officials including the Board of Commissioners, District Attorney, County Assessor, County Treasurer, County Sheriff, Justice of the Peace, and County Clerk.
- Department Heads and their designees.
- Law Enforcement, Emergency Services.
- Health and Human Services.
- Information Systems.
- Park Laborer, Road MEO Entry Level, Road MEO Journey Level, Road MEO Advanced Journey Level, Custodians, Building and Grounds Maintenance Worker, Computer Operations Technician, Park Operations and Maintenance Tech 1, Survey Technician, Parks Operations and Maintenance Tech 2, Engineering Tech 1, Engineering Tech 2, Mechanic, Mechanic Lead Worker, Registered Nurse 1, Registered Nurse 2, Registered Nurse 3, Programmer Analyst 1, Programmer Analyst 2, and all other represented Public Works employees. *Department Heads may designate any other personnel as contingent emergency personnel as needed during a declared emergency or emergent condition as declared by the BOC. (Per AFSCME contract)*

This list is not exhaustive of all essential personnel and Department Heads are responsible for identifying and communicating those staff designated as essential within their departments. Essential personnel are expected to report to work as scheduled unless otherwise notified. Regular leave policies and procedures should be followed for employees who are unable to report to work.

Positions approved to work from home temporarily include the following:

- Elected Officials including the Board of Commissioners, District Attorney, County Assessor, County Treasurer, County Sheriff, Justice of the Peace, and County Clerk.
- Department Heads and their designees.
- Information Services.

Additional positions may be considered on a case-by-case basis.

These arrangements are expected to be short term, and the County will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for telework, and the County may require employees to return to regular, in-office work at any time.

Temporary Suspension of Nonessential Business Travel

Due to the County's commitment to employee safety in light of the COVID-19 pandemic, effective immediately, all nonessential County business travel will be suspended until further notice. The County will continue to monitor the situation and provide guidance as more information on the extent and severity of the outbreak becomes available.

Travel Cancellation Procedures

If nonessential business travel has already been booked, please work with the County Treasurer's office to cancel properly to receive an airfare and hotel refund or credit if applicable. Set up phone or online conferencing to replace the in-person meetings, if possible. Please make sure your manager knows the status of all meetings cancelled due to this temporary suspension.

Essential Travel

Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. Travel is limited to within the County of Tillamook, OR boundaries. Your manager must approve all travel (including trips that were previously approved) until further notice.

Procedures Upon Return from Travel

Employees who become ill during or upon returning from travel with virus-like symptoms will need to contact the Tillamook County Health Department COVID-19 call line at (503) 842-3940, as well as the HR department, 503.812.7767, for direction as soon as possible.

Employees returning from travel who do not exhibit virus-like symptoms but would like to more information on local information and status updates on COVID-19, they can call 211.

Please contact the Human Resources department with any questions or concerns.

Preventative Actions

The County will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the County during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The County is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

The County will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. During this event, it is critical that employees contact their Managers and do not report to work while they are ill.

Social Distancing Guidelines for Workplace

During the workday, employees are requested to:

1. Avoid meeting people face-to-face whenever possible. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. All County employees shall wash and/or sanitize their hands after any appointments with anyone.
4. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
5. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
6. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
7. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.
8. Minimize paper documents as much as possible. All documents that can be scanned and distributed to the recipient shall be scanned.

9. The County Treasurer will establish and communicate the time(s) and day(s) that deposits by be dropped off at the Treasurer's office.

10. All County employees shall wash and/or sanitize their hands after handling cash. Employees may also use protective gloves.

Outside activities

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.

2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

The County asks that County employees continue to support each other and perform preventative measures to promote a safe and healthy work environment. More information will be forthcoming as events continue to evolve. The Human Resources department is a resource to all County employees so please do not hesitate to contact us with questions, 503.812.7767.