

## March 23, 2020

Board members present for regular session at 9:00 a.m. were: Twombly, Hoadley, Homan, Shelley, and Wedemeyer joined via conference call. Also present: Mandy Berg, Josh Nelson, Brenda Wallace, Janelle Schneider, Stacey Armstrong, and Rich Wallace. Caleb Nelson joined via conference call.

All motions were approved unanimously unless noted otherwise.

Due to heightened public health risk from the coronavirus outbreak, the Board Meeting was held via conference call pursuant to Iowa Code section 21.8.

**TEMPORARY POLICY & PROCEDURES DISCUSSION:** The Board discussed policy and procedure changes due to the coronavirus outbreak. Moved by Shelley and seconded by Hoadley to approve **Resolution #2020-31** - Resolution Approving Temporary Amendments to Employee Policy Manual in Response to Emergency Disaster Declaration. Whereas, Iowa Governor, Kimberly K. Reynolds, on March 9, 2020, issued a proclamation of disaster emergency; and Whereas, on March 18, 2020, Adair County issued a Declaration of Disaster Emergency; and Whereas, the above disaster emergency declarations were issued in response to the increasing number of COVID-19 cases reported within the State of Iowa; and Whereas, Adair County Board of Supervisors desire to implement temporary emergency measures to respond to the increasing number of COVID-19 cases; and Whereas, this Resolution is intended to provide better protection for the health and safety of the public, County employees, and their families. Now Therefore Be It Resolved By The Adair County Board Of Supervisors: Adair County Adopts the following policies:

### 1. Symptoms & Illness

All employees falling under the "Symptoms and Illness" provision must use any accrued sick leave the employee currently has. If all sick leave becomes exhausted, employees may go into a negative sick leave amount of 80 hours. This sick leave will then be "paid back" by the employee when accruing sick leave in the following months. If an employee separates from employment with the County with a negative leave balance, the value of those hours must be reimbursed to the County.

- a. Employees with a known exposure to COVID-19 and/or employees exhibiting virus-like symptoms can be sent home by their Department Head. If an employee is identified as positive for COVID-19, they are expected to:
  - i. self-isolate at home for the duration of treatment and recovery from symptoms for a period of at least 14 days, as recommended by the IDPH and CDC.
  - ii. Affected employees are not expected to return to work until the after the 14-day time period since symptoms first appeared, with no fever or symptoms for at least 72 hours (without the use of any fever reducing medicine) and symptoms have improved.
- b. If an employee is experiencing respiratory illness symptoms, such as fever, cough, and/or shortness of breath they are expected to leave work, go home and call their family physician for medical advice.
- c. If illness develops after the work day begins, employees are expected to:
  - i. Go home, use sick leave and not return until all of the following have been met:
    1. at least 7 days have passed since symptoms first appeared,
    2. they've been fever free for 72 hours, without the use of any fever or symptom reducing medicine,
    3. any other symptoms have improved,
    4. or your family physician has cleared you to return to work.
- d. Any employee who chooses to self-isolate due to an underlying health condition or age and submits a recommendation for the self-isolation from a health care provider may also be covered under this provision.

### 2. Caring for Family Members

All employees falling under the "Caring for Family Members" provision must first use any earned comp time and then secondly use any accrued sick leave the employee currently has. If all comp time and accrued sick leave becomes exhausted, employees may go into a negative sick leave balance of 80 hours. This sick leave will then be "paid back" by the employee when accruing sick leave in the following months. If an employee separates from employment with the County with a negative leave balance, the value of those hours must be reimbursed to the County.

- a. Employees may qualify for leave under this provision if:
  - i. They need to care for immediate family members including children, grandchildren or elderly, due to closures in the community (i.e. schools, child and adult daycares) because of the COVID-19 pandemic.
  - ii. A family member who lives with them has tested positive for COVID-19 and the employee must self-isolate (stay away from other employees) for the recommended period of 14 days prior to returning to work.
- b. Employees are not required to use any paid vacation time under this provision, but may choose to do so.

### 3. Minimize Your Risk to Exposure

- a. Employees are expected to use caution throughout the course of their personal daily activities as well as work duties to reduce the risk of contracting and transmitting contagious diseases, such as COVID-19. Employees are expected to comply with the following:
  - i. Do not attend large gatherings of more than 10 people and consider making adjustments for smaller gatherings with high risk groups.
  - ii. Use responsible social distancing practices by limiting your attendance at group gatherings.
  - iii. Use your best effort to convert meetings with people from outside the area to telephone or video.
- b. To further reduce risk, under the discretion of the Department Head, department offices may also choose to:
  - i. relocate staff members to other areas of the building,
  - ii. rotate office staff/change employees' work schedules

1. Employees working less than their normal work schedules, must first use any earned comp time and then secondly use any accrued sick leave the employee currently has. If all comp time and accrued sick leave becomes exhausted, employees may go into a negative sick leave balance of 80 hours.
- iii. Establish a closed-door policy or provide necessary alternatives to service the public
4. Work Related Travel for Non-Public Safety Personnel Suspended
  - a. All non-essential work-related travel for non-public safety personnel is suspended effective immediately until further notice.
    - i. Non-essential travel can be generally defined as attending conferences, seminars or other professional development.
  - b. Travel is considered non-essential except when any of the following apply:
    - i. Travel is for training required to maintain the minimum qualifications necessary for your position and it cannot be obtained by virtual means (online).
    - ii. Not traveling will cause harm to the operations of the County.
  - c. Department Heads may approve an employee's travel as essential.
5. Other Travel & Self-Isolation
  - a. Staff should stay home and isolate themselves from others in the following situations:
    - i. Taken a cruise anywhere in the world in the last 14 days.
    - ii. Traveled internationally to a country with a level 3 travel warning in the last 14 days.
    - iii. Close contact with a suspected or confirmed COVID-19 case in the last 14 days.
  - b. Employees may use paid time during this time period of isolation including comp time and accrued sick leave. If during these 14 days of isolation all comp time and accrued sick leave have been exhausted, employees may go into a negative balance up to a maximum of 80 hours. This sick leave will then be "paid back" by the employee when accruing sick leave in the following months. If an employee separates from employment with the County with a negative leave balance, the value of those hours must be reimbursed to the County.
  - c. Public Safety personnel, which includes Police and Fire/EMS employees, with potential COVID-19 exposure per CDC guidelines are expected to comply with the following:
    - i. Exposure is based on the presence or absence of personal protective equipment and length of time spent in direct contact with a COVID-19 positive individual.
      1. Prolonged direct contact refers to any exposure greater than a few minutes.
      2. If high-risk exposure is determined, meaning the employee experienced prolonged direct contact with an affected individual, was within 6 feet, not wearing PPE and the affected individual was not wearing a facemask, then the employee must comply with the following for 14 days after exposure:
        - a. Wear a facemask while at work; and
        - b. Monitor for symptoms, assessing temperature at the beginning and end of shift.
        - c. These employees are allowed to return to work as long as they do not show any symptoms.
      3. If public safety personnel become symptomatic at any point during their shift, they will be sent home immediately and directed to self-isolate until the conditions, under section 1(c). Symptoms & Illness, are met.
6. COVID-19 Tracking
  - a. All leave taken by an employee due to the coronavirus and COVID-19 must be tracked by the department head. This includes any comp time, sick leave, or vacation an employee takes. A spreadsheet will also be kept and updated by the Auditor's office to track the advanced sick leave.
  - b. Under the direction of the Emergency Management Coordinator, all hours dedicated to any work or expenses associated with the coronavirus must also be tracked in the event that the County may receive any federal aid.
7. Board Meetings
  - a. The Adair County Board of Supervisors finds the COVID-19 outbreak is good cause for conducting public meetings in Adair County electronically to help minimize community spread of COVID-19. Public meetings may be held electronically, to the extent permitted by Chapter 21 of the Iowa Code. Notice and agendas of public meetings will include instructions to the public for electronic access to the meeting. Any documents presented in the meeting can be requested from the Auditor's office.

These policies shall remain in effect until the earlier of further action is taken by the Board of Supervisors or the State Emergency Declaration is cancelled. Roll Call Vote: Twombly, aye; Shelley, aye; Hoadley, aye; Homan, aye; and Wedemeyer, aye. Approved.

**ADJOURNMENT:** Moved by Hoadley and seconded by Homan to adjourn at 9:12 a.m.

**ADAIR COUNTY BOARD OF SUPERVISORS:** \_\_\_\_\_ John Twombly, Chairman

**ATTEST:** \_\_\_\_\_ Mandy Berg, Auditor