

UNION COUNTY, OHIO
RESOLUTION No.20- 118

The Board of County Commissioners (the "Board"), Union County, Ohio (the "County") met in regular session on [Click here to enter a date.](#), at the County Office Building, 233 West Sixth Street, Marysville, Ohio 43040, with these members present: Charles Hall, Steve Stolte, and Christiane S. Schmenk.

Steve Stolte

introduced this resolution and moved its passage:

A RESOLUTION AUTHORIZING ACTIONS TO BE TAKEN TO PROTECT THE HEALTH, SAFETY AND WELFARE OF UNION COUNTY EMPLOYEES AND RESIDENTS OF UNION COUNTY AS RELATED TO THE EFFECTS OF THE CORONAVIRUS DISEASE 2019 (COVID-19).

WHEREAS, Coronavirus Disease 2019 (COVID-19) is a respiratory disease that can cause serious death, which is caused by the SARS-CoV-2 virus that is a new strain of coronavirus that had not been previously identified in humans; and

WHEREAS, Executive Order 2020-01D was signed declaring a state of emergency for the state of Ohio to protect the well-being of the residents of Ohio from the dangerous effects of COVID-19 by authorizing previously alerted state departments and agencies to prepare to respond to this public health emergency as needed; and

WHEREAS, the Union County Board of Commissioners is working closely with the Union County Health Department and Emergency Management Agency to monitor the evolving situation regarding COVID-19, in an effort to make informed decisions to help protect the Union County workforce and community from the preventable spread of this infections disease; and

NOW, THEREFORE, BE IT RESOLVED that the Union County Board of Commissioners hereby adopts temporary policy provisions and related guidance in response to the COVID-19 pandemic, as outlined in the *Urgent Memorandum - COVID-19 Response: Policy Guidance and Temporary Workplace Modifications*, dated March 17, 2020, which is attached to this Resolution.

1. The Union County Commissioners adopt these measures to clarify how existing personnel policies will be administered during these unique times, and to enact special provisions that will provide flexibility and additional resources and benefits to employees affected by COVID-19.
2. The Union County Commissioners encourage other Elected Officials of Union County to honor these temporary provisions and enact similar policies and provisions to support employees and their families at this time.
3. Nothing in this Resolution, including the attached Memorandum is intended to supersede or negate any provision of existing Union County policies or a collective bargaining agreement in effect under Chapter 4117.07 of the Revised Code, except as specified therein.
4. These temporary policies and guidelines are subject to change with little or no notice as we continue to learn more about the COVID-19 and take appropriate response measures, and/or to ensure the County's continued compliance with any Federal Laws or State mandates.

5. This Resolution shall be in effect until further notice/rescinded.

The Board finds and determines that all of its formal actions concerning and relating to adopting this Resolution occurred in an open meeting of this Board, and that all deliberations of this Board that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Revised Code §121.22.

Christiane Schmenk seconded the motion and after discussion, the chair called a roll call vote, and the results were:

Steve Stolte	<input checked="" type="radio"/> Yes	No
Christiane S. Schmenk	<input checked="" type="radio"/> Yes	No
Charles Hall	<input checked="" type="radio"/> Yes	No

Passed: March 17, 2020

BOARD OF COUNTY COMMISSIONERS
UNION COUNTY, OHIO

ATTEST: Kelly A. Higgins
Kelly A. Higgins, Clerk

Charles Hall
Charles Hall

Steve Stolte
Steve Stolte

Christiane S. Schmenk
Christiane S. Schmenk

Approved as to Form:

Thayne D. Gray 3/17/2020
Thayne D. Gray
Assistant Prosecuting Attorney

CLERK'S CERTIFICATION

I certify that the foregoing is a true and correct copy of Commissioners Resolution 20 - 118 adopted on March 17, 2020, and journalized in Commissioners Journal 2020, p. 573.

Kelly A. Higgins, Clerk
Kelly A. Higgins, Clerk

Date: _____, 20____

Charles Hall
Steve Stolte
Christiane Schmenk



Tim Hansley, County Administrator
Letitia Rayl, Assistant County Administrator/
Budget Officer
Kelly Higgins, Clerk to the Board/
Office Assistant

County Office Building
233 West Sixth Street
Marysville, Ohio 43040-1526
www.co.union.oh.us

Tel. 937-645-3012
Fax 937-645-3002

commissioners@co.union.oh.us

URGENT MEMORANDUM

TO: Union County Elected Officials and All Employees
FROM: The Union County Commissioners
DATE: March 17, 2020
SUBJECT: COVID-19 Response: Policy Guidance and Temporary Workplace Modifications

We issue this notice with an immense sense of urgency that we must ALL do what we can to mitigate against the spread of the Coronavirus disease 2019 (COVID-19). The Centers for Disease Control and Prevention (CDC) believes the virus spreads mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, or possibly eyes.

Risk of infection with COVID-19 is higher for people who are in close contact with someone known to have COVID-19, for example healthcare workers, or household members. The CDC expects that widespread transmission of COVID-19 will occur in the U.S. (through community spread), and that in the coming months, most of the U.S. population will be exposed to this virus. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19.

We URGE you to follow the below guidelines provided by the CDC to protect yourself and others from this respiratory illness:

- **Avoid close contact with people who are sick.**
- **Avoid touching your eyes, nose, and mouth.**
- **Avoid shaking hands.**
- **Stay home when you are sick.**
- **Cover your cough or sneeze with your arm or inner elbow.**
- **Clean and disinfect frequently touched objects and surfaces using household cleaners and EPA-registered disinfectants that are appropriate for the surface, following label instructions.**
- **Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.**
- **If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.**
- **Always wash hands with soap and water if hands are visibly dirty.**



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The safety and health of our employees, families, and the community we serve is a top priority. With the global concern about COVID-19 we understand each of us is inundated with information and there are many uncertainties. Please know, Union County is taking steps to provide a healthy and safe environment and asks that you do your part to limit interaction to reduce the likelihood of the spread of this infectious disease.

This information is changing rapidly, and we will continue to provide updates and information to help you stay informed. Information helps all of us make decisions that protect our families and help us understand what role each of us plays in this situation.

The County will operate under all normal leave and workplace policies and as otherwise set forth in collective bargaining agreements, except as provided herein. Union County will continue to follow any Public Health Orders from the Ohio Health Director, Executive Orders issued by the Governor, or Public Health Orders from the Union County Health Commissioner, in addition to abiding by all State and Federal employment laws.

1. Release from Work/Leave Use

Employees are encouraged to stay at home if they are ill or are exhibiting flu-like symptoms. Employees should remain at home until at least 24 hours after a fever is gone or as otherwise directed by a medical professional. Employees who report to work that are observed by a supervisor experiencing flu-like or COVID-19-like symptoms will be released from work by the Appointing Authority or designee and may be directed to remain at home.

Decisions to release an employee from work will be made on a case-by-case basis by the Appointing Authority or designee. During a recognized pandemic, employers have greater latitude to ask questions of an employee. If the employee poses a health or safety threat to the workforce, the County may place the employee on leave and/or require a medical examination.

Employees who are sick or have been diagnosed as infected with COVID19 shall be required to use available sick leave for such absences, and may use other available leave balances upon exhaustion of all sick leave. If all available leave is exhausted, the Appointing Authority or designee may approve Administrative Leave or Emergency Leave (see paragraphs 10 and 11). No employee shall be disciplined for being absent for a COVID-19 related event.

2. Relaxation of Sick Leave Policy

The requirement for a doctor's note as outlined in County policy shall temporarily not apply until further notice.





3. Essential Staff

Each Appointing Authority shall conduct an analysis of essential vs non-essential staff and evaluate operational needs to carry out the public's mission based upon the Entity's statutory and funding requirements.

4. Closure of Schools or Daycare Centers Due to an Infectious Disease or Public Health Recommendation.

- Employees who are prevented from attending work and who are unable to perform his/her job duties from home because of child care needs as the result of schools or daycare centers closing, may request to use discretionary leave (i.e., vacation, personal, compensatory time, etc.). Appointing Authorities may also authorize Emergency Leave in these instances if applicable paid leave is exhausted. Sick leave shall not be used simply for child care, unless otherwise authorized by law.
- An employee may be asked to provide appropriate documentation supporting this request.
- The Appointing Authority reserves the right to require employees to work based on their job duties.

6. Customer Protocol

Departments may want to provide alcohol-based hand sanitizer at all customer stations and produce signage preventing customers with flu-like symptoms from entering the work site. Departments may consider alternative business hours or other customer service options such as telephone support, online transactions and drop boxes to process customer business and methods to communicate these business operations to customers.

7. Work Area and Personal Hygiene

Employees should routinely clean or sanitize their workstations (including assigned County vehicles), telephones, and keyboards with anti-bacterial solution or wipes. Employees should practice frequent hand washing and cover nose and mouth with your inner arm or elbow when coughing or sneezing.

8. Social Distancing

Employees should actively encourage and practice social distancing when possible. Current CDC guidance is to maintain 6' distance between persons. This includes abiding by any public health



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orders that may be in effect, and taking other precautionary measures such as cancelling or postponing non-emergency meetings; utilizing technology to mass communicate (e.g. through videoconferencing, conference calls, use of webinars, etc.); implementing alternative work schedules; and telecommuting. Alterations to the work environment, including work schedules, shall be authorized by the Appointing Authority or designee, and communicated to affected employees and/or customers.

9. Telecommuting

Employees who are designated by the Appointing Authority or designee as being able to work remotely may do so in accordance with the attached policy and acknowledgement.

10. Use of Administrative Leave

An Appointing Authority may, in its discretion, place an employee on administrative leave with pay where the health or safety of an employee could be adversely affected. Compensation for administrative leave with pay shall be equal to the employee's base rate of pay. The length of administrative leave with pay is solely at the discretion of the Appointing Authority, but shall not exceed the length of the situation for which the leave was granted.

11. Emergency Leave

In the event that an employee is unable to report to work, telecommuting options have been exhausted, and sufficient leave is not available, the Appointing Authority may authorize Emergency Leave, on a discretionary, case-by-case basis. Emergency Leave will be payable at the State Minimum Wage or 50% of your normal rate of pay (whichever is greater). The length of time that Emergency Leave may be granted is the sole discretion of the Appointing Authority.



Union County
Alternative Work Arrangement Policy and Procedure

An Appointing Authority and/or designee may authorize or designate alternative work arrangements, on a case by case basis. An alternative work arrangement allows employees to work at home or in a satellite location or flex schedules for all or part of their workweek. The Appointing Authority will consider an alternative work arrangement on a case-by-case basis and both the employee and the job must be suited to such an arrangement. An alternative work arrangement may be appropriate for some employees and jobs but not for others and does not affect basic terms and conditions of employment with the County. This includes an employee's rate of pay, retirement benefits, and County sponsored insurance coverage if applicable.

The decision to authorize an alternative work arrangement is solely within the discretion of the Appointing Authority and can be modified or may be revoked at any time, with or without prior notice to the employee. When the Appointing Authority terminates an alternative work arrangement authorization, the employee will be notified and will be required to report to his or her normal work location.

Employees are obligated to comply with all County rules, policies, and procedures. A violation of such may result in a revocation of the telecommuting authorization and discipline, up to and including termination.

1. Eligibility for Telecommuting.

The Appointing Authority and/or designee, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Job responsibilities: The Appointing Authority and/or designee will conduct a job analysis and will discuss the job responsibilities and determine if the job is appropriate for telecommuting.
- Equipment Needs, Workspace Design Considerations and Scheduling Issues: The Appointing Authority and/or designee will review the physical workspace needs and the appropriate location for telecommuting ensuring that the employee will have connectivity and will be able to perform the essential functions of his/her position. Additionally, supervisors will determine the employee's devices need and ensure that these devices are secure in accordance with the County's IT Security policies.
- Employee Suitability: The Appointing Authority and/or designee will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.

2. Time Worked for Telecommuting.

Employees are responsible for accurately reporting time worked while telecommuting. An employee is authorized to telecommute during his/her normal work hours. If an employee is required to work outside of those hours, the employee will be notified by his/her supervisor. All overtime and compensatory time policies apply while telecommuting.

If an employee needs to use leave during the time of telecommuting, the employee must comply with all County call off policies and procedures for obtaining approval prior to using leave.

3. Security and Records for Telecommuting

Consistent with the County's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the same protection of proprietary information accessible from home. Employees are responsible for protecting all sensitive data and personally identifiable information.

Public records stored on a personal device may subject the employee to Ohio's Public Records Laws.

4. Child Care.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

5. Alternative Work Schedules.

The Appointing Authority may permit alternative work schedules during this time of crisis to accommodate staff while carrying out the public mission. Such may include flexible hours, staggered starts, weekends, etc. All other policies apply.

Telecommuting Acknowledgement

(To be provided to employee before, or as soon as practicable after a verbal telecommuting authorization)

[Insert Employee name], has been authorized to telecommute beginning on **[Insert Date]**. The decision to authorize telecommuting is solely within the discretion of the Appointing Authority and can be modified or revoked at any time, with or without prior notice being provided to you. When the Appointing Authority revokes the telecommuting authorization, you will be notified and will be required to report to your normal reporting (working) location.

For the duration of the telecommuting authorization, the following provisions are applicable to you:

- Telecommuting authorization does not affect basic terms and conditions of employment with the County. This includes your rate of pay, retirement benefits, and Union County sponsored insurance coverage if applicable.
- You are still obligated to comply with all work rules, policies, practices and instructions. A violation of such may result in a revocation of the telecommuting authorization and discipline, up to and including removal.
- If you need to use leave during the time you are telecommuting, you must comply with all agency call off policies and procedures for obtaining approval prior to using leave.
- You are authorized to telecommute during your normally scheduled work hours, **[insert hours here (e.g. 8:00 am to 5:00 pm)]**. If you are required, or permitted, to work outside of those hours, you will be notified by your supervisor. All agency overtime and compensatory time policies apply during telecommuting.
- You are responsible for accurately reporting your time worked for the duration of the telecommuting authorization.
- For the extent of the telecommuting authorization, you and your supervisor must establish a method of communication and you must be available for contact by the agency during your normal work hours.
- You are required to regularly transfer all public records from any personal device(s) to the County network.
- In accordance with agency and countywide policy, you are still responsible for protecting all sensitive data and personally identifiable information.

Employee

Date

Appointing Authority or Designee Authorization

Date