

## FERGUS COUNTY

March 30, 2020

TO: All Employees

RE: COVID-19 / Leave Time

The Commissioners are attempting to clarify a few things regarding the COVID-19 outbreak. We would like to address how it will affect our employees and try to bring some resolve to the questions being asked.

### Are You Sick?

- If an employee is sick, we ask that you do not attend work! Stay home, rest, and get well before returning to work.
- Employees who are sick, with or without a fever, and have symptoms including any coughing should not come to work.
- Employees who have or have had a fever should not come to work until they have been fever-free for at least **24 72** hours, **without medication**.
- If you suspect that you may have the COVID-19 virus, please call your health care provider to get instructions on testing and treatment.
- If you need to be off work for medical reasons, that have not previously been addressed, please notify your Department Head or Human Resources.

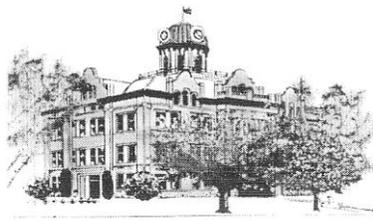
### How will this affect my paycheck?

- If you are sick, and do not have the COVID-19 virus, you will be required to utilize your sick time. This includes caring for yourself or a family member who is not sick with the COVID-19 virus.
- If you are sick with the COVID-19 virus, the federal government has ordered that you will receive up to 80 hours of paid sick leave while you are out with the illness. This means that the County will pay for this leave without you having to utilize your sick leave time. This will require documentation and a written request from the employee to the Human Resources department (can be requested via email).
- If you are required to care for an individual with the COVID-19 virus, employees will receive 80 hours pay at 2/3 of their regular rate. This also includes caring for a son or daughter who may or may not be sick but, their school or place of care has been closed due to precautions based on the COVID-19 virus.

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●According to the federal order, if the employee is subject to a federal, state, or local quarantine or isolation, they may receive the County funded 80-hour sick leave. This also applies if the employee is ordered to self-quarantine by a local health care provider due to concerns relating to COVID-19.

### **Will my office be closed?**

- The Courthouse nor any other County Offices are being closed at this time.
- If you are well and can come to work safely, please do so!
- We have encouraged all offices to close their door and encourage people to call to find out if their business can be handled via phone or electronically. If someone needs to come to the Courthouse or a County Office to do business, we **suggest** you make an appointment for them and ask if they have been sick or have traveled outside Fergus County. If they have been sick or have traveled outside of the County, you may refuse service, until further notice.
- The Commissioners have authorized furlough for those employees who feel that would suit their situation. (Please see Furlough Letter).**

Should you have further questions, please contact the Human Resources department and we will try to answer your questions. If we cannot immediately answer, we will find an answer! There will be some situations that need to be handled on a case by case basis and, we will work with employees who need assistance with this situation.

Based on the federal regulations, this will take effect on April 1, 2020.

Thank you for your patience, diligence, and, dedication as a County employee!