

# Wood County Department Head Meeting

May 15, 2020



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Best Wishes to Tim Brown on his Retirement

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- Wellness Update:
  - Spring Challenges – This for That/Catch Some ZZZs
  - Event – KEPRO Webinar ([www.eaphelplink.com](http://www.eaphelplink.com) – WEBEAP)
  - EAP -- KEPRO – 5 free confidential visits – 1.800.607.1522

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- Internet Auction Resumes



# Budget Update

- Estimates of Revenue
- 2020 Budget Guidance Memo – Sent 4/27
  - Encourage Budget Monitoring
  - Reduce Spending – OT, Supplies, etc.
  - Exercise Caution in Regard to Hiring
  - Evaluate Projects
  - Unlikely that budget assistance from the general fund will be available to cover unanticipated costs

# Telework Policy

- Temporary policy – ends December 31
- Provides an alternative work arrangement under which employees perform work duties and responsibilities from an approved worksite other than the location from which the employee should otherwise work
- Due to the nature of the employee's work, not all employees are eligible
- If unable to telework, employees must notify their supervisor and request appropriate leave.

# Virtual Meetings – Cisco Webex Option

- While your desk phone can conference up to around 5 calls at once, you do have the option to use **Cisco Webex Meetings** via a free trial that we currently have available.
- Webex allows you to have an online conference with shared content (MS Word, MS Excel, PDF, etc...) or a phone conference when there are more than 5 attendees. The meetings are setup via a website and attendees (host included) get Outlook calendar meeting requests that contain all of the necessary information.
- Currently, there are 35 active Webex accounts with some offices having regular weekly/daily meetings.
- Contact Ben for more information...

# Responsible Protocols for the Workplace

- Continue social distancing
  - Telework if position allows, not always possible
  - Alternate employees – A/B Teams
  - Stagger start/end times to limit time employees are “together”
- Wear face covering when outside of personal work space (enclosed office)
- Employee self-monitored health assessments prior to reporting
  - Temperature, Coughing, etc.
- Encourage tracking interactions while at work to assist with contact tracing if needed
  - Employees note who they worked with during the day
- Immediately report infections to Health Department
- Deep sanitation required following positive case

## How to Wear a Face Mask/Face Covering

- Always fit snugly over nose and mouth, without being too tight to cause discomfort or marks on your face
- Be secured with ties or ear loops
- Allow for breathing without restriction
- Be clean with no visible stains, dirt or damage

## Care of your Mask

- Your mask should be stored in a protective bag or container when not in use
  - The bag or container should allow air circulation. Use a paper or loose cloth bag.
  - If using a plastic container, make sure there are several air holes for circulation
- Your homemade cloth mask/face covering should be routinely washed depending on the frequency of use
  - Hand wash or a washing machine set on regular setting for type of material is appropriate

## Face mask DO'S and DON'TS

- **Don't** wear mask below your nose. This offers no protection!
- **Don't** stop social distancing. A mask can provide light protection and remind you not to touch your face.
- **Do** wear a face mask if you have symptoms of COVID-19, which include fever, shortness of breath, a new cough, and muscle aches.
- **Do** wear a face mask when you go out in public for essential business.
- **Do** wear a face mask to remind yourself not to touch your face and to help prevent spread of germs from droplets.
- **Do** wash your hands. Cleaning your hands is still your best protection against COVID-19.

# Protocols for a Positive COVID-19 Case in a Non-Health Care Setting

- Infectiousness is from the day of onset of symptoms plus 2 days prior
  - So if someone started with symptoms on 5/4, we would say the individual was infectious starting 5/2.
  - Any close contacts would be instructed to quarantine for 14 days from the date of last exposure to the case and monitor for symptoms.
    - CDC definition of a close contact:
      - Within 6 feet of each other for greater than 10 minutes during the time when the person was considered infectious
- For employees with symptoms, the individual should be instructed to isolate.
  - If getting tested, the individual should isolate until the test results are received. Once an individual tests positive, the individual should be in isolation until the following:
    - Symptomatic patients with COVID-19 should remain in isolation for at least 10 days since symptom onset occurred AND at least 3 days (72 hours) have passed since fever has resolved without fever reducing medication and improvement in respiratory symptoms (cough, shortness of breath, etc.)
    - This applies to confirmed and probable cases.
- Asymptomatic patients with COVID-19 should isolate until 10 days have passed since their first positive COVID-19 test.

# Family First Coronavirus Response Act

## Emergency Paid Sick Leave

- Up to two weeks of paid sick leave – not charged to accrual
- Have to be unable to work or telework due to a COVID-19 reason
- New COVID-19 Self Reporting Form on employee website

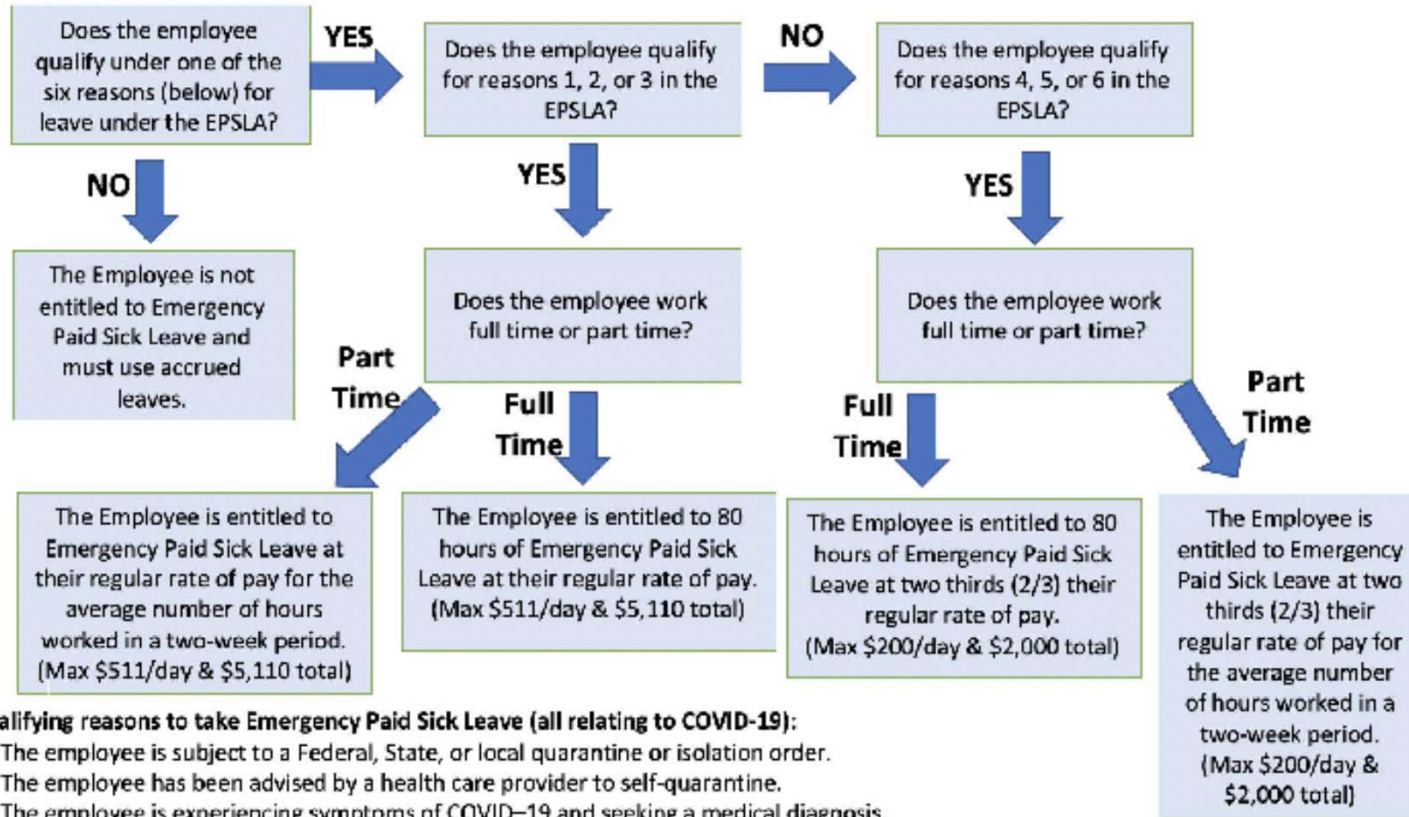
## Expanded FMLA

- Provides additional reason for FMLA leave to care for his or her child whose school or place of care is closed (or the child care provider is unavailable) due to COVID-19 related reasons
- Must have been employed for at least 30 days prior to the leave request

Provides exemption for Health Care Workers & Emergency Responders

## Determining an Employee's Pay Under the Emergency Paid Sick Leave Act (EPSLA)

### Start Here

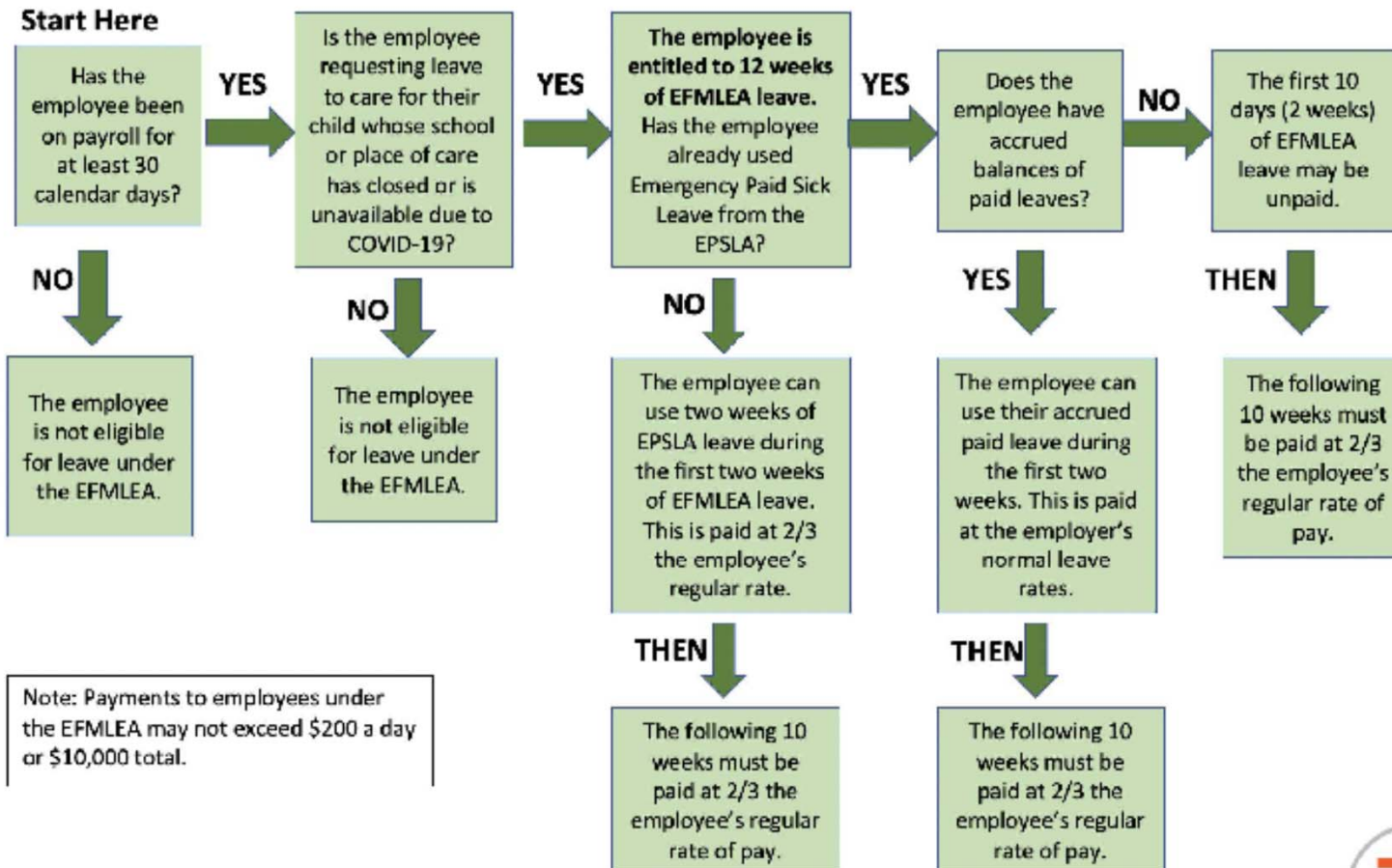


### Qualifying reasons to take Emergency Paid Sick Leave (all relating to COVID-19):

- (1) The employee is subject to a Federal, State, or local quarantine or isolation order.
- (2) The employee has been advised by a health care provider to self-quarantine.
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (4) The employee is caring for an individual who is subject to such an order in (1) or such advice in (2).
- (5) The employee is caring for their child whose school or place of care has closed or is unavailable.
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.



## Determining an Employee's Pay Under the Emergency Family and Medical Leave Expansion Act (EFMLEA)



# Managing Anxiety

- Do everything you can to help protect yourself and others from getting sick. Taking steps may help you feel more in control, while also helping to prevent the spread of infection.
  - Wash your hands regularly, for at least 20 seconds with soap and water.
  - Clean all high-touch areas every hour.
  - Wear a face mask or covering.
  - Stay six feet away from others when possible.
  - Stay home if you are sick and stay away from others experiencing symptoms if you can.
- Use resources offered to you to help cope with the changes and emotions.
  - KEPRO EAP – 5 free, confidential visits – 1.800.607.1522
  - COVID Careline - 24 hours a day at 1-800-720-9616.
  - Ohio Department of Mental Health and Addiction Services - [mha.ohio.gov](http://mha.ohio.gov)
- Try to embrace the return to structure.
  - Get into your work routine at home before physically returning – wake up at the normal time, get bathed and dressed as you would normally, and try to return to your normal timeline during the day.
  - Make sure you are getting a healthy night's sleep. Getting enough sleep can make an incredible difference on our mood and amount of anxiety during the day. Try to get back to your routine from before quarantine and try to go to bed without interruptions to allow for the best rest possible.

# Unemployment Compensation

- Uptick in Unemployment Claims due to COVID-19
- Wood County is a Reimbursing Employer
  - Cannot appeal unless Wood County is the last employer of record
- If laid off from employer after Wood County, we still must pay
- Copy Commissioners' Office on Communications Received from ODJFS
  - Monitor appropriations for funding
- CARES Act reduces county liability to 50% during COVID

# COVID-19 Announcements

- Rethink How to Perform Essential Functions while Social Distancing
  - Be mindful of who staff comes in contact with
  - Keep office record of who is working in/out office for possible contact tracing
  - Review work sites, breakrooms, etc.

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  - Even if Teleworking (contagious two days prior to symptoms)
  - Invoke FMLA or Paid Emergency Sick Leave

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- Stay Healthy!



# Two Minute Drill

Next Meeting Date: June 19, 2020 via WebEx