



Land of Cheese, Trees and Ocean Breeze

**TILLAMOOK COUNTY
HUMAN RESOURCES**
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To: All County Employees
From: Erin Frost, Human Resources Director
Date: 03/14/2020, updated March 1, 2022

RE: County COVID-19 Response Policy **UPDATED** March 1, 2022

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

Tillamook County continues to revise its policies pertaining to COVID-19 according to the latest Oregon Health Authority and OR-OSHA guidance and Governor's directives.

Per the Governor's directive and Oregon Health Authority temporary rule, effective August 13, 2021, masks are required in all indoor spaces. Effective August 27, 2021, masks are required in outdoor settings when social distancing cannot be maintained.

Effective January 1, 2022, the County of Tillamook will reinstate the following policies:

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. County Sick leave extension allows employees to take up to an additional 80 hours of sick leave after all other accrued leaves have been exhausted; or elect to use leave without pay. Once County sick leave extension hours have been taken, all future sick and vacation accruals will be applied to the extended sick leave balance until the balance is back to zero. Note: employees must be employed with the County for at least 30 days to become eligible for this leave. ***The County Sick Leave Extension provision will continue until March 31, 2022.***

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

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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 Paid Leave for COVID-19 related circumstance provision will continue until March 31, 2022***

To protect the health of County employees, the Human Resources Department may issue additional 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.

Preventative Actions

The County of Tillamook is following all Oregon Health Authority and OR-OSHA guidance pertaining to health and safety measures for our employees, including continued and specific guidance for the Health Department and Community Corrections and masking guidelines may still apply. 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 have installed 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. It is critical that employees contact their Manager and do not report to work while they are ill.

Social Distancing and Face Covering Guidelines for Workplace

For information on preventative measures within the workplace and in general, we have shared links below to applicable agencies that provide real time updates on requirements. **Per the Governor's directive and Oregon Health Authority temporary rule, effective August 13, 2021, masks are required in all indoor spaces.**

Travel Guidance

For non-vaccinated individuals returning from domestic travel within the U.S. it is recommended but not required that they self-quarantine for 14 days after arrival and limit their interactions to their immediate household

Travelers arriving via international air travel must follow the Centers for Disease Control and Prevention (CDC)

testing and quarantine guidelines.

Fully vaccinated individuals are not required or recommended to quarantine following domestic travel. Employees should self-monitor for COVID-19 signs and symptoms.

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) 842-3418, for direction as soon as possible.

Employees returning from travel who do not exhibit virus-like symptoms but would like more information on local information and status updates on COVID-19, can call 503.842.3940.

Temporary Telecommuting Arrangements

The County has implemented 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.

Additional positions may be considered on a case-by-case basis. Please contact your supervisor to make telecommuting requests.

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.

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.

Centers for Disease Control & Prevention:

<https://www.cdc.gov/>

Oregon Health Authority:

<https://govstatus.egov.com/OR-OHA-COVID-19>

Oregon OSHA:

<https://osha.oregon.gov/covid19/Pages/default.aspx>

Tillamook County Community Health Centers:

<https://tillamookchc.org/coronavirus-3/>

The Tillamook County Safety Committee lead by County Counsel, Joel Stevens, is an internal resource for employees with questions specific to workplace preventative measures. Joel Stevens can be reached at 503.842.1808.

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.