

GRAYS HARBOR COUNTY RESOLUTION NO. 2020-030

A **RESOLUTION** of the Grays Harbor County Board of Commissioners suspending Resolution No. 2019-030; rescinding Resolution No. 2020-028; and adopting a revised county employee policy based on emergency response to COVID-19 pandemic

WHEREAS, on February 29, 2020, Governor Jay Inslee declared Washington State to be in a state of emergency due to the coronavirus epidemic within the state; and

WHEREAS, on March 11, 2020, the World Health Organization declared the outbreak of novel coronavirus, or COVID-19, to be a pandemic; and

WHEREAS, on March 12, 2020, the Grays Harbor County Board of Commissioners (“Board”) declared a state of emergency in Grays Harbor County due to the COVID-19 outbreak; and

WHEREAS, Chapter 38.52 RCW vests emergency powers in the Board to take extraordinary measures for the preservation of public health and to relieve loss, hardship, and suffering; and

WHEREAS, on March 17, 2020, the Board adopted Resolution No. 2020-028 which provided for employment policies related to the COVID-19 pandemic; and

WHEREAS, due to the unprecedented nature of the pandemic, new information requires continual review and updating of the employment policies,

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of Grays Harbor County that Resolution No. 2019-030, the County’s Emergency Closure/Inclement Weather Policy, is suspended until further notice.

BE IT FURTHER RESOLVED that Resolution No. 2020-028 is rescinded and in its place the following is hereby adopted:

- A. The following policies related to County employees shall take effect immediately:
1. Department heads and elected officials may develop alternate work schedules and telecommuting agreements to enhance social distancing and other public health recommendations.
 2. Employees who develop symptoms of COVID-19 at work, including fever and coughing, shall be required to go home for the day. Administrative leave with pay shall be authorized for that day only.
 3. Employees who exhibit any symptoms of COVID-19 shall not report to work and may use accrued sick and or vacation leave to cover the absence.
 4. Employees may not return to work until 72 hours after becoming symptom-free.

5. Employees who have been confirmed by testing to have COVID-19 must be cleared to return to work by their medical provider.
 6. Employees with a household member who tests positive for COVID-19 may not report to work for a period of fourteen (14) days from the last date of exposure and may use accrued sick and/or vacation leave for such absence.
 7. County employees who are “high risk” (identified as age 60 or over; underlying health conditions; weakened immune system; pregnant) may ask for one of the following accommodations to their work-site (1) self-isolate at work (i.e., be assigned a private office away from other employees) if their work duties and worksite make this option feasible; (2) work from home if authorized by their department head or elected official (requires employee to sign a Telecommuting Agreement); or (3) for non-essential employees, as determined by the County, not report to work and use accrued sick and/or vacation for such absence.
 8. A COVID-19 leave pool shall be established and administered by the Human Resources Department (HR). Employees may donate sick and vacation leave to this pool. Employees who are not able to report to work due to COVID-19, and do not have sufficient accrued sick or vacation leave time may apply to use donated leave. Employees in need of donated leave may make a request through their department head or elected official, who shall forward the request to HR.
 9. Employees may use accrued sick leave or other available leave if their child’s school or daycare is closed, or if they are caring for a family member with a health condition.
 10. Any sick leave utilized by an employee under Section A shall be excluded from the annual calculation to convert a portion of unused sick leave to vacation pay under the Collective Bargaining Agreements.
 11. Employees who are receiving FMLA, PFLT, L&I, or scheduled sick leave shall continue to receive those benefits until able to return to work.
- B. In the event that all but essential services are suspended, the following policies shall apply:
1. Essential services include law enforcement, courts, and essential administrative services such as payroll and accounts receivable and payable. Essential services will remain in operation, pending other governmental orders.
 2. Department heads and elected officials shall identify essential staff and assign work sites and essential work to be completed.
 3. All non-essential employees who are not able to telecommute will be paid administrative leave for up to 10 days, with no charge to the employee’s accrued leave. After the exhaustion of this paid administrative leave, employees may use accrued sick and vacation to cover such absence.

4. Employees who receive administrative leave pay under this resolution must be available to report for work if required, including part-time and variable shifts, within twelve (12) hours of the notification to return to work.

ADOPTED this 19th day of March, 2020.

**BOARD OF COMMISSIONERS
GRAYS HARBOR COUNTY**

ATTEST:

Gill Vance
Clerk of the Board

Vickie L. Raines
Vickie L. Raines, Chair, Commissioner

Wes Cormier
Wes Cormier, Commissioner

APPROVED AS TO FORM:

Wynne Tillet
Deputy Prosecuting Attorney

Approved - by phone
Randy Ross, Commissioner