

# COVID-19 Guidelines for Grant County Employees

Updated as of 03/18/20 (Recent updates are in red font).

The impact of Coronavirus Disease 2019 (COVID-19) is rapidly changing and will continue to do so for the foreseeable future. We will attempt to provide guidance to employees as new information or decisions become available.

You should discuss your needs and concerns with your direct supervisor so that they are better able to consider them.

HR is available for assistance and consultation.

## What Can I Do to Keep Healthy?

- Keep yourself informed through a trusted resource. Information on this situation will continue to change regularly. You should check these sources for changing advice and direction.
  - [Center for Disease Control \(CDC\)](#)
  - [Grant County Health District](#)
  - [Grant County Home Page](#)
- Maintain health hygiene practices. The CDC website will direct you in the advised practices. They seem too simple but they will make a big difference.
- In addition, maintain your general health. Your body still needs rest, exercise, water, and nutrition.

## Who Should I Contact If I Have Questions?

Supervisors have been encouraged to maintain regular communication with their assigned employees but that works both ways. You have privacy rights which the County will not cross but your supervisor will have a better ability to consider your needs and concerns if you share them.

You can also utilize HR staff for assistance understanding your health benefits, compensation, and support programs.

You should also remember that your County benefits include access to [Care Navigator](#), a confidential, health-focused advocate service.

Ultimately your healthcare provider is the appropriate source to guide you through health questions.

## When Should I Be Out of the Workplace?

- If you are exhibiting the known symptoms of COVID-19 (especially fever, cough or shortness of breath). You should contact your healthcare provider for guidance. You should not return until you have been symptom free for 72 hours.
- If you are in a high risk category and your healthcare provider has advised or if you have determined that it is in your best interest to remove yourself from the workplace.
- If you have been in close contact with someone known or suspected to have COVID-19. You should contact your healthcare provider for guidance.
- If you reside with or provide care to a person in a high risk category and their healthcare provider has advised or if you have determined that it is in their best interest to remove you from the workplace.

## What if I have Health Concerns?

If you are displaying COVID-19 symptoms (especially fever, cough or shortness of breath) or have been in close contact with a person diagnosed with or displaying symptoms, you should:

- Call your healthcare provider to speak with a consulting nurse to determine if you need to be seen, OR
- Contact [MDLive](#), the telehealth program offered as part of your Grant County benefits plan.

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## Can My Supervisor Ask Me About My Health?

Your department leadership does not have the authority to diagnose or make choices for you but they are responsible for the well-being of the full office.

Your supervisor should not ask you if you have COVID-19 or if you have COVID-19 symptoms. They may ask you if you are experiencing shortness of breath, fever or coughing. These are known risk factors and we as a group should be watchful.

Your supervisor may discuss their observations regarding shortness of breath, fever or coughing and may strongly encourage you to go home and remain at home until you are symptom free for 72-hours.

You are free to self-disclose information about your health with your Supervisor if you are comfortable to assist in discussing your personal situation and needs.

## Will I Be Paid While I am Out of the Workplace?

It depends upon the situation.

- If your position is one that can feasibly be done at home through telework then you will continue to be paid while you work remotely.
- Employees will have access to their banked leave (without medical documentation), in the order of Sick Leave, then other banked leave.
- Employees may qualify for Unemployment and/or Paid Family & Medical Leave. These programs are overseen by the State.
- **The County will allow access to accrued vacation time to employees still in their probationary period that have worked at least 30 days.**
- Grant County's Donated Sick Leave program has been expanded to cover instances in which there are diagnosed cases of COVID-19.
- If none of these options apply, the Employee will be placed in a leave-without-pay status.

Employment Security continues to clarify how state programs may assist (see "COVID-19 Scenarios and Benefits Available").

## What Do I Do Now That The Schools Are Closed?

During the current six-week school closure employees will be allowed access to banked leave if they are unable to arrange for appropriate childcare.

## HR Consultation

If you have questions or would like assistance in exploring options, please contact Human Resources.