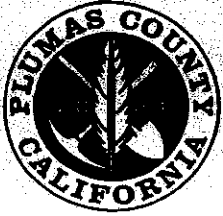


# Novel Coronavirus 2019 (COVID-19)

# Guidance for all Plumas County Employees

**Version 1**

March 24, 2020



The guidance provided below is based on the information we have about COVID-19 and its presence in Plumas County at this time. The situation is fluid and the general advice provided below as to how to handle issues that arise as a result of the virus may change. Please ensure that you are reviewing the most recent version of this document.

If you encounter an unusual circumstance or your specific circumstance is not addressed below, please contact your supervisor or department head for direction.

### **GENERAL INFORMATION**

#### **What is Coronavirus?**

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

#### **What are the symptoms of Coronavirus?**

Individuals affected with COVID-19 have mild to severe respiratory illness with symptoms of fever, cough, and shortness of breath.

#### **Preventing Transmission of the Virus in the Workplace**

It is advised that everyone clean their hands often by washing them with soap and water for at least 20 seconds or, in the absence of soap and water, apply an alcohol-based hand sanitizer that contains at least 60-95% alcohol. If hands are visibly dirty washing them with soap and water is preferred.

Specific information about COVID-19 and recommendations as to prevention can be found in the supplement to these guidelines produced by the Department of Public Health and was previously distributed to Plumas County Employees.

### **INFORMATION SPECIFIC TO COUNTY EMPLOYEES**

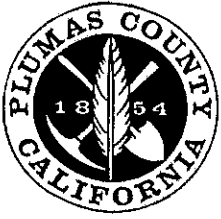
*Note: For employees working in healthcare settings we recommend that Departments follow direction provided by the Plumas County Public Health Officer, the CDC and the State of California Department of Industrial Relations linked here:*

<https://www.dir.ca.gov/dosh/Coronavirus-info.html>

#### **Symptomatic Employees Must Go Home**

*Note: This section applies to employees who have symptoms of the flu, which may include acute respiratory illness (fever, cough, shortness of breath) but have **no** known exposure to COVID-19, do not have a positive COVID-19 diagnosis and/or have not traveled to a high-risk area identified by the CDC.*

Report your symptoms to your supervisor or department head. If you have not already requested to go home, you will be directed to stay home and not come to work until you are free of fever and other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).



During this period of the COVID-19 epidemic, we are not requiring a healthcare provider's note for employees who are sick with acute respiratory illness or other symptoms of the flu to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner. Further, at this time, we do not recommend triggering FMLA/CFRA for an employee taking time off when suffering from acute respiratory illness or caring for a sick family member as sufficient doctor's certification is required to support these leave types and will similarly overwhelm doctor's offices unnecessarily. During the epidemic period, management should encourage employees to stay home to care for themselves and/or sick family members and should remind employees that doing so will not be viewed negatively by the County.

For employees who earn sick and vacation leave accruals, sick leave accruals should be exhausted first, then vacation, holiday and compensation time accruals in that order. If a regular employee exhausts all accruals they should check with HR on other available options.

#### **14-Day Exposure/Diagnosis/Travel Self-Monitoring Time Off Period**

*Note: This section applies to an employee who has been (or the employer reasonably believes has been) exposed to COVID-19, has a COVID-19 diagnosis, or has recently traveled to a high-risk area identified by the CDC.*

You are required to notify your supervisor/manager that you have been exposed to COVID-19, positively diagnosed with COVID-19 or traveled to a CDC designated high-risk area. You will be directed to stay home for a minimum period of 14 calendar days, unless a health care provider indicates that you may return earlier. Further, if you receive a COVID-19 diagnosis, this would qualify as a serious health condition and the new Emergency FMLA/CFRA should be triggered. Contact Human Resources to coordinate your leave.

For employees who earn sick and vacation leave accruals, sick leave accruals should be exhausted first, then vacation, holiday and compensation time accruals.

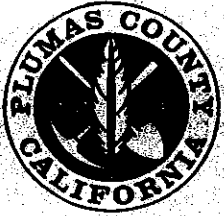
#### **Immune Compromised & Employees 65+ Years of Age**

In accordance with the guidance issued by Governor Gavin Newsom on March 15, 2020, employees with a compromised immune system or those who are 65 or more years of age are encouraged to self-isolate at home. Employees in these categories are encouraged to comply with the guidance and can request time to self-isolate from their supervisor/department head.

Employees may request to telework according to our Telecommuting Emergency Policy while self-isolating. The details of these two options are discussed later in this document.

#### **Other Potential Scenarios related to COVID-19**

Please keep your supervisor/department head informed if any of the following occur as they will be handled on a case-by-case basis and will be fact specific:



- Employees are off work for an extended period (for these purposes - beyond fourteen days) while suffering from an acute respiratory illness;
- If an employee was sent home and received certification from their healthcare provider that the symptoms they are experiencing are non-communicable; or
- If an employee has been diagnosed positive with COVID-19, or have been in close contact with someone diagnosed positive with COVID-19.

#### **Childcare Issues as a result of the COVID-19 Pandemic**

#### ***H.R. 6201 Families First Coronavirus Response Act, effective April 1, 2020 through December 31, 2020***

In addition to the above leave options, if you are unable to work because you are caring for a child under 18 who is home because of school or childcare closure, the Families First Coronavirus Response Act that was passed by the Federal Government provides the following program that can be utilized or coordinated with your leave balances:

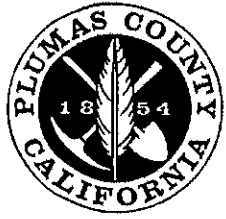
*The Emergency Paid Family and Medical Leave Expansion Act is an amendment to the Family and Medical Leave Act (FMLA). The amendment provides 12 weeks of leave for caring for a child under 18 who is home because of a school closure or childcare closure. There is a 10-day waiting period for paid benefits, and then employees are eligible for paid leave of 2/3 of an employee's pay. An employee may use accrued leave balances for the first 10 days before they become eligible.*

*Most schools have closed due to the COVID-19 pandemic. Employees who need to take off time for childcare needs due to school closures are eligible to use available leave balances (and exhaust them before utilizing the next type) in the following order:*

- *Vacation/Annual Leave*
- *Holiday*
- *Compensatory Time*
- *Sick Leave*

*Note: If, during the above period of caring for their child(ren), either the employee or the employee's eligible family members become ill, the employee is eligible to use available sick leave balances and on April 1, 2020 the new H.R. 6201 Families First Coronavirus Response Act becomes effective.*

Employees may contact their supervisor to determine if they are eligible for telecommuting. The County's Telecommuting Emergency Policy outlines the criteria of essential employees who would qualify for telecommuting. The Policy should be followed and all related forms completed for tracking purposes. Each department head will approve all telecommuting employees, per emergency policy guidelines. Please provide a copy of employees signed telecommuting agreement to Human Resources for the employees Personnel File and tracking purposes.



This provision is only effective during the COVID-19 pandemic and while the employee's children's school and/or child care facility are closed.

### **Continuity of Government – Essential Employees & Services**

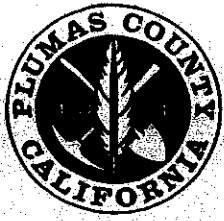
In order to confine and contain COVID-19 and ensure essential services are being performed, a Department Head may elect to allow employees to work from home/telecommuting for certain employees either in a full-time or part-time capacity. Remember that not all jobs can be performed from home and consideration as to FLSA exempt vs. non-exempt status of the employee(s) should be evaluated. The following basic requirements should be considered prior to allowing an employee to work from home:

1. Employees must be able to carry out the same duties, assignments, and other work obligations at their home as they do when working at their County work location.
2. Employees must be available to their supervisors and co-workers during the agreed upon work hours.
3. Employees must be able to attend scheduled meetings (e.g., conference call) and participate in other required office activities.
4. The employee (exempt and non-exempt) should complete an activity log for each day of telecommuting and submit them when timesheets are due.
5. The telecommuting arrangement is temporary and can be revoked at any time.
6. The employee will be asked to attest and the supervisor will verify, that all work on the activity log is an accurate reflection of the work performed on behalf of the County in order to receive pay.
7. The Department should focus on productivity of the employee and partial telecommuting/partial days off (where they utilize leaves to cover the balance of the day when not telecommuting to receive full pay for the day) is an option.
8. If it is determined that an employee will be allowed to work from home, an agreement must be established between the Department and the employee that identifies employee work expectations and the timeframe the employee will be able to work from home. Please contact County Administrator or Human Resources Department for additional assistance.

### **Workers' Compensation**

If an employee acquires the Coronavirus, it will most likely not be covered by Workers' Compensation unless there is a nexus to individuals they have come in to contact with according to their job. Workers' Compensation claims associated with Coronavirus will be evaluated on a case by case basis. If an employee claims that their illness is work-related, please follow all normal protocols for handling Workers' Compensation claims. For more information contact Assistant Risk Manager at 530 283-6315.

### **Employee Work Related/Personal Travel**



If an employee has recently returned from personal or work-related travel and is symptomatic the employee must report this information to their supervisor/manager and will be sent home consistent with the advice above. If you are asymptomatic but have recently returned from personal travel to an area identified by the CDC as a high-risk area you must remain at home and away from work for no less than 14 days after such travel unless a health professional advises the employer that the employee may return earlier.

Additional guidance as to travel and health notices for each country can be found on the CDC's site linked here:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

### **Meetings & Gatherings**

To the extent possible, meetings should be held via electronic messaging systems and social distancing (i.e. placing six feet between you and the person you are interacting with) is highly recommended. If business can be handled online, over the phone or via email that is preferred.

### **Department Preparedness**

We each perform essential services for the citizens of the County. Each County Department will refer to their Continuity of Operations Plan (COOP) and identify their essential functions, essential jobs, and critical elements within the supply chains to maintain daily operations. Departments will ensure that plans are in place that contemplate increased absenteeism and supply plan disruption and identify potential solutions. Employees will be notified of their role related to the COOP by the Department Head or immediate supervisor.

### **Declaration of Emergency**

On Tuesday, March 17, 2020, the County Public Health Officer declared a local public health emergency for the County.

All County employees are Disaster Service Workers (DSW's) and may be called to serve the County at this time.

As the situation evolves with the impact of COVID-19, the County may have immediate plans to deploy DSW's. The County relies on our employees to step up in time of need should their assistance be required. Human Resources will be coordinating staff resources to assist in this effort. We will assess the County's specific needs to be ready for diverting employee resources when needed.

Employees will continue to receive paychecks at their regular rate of pay if they are temporarily reassigned to assist under Plumas County's emergency proclamation.

### **Additional Information & Resources**



On March 18, 2020, the President signed H.R. 6201 establishing the Families First Coronavirus Response Act Emergency Family and Medical Leave Expansion Act going into effect on April 1, 2020 through December 31, 2020.

This FAQ will be updated in the future to take into account changes made by this new legislation. The situation in response to COVID-19 is rapidly changing and employees should check with Human Resources to make sure they have the latest information before taking any action. The County will continue to keep employees updated as changes and updates occur.

**Additional contact information:**

For Plumas County specific information about the coronavirus, go to <https://www.plumascounty.us/2669/Novel-Coronavirus-2019>

Centers for Disease Control – <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

World Health Organization – <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

**For Plumas County Employee Resources:**

Plumas County Human Resources - <https://plumascounty.us/85/Human-Resources>

For more information about your Employee Assistance Program (EAP):  
members.mhn.com, Company code: plumas

**Additional Resource Materials Attached:**

- How to Cope with Worry During a Disaster
- Plumas County Employee Assistant Program (EAP)
- CDC Coronavirus Disease 2019 (COVID-19) Travel Recommendations
- March 10, 2020 County Employees email tips from Public Health

Human Resources Department  
520 Main Street, Room 115  
Quincy, CA 95971  
(530) 283-6444

*Call for additional information Monday through Friday, from 8:00 am to 5:00 pm*

# **How to Cope with Worry During a Disaster**

**When people feel powerless and vulnerable, it often leads to worry. Those experiencing worry often anticipate future negative results, regardless of whether a negative outcome is likely.**

Worrying is a habit that people experience it in different ways. Whether or not worry becomes a long-term problem depends on what happens after the worry begins.

Chronic or intense worrying can cause:

- Sleep disturbances
- Impaired decision-making
- Depression
- Obsessive thinking
- Stress impacts (both mental and physical)
- Anxiety and hyper-vigilance

Worry is not always a bad thing. In fact, it can often bring about positive results by motivating a person to take action.

## **How to worry well:**

By tuning in to your body's internal reactions to outside events, you can take action and more effectively cope with worry. If you notice yourself starting to worry, try the following:

- Focus on the here and now and what is actually within your control.
- Gather as much factual information as you can. Often it is the unknown that spurs worry.
- Do something physical. It doesn't have to be aerobics or jogging. Even simple activities like taking a short walk or doing some stretching can help.
- Spend more time outdoors. It calms the mind and lifts one's spirits.
- Share your worries with supportive people. Be careful to avoid people who will either escalate or downplay your worries.
- Avoid obsessing on potential worst-case outcomes.
- Keep a journal and write about the things that worry you. Studies show that people who keep a "worry journal" spend less time worrying.
- Whenever possible, focus on the positive and what you are grateful for.
- Reach out. Consider if you can reasonably take in friends or family who may have been displaced by the disaster. If not, ask what you can do that would be helpful at this time.
- Look for a reputable charity that is providing direct help to those affected by the disaster. Make a donation or volunteer to assist with collecting donations.
- Take some quiet time for yourself. Connect to your source of spirituality.

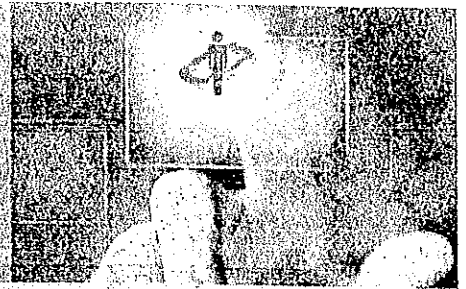
## **When to get help**

If worry begins to disrupt your everyday life by making it difficult to focus at home or work or even causing disruption in your sleep, you may need outside help. If you are feeling any of these symptoms, please contact your medical provider.



*Husband Support*

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- Access your EAP at the click of a button
- Calls and articles
- Answered 24 hours a day, 365 days a year
- Members can connect with experts instantly or make arrangements for a later appointment
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To access iConnectYou, download the app from the App Store (iPhone) or Google Play (Android) and register using the iCY passcode below. For additional information about the EAP, you may access your EAP's website following the details listed below.

ICONNECTYOU (ICY) PASSCODE: 118498

WEBSITE: [www.members.mhn.com](http://www.members.mhn.com)

WEBSITE COMPANY CODE: plumas

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A Health Net Company<sup>SM</sup>

# Keep Smiling



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- Work-life balance
- Health and wellness
- Financial and legal issues
- Identity theft recovery
- Childcare and eldercare

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**TTY users call 711.**

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您致電 MHN 時，我們可提供 170 多種語言的免費口譯服務。我們聘用了翻譯人員，如果您需要翻譯人員幫助您與醫生或其他醫療服務提供者進行交流，該翻譯人員可以與您一道參加約診，該服務為免費提供。

## CDC Coronavirus Disease 2019 (COVID-19) Travel

### Returning from Travel

What can I expect when departing other countries?

What can I expect when arriving to the United States?

At this time, travel restrictions and entry screening apply only to travelers arriving from some countries or regions with widespread ongoing spread of COVID-19. [Note: US policies are subject to change as the COVID-19 pandemic evolves.]

If you are coming from a country or a region with widespread ongoing transmission of COVID-19 (Level 3 Travel Health Notice), you may be screened when you arrive in the United States. After you arrive home, take the following steps to protect yourself and others:

1. **Stay at home.** Do not go to work, school, or leave your house for 14 days. Discuss your work situation with your employer.
2. **Monitor your health.** Take your temperature with a thermometer two times a day and monitor for fever (temperature of 100.4°F/38°C or higher). Also watch for cough or trouble breathing.
3. **Practice social distancing within the home.** Avoid contact with other people for the 14 days. Maintain distance (approximately 6 feet or 2 meters) from family members and others in the home when possible.

If you are coming from a country with ongoing community transmission (Level 2 Travel Health Notice), take the following steps to protect yourself and others:

1. **Monitor your health.** Take your temperature with a thermometer two times a day and monitor for fever (temperature of 100.4°F/38°C or higher). Also watch for cough or trouble breathing.
2. **Practice social distancing.** Stay out of crowded places and avoid group gatherings. Do not go to shopping malls or to the movies. Keep your distance from others (about 6 feet or 2 meters). Do not take public transportation, taxis, or ride-shares during this time.

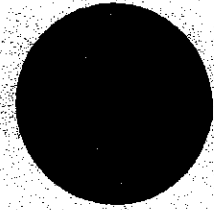
Check CDC's Coronavirus Disease 2019 (COVID-19) Travel webpage to find the current travel health notice level for your international travel.

**DEPARTMENT OF HUMAN RESOURCES**

**520 Main Street, Room 115, Quincy, California 95971**

**(530) 283-6444 FAX (530) 283-6160**

**Email: [nancyselvage@countyofplumas.com](mailto:nancyselvage@countyofplumas.com)**



*Nancy Selvage*  
*Human Resources Director*

March 10, 2020

Dear County Employees:

COVID-19 is a respiratory illness caused by a novel virus that has been spreading worldwide. Community-acquired cases have now been confirmed in California. You may have questions about COVID-19 (novel coronavirus), and how you can protect yourself and your family, as well as stay safe at work. This guidance will be updated as needed, and as additional information becomes available.

We all have a part to play. Plumas County Public Health provides the following information. The best way for you to reduce your risk of getting sick from COVID-19 is to do the same things you do to avoid seasonal colds or the flu:

- Wash hands with soap and water for at least 20 seconds (the time it takes to hum "Happy Birthday" twice);
- Cover your cough or sneeze (use your elbow or shoulder, not your hands);
- Stay home if you are sick;
- Get your flu shot to protect against flu. Call your doctor, or make an appointment with Public Health by calling 283-6330;
- Get plenty of rest to keep your immune system healthy; and
- If you have recently returned from a region with ongoing COVID-19 infections, monitor your health and follow the instructions of public health officials. For updated information go to: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

You can also prepare for other potential disruptions caused by an outbreak:

- Make sure you have a supply of all essential medications for your family;
- Make a childcare plan in case you or a care giver become sick;
- Make arrangements about how your family will manage a school closure; and
- Make a plan for how you can care for a sick family member without getting sick yourself.

In Plumas County, as of March 9, 2020:

- There are ZERO confirmed cases of COVID-19.
- There have been 5 people tested for COVID-19 and all 5 tests were negative.
- There have been a total of 8 people self-isolated and monitored by PCPHA; 3 of the 8 were not tested because they did not show any symptoms, but their travel history warranted monitoring.
- There are currently no new people being tested or monitored.

Symptoms of COVID-19 include:

- Fever
- Cough
- Shortness of breath

What to do if you believe you have COVID-19:

- **Call your health care provider for direction. They will ask you some important questions to determine what to do next.**

If you have questions you may contact PCPHA Clinic Monday-Friday 8am -5Pm at 530-283-6330. For additional information, please visit PCPHA's website: <https://www.plumascounty.us/91/Public-Health-Agency>, CDPH: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>, or CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

**Remember: COVID-19 has nothing to do with a person's race or ethnicity. We must continue to treat our co-workers and members of the public with courtesy and respect.**

The County's priorities are to promote public health and to keep County employees safe. Thank you for your cooperation as we respond to this public health challenge.

