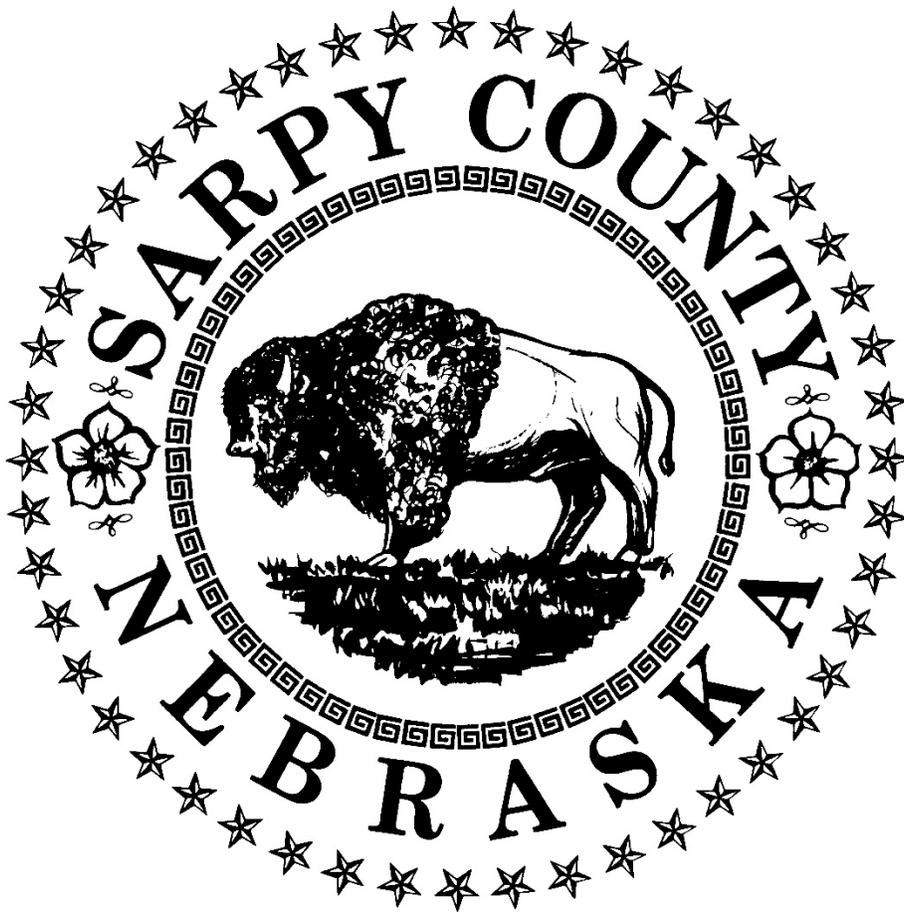


**SARPY COUNTY
PANDEMIC
CONTINUITY OF OPERATIONS PLAN**



**March 2020
Revised June 1, 2020**

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Chapter 1 – Plan Introduction

The Sarpy County Pandemic Readiness Planning Group was established in September 2007. The mission of the planning group was to prepare a plan to enable Sarpy County to continue the essential County operations if a pandemic should become a reality.

The Pandemic Readiness Group shall be referred to as the EMSAG “Emergency Management Senior Advisory Group.” This plan was prepared to maintain essential County functions and services while protecting the health and welfare of County employees and citizens. Moreover, the plan shall include a component identifying the process to return to normal business operations. The County Board Chairman is responsible for activating this plan by declaration.

The primary impact of a pandemic will be on County personnel who perform essential operations. It is assumed that absenteeism will increase due to:

- Employee personal illness or incapacitation;
- Employees caring for sick family members;
- Employees under home quarantine as a result of a household member with the pandemic illness;
- Employees under County-directed home quarantine;
- Employees caring for children dismissed from school; or
- Employees self-quarantining out of safety concerns.

The following considerations were included in the development of this plan:

- Impact on the services provided by Sarpy County;
- Impact on the health and safety of the employees of Sarpy County and their families;
- Impact on the health and safety of the citizens of Sarpy County; and
- Impact on the communications and public education necessary for the organizations doing business with Sarpy County as well as the citizens of Sarpy County, employees of Sarpy County, and others.

Assumptions:

- Employee absenteeism will increase;
- County revenue may decrease temporarily;
- Little or no assistance will be available from the State and Federal Government;
- There will be a shortage of antiviral medication and vaccine;
- Service from utilities, suppliers, vendors, and subcontractors will be impacted;
- Demand for some County services will increase (i.e.: public safety, health and welfare);

- Demand for some County services will decrease (i.e.: fairgrounds use) and
- The County will work cooperatively with other area organizations to maintain essential governmental services.

Continuity of operations plan review process

The Sarpy County EMSAG shall review this plan prior to and after threat level changes. This includes the implementation of additional threat level activities and may require adjustments to the plan as necessary.

Individual departments have determined at least a three-deep chain of command and are encouraged to plan for a deeper chain of command as the situation dictates. The chain of command should be conspicuously posted so that all members of a department know the chain of command during a pandemic event.

County website information

The Sarpy County Communications Manager will update the County's public-facing website, Sarpy.com, the County's social media accounts and the employee sharepoint website at Threat Level One. Both websites will include links to other sites with information related to a pandemic event.

County Sharepoint Website (Employee-focused Website) for County-related business.

- Communications and education Information
- County news releases
- Leave and return to work policy
- Workplace hygiene policy
- Individual and family pandemic planning information
- Website links to other pandemic information
- Other information deemed beneficial to County employees

Public Website (sarpy.com) and social media accounts for providing information to residents and the media.

- Doing business with the County during a pandemic event
- What to expect when visiting County offices during a pandemic event.
- Website links to other pandemic information

Remote Work Operations

County Department Heads will determine which salaried and hourly employees require remote work connections so they can work on County business from home. After that determination is made by the Department Heads, IS will ensure any computers that will be connected to the County network meet the following minimum requirements:

- Current and up-to-date anti-virus protection.
- Current and up-to-date firewall protection.
- Other

IS will require that certain pre-identified personnel be on-site at the computer center to maintain the critical operations of the center.

Human Resources will file a report with the Sarpy County Board at the conclusion of each pay period detailing county staffing levels. The plan will include a report that identifies the number of remote workers, the specific number of hours worked remotely during the pay period and any leave taken/charged to an employee if remote work does not account for the scheduled shift hours.

Plan Information Requests

The Emergency Management (EM) Office is designated as the official county source for information concerning the Sarpy County Continuity of Operations Plan in conjunction with the Sarpy County Board of Commissioners (BOC). Departments who receive calls directly from the media shall refer them to the EM Office. In the absence of the EM Office, refer all questions about this plan to the County Administrator's Office.

Disclaimer:

The material in this plan has been assembled for guiding Sarpy County and its employees in planning for a possible pandemic. This information is current as of the date of publication. However, further work is ongoing in this area and changes, deletions, additions, or other amendments may be made to the plan without notice by the County Board Chairman after consultation with EMSAG. The information in this plan is not intended to cover every possible situation. This plan is subject to any federal or state mandates.

Sarpy County accepts no liability or responsibility for any acts or omissions done or omitted in reliance, in whole or in part, on the plan. Sarpy County disclaims all responsibility or liability to any person, whether in contract, equity or tort, or on any other basis, for any direct or indirect losses, illness or injury, or damage of any kind arising from the use of the information in this plan.

Sarpy County is not responsible for the contents or reliability of any websites mentioned in the plan (other than its own website) and does not necessarily endorse the views expressed in them.

Chapter 2 – Sarpy County Pandemic Severity Index (PSI)

Sarpy County will monitor the severity of the pandemic or outbreak and establish continuity activation protocols or triggers to address the unique nature of the pandemic or outbreak threat. For a pandemic, Sarpy County may use the Pandemic Severity Index (PSI) to estimate the severity of a pandemic on a population instead of calculating the geographic spread of the pandemic. The following are possible interventions that may be recommended based on the PSI:

- Isolation of ill persons,
- Treatment with antiviral medications,
- Voluntary home quarantine of members of households containing confirmed or probable cases,
- Dismissal of students from school.
- Closure of childcare facilities, and/or
- Use of social distancing measures to reduce contacts between citizens in the community and employees in the workplace

The following table illustrates the calculation of the PSI for an estimated population of 185,000 in Sarpy County (2018 US Census estimate) and an estimated fatality rate of 30%.

Pandemic Severity Index (PSI)		
Category	Number of Ill Persons	Number of Fatalities
Category 1: less than 0.1% affected	less than 185	less than 56
Category 2: 0.1% to less than 0.5% affected	185 to less than 925	56 to less than 278
Category 3: 0.5% to less than 1% affected	925 to less than 1,850	278 to less than 555
Category 4: 1% to less than 2% affected	1,850 to less than 3,700	555 to less than 1,110
Category 5: at least 2% affected	at least 3,700	at least 1,110

Chapter 3 – Community Mitigation Strategy

The Community Mitigation Strategy illustrates the use of non-pharmaceutical interventions by severity category and presents actions steps that are dependent upon the level of severity of the strain. Some of the interventions will be based on recommendations from the Sarpy/Cass Public Health Department. The interventions listed in the Community Mitigation Strategy should be used in combination with other infection control measures, including hand hygiene, cough etiquette, and personal protective equipment such as face masks.

For all levels of the PSI, the following action steps will be implemented:

- Monitor the status of the potential spread of the pandemic.
- The Emergency Management Director receives notification from the Sarpy/Cass Public Health Department; the Director informs the County Administrator who then updates the Sarpy County Board of Commissioners.
- The Board Chair communicates to the County Administrator regarding the continuation of County operations and services.
- The County Administrator informs Department Heads, who then inform their employees of the current PSI level and continuation/closing of County operations and services.
- Department Heads will verify a three-deep chain of command.
- Communications Manager updates County website with new information.
- The employee website identifies the current PSI level and actions to be taken.
- Emphasize communications and education with employees on the continuity of operations process, pandemic protocols (sick leave, call-in, personal hygiene, and protocols for working with the public).
- The Continuity of Operations Plan is reviewed by the EMSAG.

Community Mitigation Strategy – Non-pharmaceutical Interventions			
Interventions by Setting	PSI 1	PSI 2 & 3	PSI 4 & 5
HOME Voluntary isolation of ill at home (adults and children); combine with use of antiviral treatment as available and indicated	Recommended	Recommended	Recommended
SCHOOL Child social distancing: <ul style="list-style-type: none"> - Dismissal of students from schools and school-based activities, and closure of childcare programs - Reduce out-of-school social contacts and community mixing 	Generally not recommended	Consider for up to 4 weeks	Recommended for up to 12 weeks

<p>WORKPLACE/COMMUNITY Adult social distancing:</p> <ul style="list-style-type: none"> - Decrease number of social contacts by encouraging teleconferences, alternatives to face-to-face meetings - Increase distance between persons by reducing density in public transit, workplace - Promote social distancing by modifying, postponing, cancelling selected public gatherings such as stadium events and theater performances - Modify workplace schedules and practices such as by encouraging telework and staggered shifts - Suspend business travel - Discourage personal travel, and require medical screening upon return for employees who choose to travel on their personal time - Restrict public access to courthouse - Implement essential and non-essential county operations which may include closing some or all county locations - Review and alter business hours of county functions - Review and alter the frequency of county board meetings 	<p>Generally not recommended</p>	<p>Consider</p>	<p>Recommended</p>
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Generally not recommended means the action is not recommended unless there is a compelling rationale for the action for specific populations or jurisdictions. These measures are generally not recommended for the entire population as the consequences may outweigh the benefits.

Consider means it is important to consider these alternatives as part of a prudent planning strategy, considering characteristics of the pandemic, such as age-specific illness rate, geographic distribution, and the magnitude of adverse consequences. These factors may vary globally, nationally, and locally.

Recommended means the action is generally recommended as an important component of the planning strategy.

Reference: Interim pre-pandemic planning guidance: Continuity strategy for pandemic influenza mitigation in the United States. (2007). Centers for Disease Control and Prevention, www.flu.gov/planning-preparedness/community/community_mitigation.pdf.

ESSENTIAL COUNTY FUNCTIONS

County Department Heads have determined that the following positions/functions are essential and will be performed during a pandemic event.

- **Assessor**
 - Document Reception & Processing
- **Board of Commissioners, Administration, Communications**
 - Board Meetings
 - County Operations
 - Public Communications
- **CASA**
 - Processing Court Orders
 - Phone and Email Monitoring
- **Community Corrections**
 - Phone Supervision
 - Electronic Monitoring
 - Non-contact Pretrial Release Screenings
 - Attend Bond Settings
- **Community Service**
 - Phone monitoring
- **Corrections Department**
 - Jail operations
- **County Attorney's Office**
 - Coroner Services
 - Bond Settings
 - Trials & Adjudications
 - Mental Health Board
 - Child Support Services
 - Diversion Phone Supervision
 - BOC Duties
- **County Clerk**
 - Payroll
 - Accounts Payable
 - Board of Commissioners
- **County Engineer**
 - Snow Removal
 - Road Maintenance
- **Courts**
 - Dependent on State Plan
- **Election/Jury**
 - Jury Coordination
 - Election Administration
- **Emergency Management**
 - Emergency Management Operations
 - Emergency Operations Center Operations
- **Emergency Communications**
 - 911 Center Operations
- **Facilities Management**
 - County Infrastructure Operations
 - Maintenance & Repair Services
 - Custodial Services
 - Environmental Services
- **Fiscal**
 - Process claims
 - Financial functions
- **Fleet Services**
 - Maintenance & Repair
- **Human Resources**
 - Personnel
 - Benefits
- **Human Services**
 - Online Services and Assistance
 - Remote Bill Processing
 - Online Medication Bill Approval
- **Information Systems**
 - Network Operations & Security
 - User Support
 - Public Safety Support
 - Applications & Systems Support
- **Planning & Building**
 - Document Reception & Processing Via Postal Mail & Online
 - Inspections
- **Probation**
 - Supervision of High-Risk Clients
 - Juvenile Intake
 - Drug Testing
 - Presentence and Predisposition Investigations

- **Public Defender's Office**
 - Bond Settings
 - Trials & Adjudications
 - Mental Health Board
 - Records Management Operations
- **Purchasing**
 - Prepare Emergency Purchase Resolution for Board
- **Sheriff's Office**
 - Jail Operations
 - Juvenile Service Center Operations
 - Patrol Operations
 - Investigative Operations
 - Records Operations
 - Court Services
 - Vehicle Inspections
 - Tow Lot
- **Tourism**
 - Phone Business
 - Closed to the Public
- **Treasurer**
 - Motor Vehicles:
 - Registration Renewals
 - Titling and Dealer Services
 - Motor Vehicle Sales Tax
 - Property Tax Collection
 - Inheritance Tax Collection
 - SIDs:
 - Warrant Registration
 - Pay Warrant Claims
 - Investment of SID Accounts
 - Disbursements of Revenue Collections
 - State Treasurer's Office
 - Schools
 - Cities
 - Other Political Subdivisions
- **Veteran's Services**
 - Services Via Postal Mail & Online

Chapter 4 – Post-Pandemic Recovery

A post-pandemic recovery will consist of an assessment of the situation, an end to many action steps, and the restoration of normal County services. A post-pandemic recovery will also require the treatment of the many physical and psychosocial effects that will have taken a toll on the community, including Sarpy County employees and their families.

MONITORING FOR SECOND WAVE - Typically in a pandemic, the number of new cases peak and then declines, giving the impression that the pandemic is over, then within a few months incidence once again increases. It is important to remain vigilant for a return of pandemic activity. This is especially difficult given that all personnel and supplies involved in responding to a pandemic may be exhausted. The perceived “end of the pandemic” may be viewed as an opportunity to relax and recover. However, all essential functions should be restored to return to pandemic imminent status.

POST-PANDEMIC PHASE - Recovery consists of measures and actions taken to repair and restore communities after an emergency. Recovery may also include some mitigative actions. Typically, recovery focuses on the physical and psychosocial effects that arise as a result of an emergency; however, in a pandemic event the primary impact will be on people, not infrastructure, and will therefore need to be heavily structured to deal with the psychosocial aspects. Whether county government will be responsible for reconstruction of infrastructure or the provision of personal support services, the one common element will be the people affected by the event.

A number of resources are available to help individuals to adjust after an emergency experience including family and friends, Critical Incident Stress Management (CISM) Professionals and Programs, health care professionals, wellness programs, grief counselors, clergy, employee and family assistance programs, and volunteer agencies (e.g. Red Cross).

Appendix 1

PANDEMIC MONITORING

The Emergency Management Director will receive notification and updates from the Sarpy/Cass Public Health Department regarding the potential spread of a pandemic. The Emergency Management Director will inform the County Administrator regarding any updates from the Sarpy County Public Health Department. The County Administrator will inform the Board of Commissioners and all Department Heads.

The Sarpy County website will provide links to other websites containing pandemic spread information.

Appendix 2

COUNTY OPERATIONS

Normal County operations will continue at PSI Level One with steps identified for continuing essential County functions and services. Employees will also prepare and maintain current work status reports.

Operations of the County will continue normally unless otherwise directed by the County Administrator. Employees will be asked to focus on essential functions and services and not take on any new special assignments.

At PSI Levels Two through Five, County operations may not be normal and employees may engage in essential operations, performing critical functions and services only.

Some employees deemed critical to public safety may be asked to shelter in place at a designated location.

The County Communications Manager will prepare and release necessary press releases at all PSI levels.

The Sarpy County Pandemic EMSAG will review the Sarpy County Pandemic Readiness Plan at each PSI level. Additionally, Department Heads will review the departmental readiness plans at each PSI Level for staffing.

Employees will review the various PSI level operational procedures for their specific area/department.

Employees will be directed to prepare and maintain work status reports so that at any point in time, should another employee need to step into their work function to perform their duties, employees will have an idea of what the work-in-progress situation is.

Appendix 3

COUNTY WORK SCHEDULES; HOURS OF OPERATION

It is possible that Sarpy County may need to close various non-essential County workplaces or offices to conduct critical County functions and services. This could be as a result of sick employees, the lack of patrons or because it presents an unacceptable level of risk to employees and/or patrons.

All County workplaces and departments will evaluate their existing work schedules, possible shift changes or remote work, and required delivery of services based on expected employee attendance due to a pandemic event. This will assist in determining if alternative work hours or remote work is necessary or if closing specific workplaces or departments is appropriate.

Public access to the Courthouse may be restricted or denied. Any change in operating hours or worksite schedules will be communicated openly and frequently to both County employees and the general public.

At PSI Levels Two through Five:

- Department Heads may be required to cancel any time off requests including those pre-approved, based on staffing levels.
- Employees shall be required to wear and display their county identification badges.

Appendix 4

COUNTY BUSINESS TRAVEL

Sarpy County has employees who may travel to conferences, remote training and other events throughout Nebraska and the United States. The following identifies the restrictions necessary should a pandemic event occur.

County business travel may be suspended or limited in PSI Levels Two through Five. If an employee is traveling for County business when a PSI Level is triggered, it is possible that airports may be closed and/or ground travel restricted. It is even anticipated that quarantine measures could be implemented. In the case of a County employee traveling on official County business who is unable to return due to a pandemic quarantine and/or transportation restrictions, the County shall cover reasonable lodging, per diem, and travel expenses for the duration of the quarantine and/or until the transportation restriction is lifted.

Appendix 5

PANDEMIC PERSONNEL POLICY

The information in this section is specific to Sarpy County employees in case of a pandemic. Each department may need to look at how it will deal with and respond to employee issues on a case-by-case basis. As County Administration obtains new knowledge and/or events take place, the information/advice contained in this section may be revised.

I. Introduction

This section offers personnel advice and directives that Sarpy County will follow in the event of a pandemic emergency only. In the event of such an emergency, many personnel processes may be modified and the administration of collective bargaining agreements and plans postponed in order to meet urgent staffing needs. In addition, the County shall adhere to state and federal mandates that occur as a result of a pandemic event. The provisions of this section confer no new privilege, right of appeal, right of position, transfer, demotion, promotion, nor reinstatement for any County employee, contract worker, or volunteer. This section does not constitute an express or implied contract. It provides general guidance that cannot form the basis of a private right of action.

II. General Expectations

The basic operating principle in an emergency will be to continue providing essential services to the citizens of Sarpy County to the extent possible. Employees will be expected to report to work as assigned. Department Heads will be expected to take the necessary steps to accomplish the County's essential functions/services. When the Governor declares a State of Emergency and/or the County Board declares a "County Emergency", standard operating procedures may be suspended and measures taken to ensure that essential services continue.

During a pandemic it is assumed that employee absenteeism will increase and as a result, the following may occur:

- A. Management may assign employees to any type of work in any location as necessary to keep essential services/functions operational.
- B. Department Heads/Managers are empowered to take the necessary steps to get the work done and shall discuss options with the County Administrator or designee for the temporary shut down of non-essential services if needed due to lack of work or staffing issues. Department Heads/Managers shall work with Human Resources to determine if staffing is needed in other departments before sending employees home due to lack of work.

- C. Departments will use social distancing principles when making decisions about how and where to conduct meetings and other business gatherings.
- D. Collective bargaining agreements and plans will be honored to the extent possible, but not at the risk of failing to provide essential services to the citizens of Sarpy County. As a result, the County may alter or suspend provisions of the collective bargaining agreements based on legal consultation and union notification in order to maintain the necessary flexibility to best manage the County's essential services.

III. Pandemic Policies

Sarpy County will implement special administrative policies during a declared pandemic illness to meet the unique needs of employees and customers. These policies will be in effect when an official pandemic has been declared by County Administration.

A. Compensation:

Sarpy County intends to continue complying with all local, state and federal mandates, including applicable collective bargaining agreements during any pandemic event in regard to compensation for employees. It is important to note that during emergency situations, the county may be required to suspend certain compensatory benefits available to our workforce. Should that occur, notification will be made to employees.

B. Employee Illness or Suspected Exposure:

Employees should be conscious of their own health during a pandemic illness. Employee are encouraged to limit large gathering activities and may want to consider postponing meetings or vacations to areas largely infected with the pandemic illness.

1. Employee Illness:

Employees experiencing any symptoms related to the pandemic should stay home and utilize sick leave or other accrued leave.

If an employee is at work and presents symptoms consistent with a pandemic illness, supervisors have the authority to require the employee to leave the workplace. The decision to remove an employee from the workplace should be based on the safety of all employees and whether the health of employees and/or the public is endangered by the attendance of an ill employee.

Employees who are sent home because they are believed to be ill may use accumulated sick leave. Employees sent home because of illness who have no sick leave available, or who have exhausted their sick leave, may elect to use vacation, compensatory time or other similar accrued leave. If the employee has no accrued leave available, the employee will be approved for a leave of absence without pay for the duration of their illness.

2. Suspected Exposure/Quarantine:

Employees suspected of being exposed to the pandemic illness are required to self-report to their supervisor.

In the event an employee is directed to self-quarantine by a medical professional, Public Health Official, Department Head or Official, the employee may be eligible for up to eighty (80) hours of pandemic sick leave in accordance with the Families First Coronavirus Response Act. If eligible and upon expiration of the eighty (80) hours of pandemic sick leave, the employee will be required to utilize their accrued paid leave if they are unable to return to work. If the employee has no accrued leave available, the employee will be approved for a leave of absence without pay for the duration of the quarantine time period.

C. Sick Leave:

1. Employees will be able to utilize their accrued sick leave and/or other paid leave balances to the extent that they are available for the following.
 - a. Employee illness;
 - b. If the Employee has been exposed to the pandemic illness and has been advised to self-quarantine or ordered to quarantine by Public Health.;
 - c. If an employee self-reports to their department head that they may have been exposed, however, were not advised to self-quarantine by Public Health, the employee may be allowed to use sick leave if no remote work is available and if authorized by the Department Head or Official after consultation with Public Health.
 - d. Employee is required to provide care for a member of their immediate family (as defined by policy or collective bargaining agreement) who is ill with a pandemic illness or related illness;

e. Employees may utilize sick leave if they are required to be home with dependent children as a result of school or daycare closings (public safety and essential personnel may be excluded based on staffing needs);

2. Due to the possibility of staffing shortages, employees are encouraged to work with their Department Heads for scheduling non-essential medical, dental, vision appointments. Leave approval to attend these non-essential appointments will be handled on a case-by-case basis.

3. **Catastrophic Illness Leave Donation Program:** The County will waive the 12 month service requirement and the 1,250 hours worked requirement for the Catastrophic Illness Leave Donation Program during the declared emergency.

D. Family & Medical Leave (FMLA):

Absent any extenuating circumstances, statutorily provided leaves such as FMLA will continue to be administered in accordance with federal requirements, unless suspended by an appropriate authority, e.g., federal agencies, Governor, etc. Human Resources will make a determination on whether an absence qualifies for FMLA based on the information available to them in the event that medical certification is not obtainable.

E. Return to Work Following Regular Illness vs. Pandemic Illness:

It is important to note that medical services are expected to be overwhelmed during a pandemic and may be limited to only those services for life-threatening conditions, as a result, access to primary care clinics may be limited. Standard requirements for doctor notes may be waived at the department heads discretion unless the employee was ill with the pandemic illness. Employees may not return to work after becoming ill or quarantined as a result of the pandemic illness without a note from their health care provider or public health official.

F. **Vacation, Compensatory Time and other Similar Leaves:**

1. Vacation and other similar leaves may not be granted, may be cancelled and employees may be recalled from leave in order to ensure that sufficient staffing resources are available to carry out the essential services of the County during a pandemic. .
2. Vacation leave accrual maximums may be lifted during a pandemic as authorized by the County Administrator or designee.
3. Employees may utilize accrued vacation, compensatory time and other similar accrued leaves for illness, quarantine or other reasons identified in Section C, Sick Leave, #1 a-e.

G. **Insurance Benefits:**

Insurance-eligible employees will continue to receive insurance coverage and will continue to receive the employer contribution during a pandemic event. Employees are expected to continue to pay the employee contribution which is typically withheld from the employee's paycheck. If an employee is in an unpaid status, they are required to make arrangements with the County Clerk's office for the payment of their employee contribution.

H. **Employee Assistance Program:**

Sarpy County provides an Employee Assistance Program (EAP) that assists employees with resolving personal issues that may be affecting them adversely. It is strictly confidential and employees are encouraged to contact EAP if they are in need of assistance. EAP contact information: 402-398-5566; website: <https://www.chihealth.com/employee-assistance-program>

I. **Work Assignments and Schedules During a Pandemic:**

Appropriate measures will be taken to adequately staff the County's essential services during a pandemic. Departments should review their normal business hours and work schedules to determine if they can be modified in a manner that best promotes social distancing, business continuity or other emergency response goals during an emergency (i.e. evenings and weekends when suitable). Human Resources will attempt to assist departments in an alternative position filling process to the extent reasonably possible.

1. Remote Work:

Participation in remote work during a pandemic may be mutually agreed to by the employee and their department head. The employee's position must be identified as eligible for remote work. Department Heads may require an employee to work remotely in order to reduce the risk of spreading the pandemic illness at the worksite.

Employees participating in a remote work arrangement are required to complete the Remote Work Agreement form and are required to document the work completed while working remotely.

2. Alternate or Flexible Work Schedule:

The Department Head may require employees to change work schedules in order to reduce the risk of the pandemic illness spreading at the work site. Work schedules are determined by the service needs of the department/division and are managed accordingly. The Department Head will determine an appropriate schedule for an employee to best fit the needs of the department and employee eligibility during a pandemic.

3. Training:

Training may be cancelled for the duration of the pandemic emergency, unless the training is mandatory for the continuation of essential services.

4. Deployment of County Employees to Alternate Work Assignments/Locations:

Management reserves the right to deploy qualified employees to alternative worksites in varied operations in order to carry out essential service functions or other work assignments.

- a. Employees deployed to perform alternate work are expected to report to their alternate work assignment as directed. Employees will be assigned a temporary supervisor to whom they are to report. The temporary supervisor will determine the employees hours of work and assignments.
- b. Employees shall be paid their regular rate of pay during the emergency temporary assignment if the job duties being performed are typically assigned to a lower paid job classification. Employees assigned to a classification that is higher than the employee's permanent classification may be eligible for "working out of classification" pay. If the

assignment constitutes a "working -out-of-class" situation, any applicable payment may be delayed until the conclusion of the declaration of emergency.

- c. If an employee refuses the alternate temporary work assignment, the employee will be sent home and placed on a leave of absence without pay until the emergency is over. Employees who refuse work are not authorized to utilize vacation or other similar leave and are subject to disciplinary action.

J. **Filling of Vacant Positions:**

During a pandemic emergency, only those vacancies that are essential to County operations may be filled and only with the permission of the County Administrator or designee. The County may be required to rely on temporary hiring agencies to fill shortages due to employee absences.

K. **Employees Not Performing Essential Service Functions - Lack of Work:**

During a pandemic, the County may be required to temporarily shut down non-essential services. As a result, some employees may be assigned to another department or may be sent home because of lack of work. Employees will be paid through the end of their regular shift if they are already at work and sent home because of the lack of work or the closure of a specific office or division. Employees who are sent home because of lack of work during a pandemic may elect to use any paid leave available with the exception of sick leave. If the employee has no accrued leave available, the employee may be placed on furlough or approved for leave of absence without pay until they are returned to work.

IV. Health and Safety

County Departments will implement health and safety recommendations put forth by the Sarpy/Cass Public Health Department during a pandemic. Sarpy County will also utilize the Sarpy/Cass Public Health Department and the Sarpy County Pandemic Continuity of Operations Plan for specific recommendations on organizational and environmental changes that can reduce the spread of the illness. Shortages of certain personal protective equipment (PPE) are expected to occur during a pandemic.

- A. County departments will be responsible for providing employees with selected and fitted PPE when needed if available during a pandemic. Departments are responsible for providing training on the proper use of PPE. Employees that are issued PPE are required to wear the equipment as required while at work.
- B. Departments that have a clear need for PPE during a pandemic (direct contact with the public or ill persons or other essential functions where PPE is required) should inventory supplies in order to ensure that there is an adequate supply to carry them through the emergency. Unfunded purchases should be coordinated with the Chief Financial Officer.
- C. Basic guidelines regarding the cleaning of county offices are outlined in this plan. Additional information may be distributed to departments as specific recommendations are developed in response to the pandemic. Cleaning or disinfecting product specifications will be distributed as they become available. Departments considering the purchase of cleaning products for response to pandemic illness should coordinate with the Facilities Director. Departments occupying leased space should discuss custodial activity expectations with maintenance.
- D. Guidelines regarding the operation and maintenance of building systems during a pandemic will be distributed to departments. Building maintenance should expect to modify system operation to increase ventilation. Departments occupying leased space should discuss building operation expectations with maintenance.

VI. Performance Management

Employees are expected to report to work and perform duties, unless directed otherwise. Managers should continue to hold employees accountable for meeting performance expectations. Formal performance reviews may be suspended.

- A. Employee misconduct, including unexcused absences, may arise and need to be addressed through normal disciplinary measures.
- B. Departments should take the necessary and appropriate action to hold employees accountable for their behavior and performance.
- C. Grievance hearings and timelines may be suspended or delayed.
- D. If an employee refuses to come to work as assigned, the employer may deny the use of vacation and the employee will be subject to discipline.

Appendix 6

RETURNING TO WORK

The EMSAG will work with the Sarpy/Cass Public Health Department and the Human Resources Department to determine return to work guidelines based on the characteristics of the pandemic, geographic distribution, and the magnitude of adverse conditions.

It is important to note that medical services are expected to be overwhelmed during a pandemic and may be limited to only those services for life-threatening conditions, as a result, access to primary care clinics may be limited. Standard requirements for doctor notes may be waived at the department heads discretion unless the employee was ill with the pandemic illness. Employees may not return to work after becoming ill with the pandemic illness without a note from their health care provider or public health official.

While a release to return to work is recommended for employees quarantined who do not become ill, the employee may not be able to see a medical provider to verify their ability to return to work. If this is the case, the Department Head shall utilize their best judgement in allowing the employee to return to work without a release from a health care provider.

Appendix 7

WORKPLACE INFECTION CONTROL PRACTICES AND REQUIREMENTS

Sarpy County will promote hygiene and cough etiquette through a variety of methods to help reduce the spread of pandemic illness in the workplace. Though respiratory hygiene and cough etiquette are simple concepts, during a pandemic they become a vital defense to a potentially dangerous outbreak.

Sarpy County recognizes the importance of precautionary measures in the prevention and reduction of the spread of a pandemic illness by requiring employees to follow personal workplace hygiene protocols and use County-provided materials when dealing with the general public or internal customers.

Employees should be conscious of their own health. If you experience any flu like symptoms, stay home. If you experience such symptoms at work, go home. Any employee who believes that he/she is symptomatic is encouraged to check his/her temperature daily to determine individual wellness.

The following workplace infection control practices are to be communicated by Department Heads and implemented at the designated PSI Levels.

Workplace Infection Control Practices and Requirements at all PSI Levels

A. **PSI Level One:**

During a pandemic event, employees will be required to practice good personal hygiene in the workplace. They will also be encouraged to practice good personal hygiene at home and are encouraged to limit activities that involve large gatherings in order to reduce the possibility of exposure.

1. **Hand-Hygiene:**

Frequent hand washing is an important step in preventing the spread of infectious diseases, including influenza and pandemic illness as identified by Public Health. Transmission of influenza or a pandemic illness can occur by indirect contact from hands and articles freshly soiled with discharges of the nose and throat of an infected individual. Frequent hand washing with plain soap and warm water helps to eliminate the virus. It is important to wash hands even if protective gloves have been worn. Gloves are not a substitute for hand washing.

2. Hand Sanitizer:

Waterless alcohol-based hand sanitizers can be used as an alternative to hand-washing and are especially useful when access to sinks or warm running water is limited. If available, alcohol-based hand sanitizers should be placed throughout the work location for easy access by employees and the public.

3. Disinfect Work Areas:

Pandemic illness may be inactivated by alcohol and chlorine. Cleaning of work surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with the hands should be cleaned often, preferably at least daily. Examples of those surfaces include work stations, customer counters, telephones, door knobs, stair rails, light switches and elevator buttons.

4. Remote Work:

Department Heads may request or allow eligible employees to work from a remote location. If working remotely, employees will be required to complete the remote work agreement.

B. PSI Levels Two & Three:

In addition to the precautions listed above, the County should consider implementing social distancing measures, including maintaining a distance of at least six (6) feet for all social interactions whenever possible. Social distancing means minimizing human-to-human contact in peak phases of pandemic illness:

1. Hand-Shaking:

Employees should stop shaking hands with each other and customers at this level. If employees find themselves shaking hands they then should ensure they establish an aggressive amount of hand hygiene.

2. Meetings:

Employees should limit face to face meetings at this level. Conference calls/teleconference or web access meetings are preferred. Travel to business meetings or conferences may be limited or cancelled.

3. **Large Gatherings/Communal Breaks**

Employees are encouraged to avoid large gatherings of people. Employees should consider packing their lunch and taking lunch and rest breaks in areas where they are less likely to be exposed to the pandemic illness. Employees are encouraged to avoid recreational or other leisure meetings where they might be exposed to the pandemic illness.

4. **Leaving the Work Area for Business; Lunch & Break Periods**

If leaving the work location, employees are encouraged to wash their hands before returning to the work.

C. **PSI Levels Four & Five:**

In addition to the precautions listed above, the County will provide masks, gloves, and the proper personal protective equipment for employees to wear while at work if available.

Conference calls/teleconference and web access meetings will be **required** and employees **will be required** to wash their hands when returning from breaks and lunch periods. The general public, while visiting county facilities, may also be asked to wear appropriate personal protective equipment.

Appendix 8

CLOSING OF COUNTY OFFICES TO THE PUBLIC

In the event of a pandemic illness, the County Board Chair or his/her designee shall determine if adequate resources are available to staff and keep county offices open to the public. The County may choose to close county offices or discontinue non-essential services for the following reasons:

1. As recommended by Public Health, State or Federal Officials to assist with stopping or slowing exposure to the pandemic illness or as a result of a Public Health quarantine.
2. An inadequate workforce is available to provide services to the public as a result of pandemic illness.
3. There is not sufficient revenue to meet the payroll requirements for essential or non-essential functions and staff requirements.

If alternate work hours or closing is required during a pandemic, the County Administrator, with the advice and consent of the County Board Chair shall determine the opening and closing times. Department Heads shall be responsible for notifying their employees of any changes to their regular work schedule. The media will be notified in the event of any closing or modification to business hours. Notification shall be posted at all public facility entrances.

In the event that County Offices are closed to the public and employees are sent home due to lack of work, employees shall be required to utilize their leave time, with the exception of sick leave, in order to be paid if they are not eligible for remote work. Employees without leave time shall be placed on furlough until they are able to report to work. Utilization of employee paid leave is based on the county's financial ability to continue payment to employees.

Appendix 9

BUILDING RESTRICTIONS

In the event restrictions are required for public re-entry into the building as part of a phased re-opening approach, the County Board Chair shall temporarily authorize such restrictions. Any Building restrictions placed on the public re-entry shall be presented to the full County Board for consideration at the next scheduled County Board meeting.

Appendix 10

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

EMPLOYER PAID LEAVE REQUIREMENTS:

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

Under the FFCRA, an employee qualifies for paid pandemic sick time if the employee is unable to work (or unable to remote work) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave (FMLA) if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19. Contact Human Resources for additional information.

Appendix 11

VOLUNTARY TRAVEL DIRECTIVE FOR COVID 19

Cases of COVID-19 have been reported in all states, and many areas are experiencing community spread of the disease. Travel increases an employee's chances of getting and spreading COVID-19. It is recommended that employees stay home as much as possible, especially if the travel is non-essential. Employees should not travel if sick or travel with someone who is sick. Employees should also use caution when allowing travelers to stay in their home.

As part of our plan to protect our workforce, the County shall adhere to the Center of Disease Control (CDC) recommendations in regard to travel. As of this date and until further notice, employees are required to report any travel outside of the country, which includes traveling on a cruise ship or river cruise travel (international or domestic), or if they are residing with someone (even as a guest in their home) who has participated in the above to their Department Head or Official.

If an employee travels outside of the country, which includes traveling on a cruise ship or river cruise travel (international or domestic), or if they are residing with someone (even as a guest in their home) who has participated in the above, the employee shall not be allowed to return to the workplace for 14 calendar days. The County recommends that the employee self-quarantine during this time period and monitor their health status in accordance with CDC guidelines. The employee may utilize paid leave with the exception of sick leave during this time period.

Appendix 12

ACRONYMS & DEFINITIONS

Acronyms List:

BOC:	Board of Commissioners
CDC:	Center for Disease Control and Prevention
CISM:	Critical Incident Stress Management
EM:	Emergency Management
EMSAG:	Emergency Management Senior Advisory Group
FMLA:	Family and Medical Leave Act
IS:	Information Systems
PPE:	Personal Protective Equipment
PSI:	Pandemic Severity Index
WHO:	World Health Organization

Definitions:

Antiviral drugs are medicines that decrease the ability of flu viruses to reproduce.

Furlough means a “temporary” layoff from work with no formal employment separation. Employees furloughed usually return to their job after the furlough is complete. During a furlough, employees are not paid but they do keep employment benefits, such as health insurance. Employees furloughed may be eligible for unemployment insurance.

Isolation means to separate sick people with a contagious disease from people who are not sick.

Quarantine means to separate and restrict the movement of people who were exposed to a contagious disease to see if they become sick.

- **Self-Quarantine** means to voluntarily quarantine

Pandemic means that a new virus emerges to infect people and can spread between people sustainably. Because there is little to no pre-existing immunity against the new virus, it spreads worldwide.

Remote Work means any work done that does not require commuting into an office. For the purpose of this policy, remote work means working from home.

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings