

RESOLUTION NO. 2020-102

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF TRINITY
ESTABLISHING INTERIM PERSONNEL POLICY
REGARDING COVID-19 (Coronavirus)**

WHEREAS, this interim personnel policy revises any previous interim personnel policies regarding COVID-19; and

WHEREAS, currently the world is experiencing a pandemic related to COVID-19 (Coronavirus); and

WHEREAS, the President has declared a national emergency, the Governor of the State of California has declared a statewide emergency and the County has declared both a local health emergency and a local emergency; and

WHEREAS, the President and Governor Newsom have issued shelter-in-place orders which advises residents to stay at home unless movement is essential; and

WHEREAS, Trinity County employees may need to take emergency leave days for one or more of the four following reasons: (a) The employee has a current diagnosis of COVID-19, (b) The employee is quarantined (including self-imposed quarantine), at the instruction of a health care provider, employer, or government official, to prevent the spread of COVID-19 (this includes those employees self-quarantining due to age and/or pre-existing medical conditions placing them in the high-risk category) (c) The employee is caring for another person who has COVID-19 or who is under a quarantine related to COVID-19 and (d) The employee is caring for a child or other individual who is unable to care for themselves due to the COVID-19-related closing of their school, child care facility or other care program; and

WHEREAS, school districts across the country and throughout the State of California may be closing schools intermittently to prevent the spread of COVID-19; and

WHEREAS, Trinity County Office of Education has intermittently issued a listing of current school closures within Trinity County; and

WHEREAS, these school closures may cause potential impacts to Trinity County employees who could not have anticipated these events and are left without day care; and

WHEREAS, the Board of Supervisors finds that it is in the best interest of the citizens and employees of Trinity County to prevent the spread of COVID-19 and to protect employees who have been left without recourse to care for their children during this public emergency.

NOW THEREFORE BE IT RESOLVED, that the Board of Supervisors, based on the foregoing, establishes that personnel policies and rules will be temporarily amended as stated below:

1. All employees of the County of Trinity are considered essential and therefore, expected to continue to provide services to the public as assigned by Administration,

Human Resources and/or their Department Head, unless they meet one or more of the four COVID-19 reasons state above.

2. Employees who need to shelter-in-place for one or more of the four COVID-19 reasons stated above and can effectively perform the essential functions of their classification while working remotely from home shall do so at the direction of their Department Head, unless suffering from symptoms of the disease.
3. Employees who need to shelter-in-place for one or more of the four COVID-19 reasons stated above and cannot effectively perform the essential functions of their classification while working remotely from home shall be entitled to the use of emergency leave up to 80 hours. After January 1, 2021, any employees who have not exhausted their original emergency leave hours will still have them available for use up to March 31, 2021, unless the declared emergency expires sooner. Upon the expiration of those hours, they shall be allowed to use any leave available to them during the necessary period.
4. Employees who have minor children who are unable to attend school or daycare due to illness, quarantine or school/daycare closures due to COVID-19, and who cannot find other child care arrangements, and can effectively perform the essential functions of their classification while working remotely from home shall do so at the direction of their Department Head. If the employee is unable to work from home or not directed to do so, they shall be entitled to the use of emergency leave up to 80 hours. Upon the expiration of those hours, they shall be allowed to use any leave available to them during the necessary period.
5. Under these interim rules and policies, with the exception of those working from home pursuant to section 1, the Human Resource Director may require that the employee obtain medical certification or provide a signed statement (affidavit) indicating that the employee has been exposed to or has COVID-19.
6. During the existence of a declared local health emergency related to COVID-19; employees may be temporarily reassigned to another department to ensure that essential services are being provided to the public. These reassignments will be requested by departments and approved/assigned through Human Resources and Administration.
7. During the existence of a declared local health emergency related to COVID-19, the Vacation/CTO Donation program (Policy 2001-03(P)) is being enhanced to allow employees to donate sick time in addition to vacation and compensatory time off (CTO). Employees may also request leave from the bank for COVID-19 related reasons as listed in this interim personnel policy. If requesting time from the bank for one or more of the four COVID-19 related reasons listed in this interim personnel policy the provision of section 1 of the Vacation/CTO Donation program are waived.
8. The Human Resources Director will bring modifications to this policy to the Board of Supervisors as needed, and this Resolution shall terminate upon cancelation of the local health emergency.

9. The Human Resources Director, working through the county's official labor negotiator, shall establish contact with the five bargaining unit representatives to assure labor concurrence or suggested modifications of this interim policy. All personnel policies, rules and regulations not directly affected by this resolution shall remain in full force and effect.
10. Employees voluntarily participating in a department approved staff staggering plan, and can effectively perform the essential functions of their classification while working remotely from home may do so with the approval of their department head. If the employee is unable to work from home while voluntarily participating in the departmental staff staggering plan, they shall be entitled to the use of emergency leave up to 80 hours based on the average number of hours worked in a 2-week period (these are the same hours provided under the Families First Coronavirus Response Act) or any other leave available to them during the necessary period. If an employee does not wish to participate in a departmental staff staggering plan, and the department is unable to provide effective social distancing, that employee may be reassigned to tasks and/or locations outside their normal work task and/or location.
11. Trinity County was allocated an augmentation for transit operations costs under the "Coronavirus Aid, Relief, and Economic Security Act", or CARES Act, that was signed into law by the President on March 27, 2020. The CARES Act calls for transit agencies to cover leave for transit workers that are unable to work because of COVID-19. This is intended to allow for flexibility and staff retention. Effective May 1, 2020, County transit drivers who are currently off as a result of reduced hours, staff staggering or one or more of the four COVID-19 reasons stated above and will continue to be paid under this provision. This provision will be allowed until the Emergency Declaration timeline is suspended, or the funding is no longer available, whichever comes first.
12. Trinity County recognizes the value of testing essential workers for COVID-19, to establish a baseline of workers' health status and providing a safe and healthy response to the Community. Any County employee who wishes to be tested during working hours may do so voluntarily with the use of their personal earned available sick, vacation or compensatory leave with Department Head approval. The following classifications are considered high-risk: Correctional Deputy Dispatcher I, II, III, Correctional Deputy Sergeant, DA Investigator I, II, Deputy Sheriff I, II, III, Sheriff Sergeant, Undersheriff, Sheriff, Deputy Probation Officer I, II, III, Juvenile Counselor/Correctional Officer I, II, Juvenile Counselor Senior, Supervising Deputy Probation Officer, Assistant Probation Officer, Chief Probation Officer, Transit Driver, Transit Coordinator, Social Worker I, II, III, Social Worker Supervisor, BHS Transportation Aide, BHS Transportation Aide/Custodian, BHS Transportation Aide Coordinator, Public Health Nurse I, II, Community Health Nurse I, II Public Health Nursing Supervisor, Public Health Nursing Director, Public Health Analyst I, II and Health Education Specialist Supervisor, Victim Witness Advocate I, II, Victim Witness Coordinator, Behavioral Health Case Manager I, II, Mental Health Clinician I, II, III, Peer Specialist, Behavioral Health Deputy Director Clinical Services & Behavioral Health Triage Manager. Employees who are designated high-risk per this

policy who wish to voluntarily be tested for COVID-19, the County will reimburse to them the used sick, vacation or compensatory leave used for being tested. They must provide proof to their supervisor that they were tested (not to include results) with the date and name of testing site/location and attached to submitted payroll. The only hours reimbursed will cover the travel time and the appointment time.

- 13. Effective December 21, 2020, if a worksite has a positive exposure, and an employee is directed to go home for a designated period of time in an effort to minimize the potential spread of Covid-19 at the worksite, and the employee is not able to telecommute and is not ill, the County will place that / those employee(s) on paid administrative leave, until they are directed to return to work.

BE IT FURTHER RESOLVED that this interim personnel policy revises the prior interim personnel policy but does not restart the clock on any emergency leave time provided by the county.

DULY PASSED AND ADOPTED this 21st day of December, 2020 by the Board of Supervisors of the County of Trinity by motion, second (Brown/Groves), and the following vote:

- AYES: Supervisors Groves, Brown, Morris and Chadwick
- NOES: None
- ABSENT: Supervisor Fenley
- ABSTAIN: None
- RECUSE: None



BOBBI CHADWICK, CHAIRMAN
Board of Supervisors
County of Trinity
State of California

ATTEST:

RICHARD KUHNS, Psy.D,
Clerk of the Board of Supervisors

By: 

Deputy