

Responsible Officer: Human Resources Director
Effective Date: 12/10/2020
Adoption Date: 03/17/2020,
Revision Date: 04/07/2020, 12/10/2020
Issuing Department: Centre County Board of Commissioners
Responsible Officer: Human Resources Director

Directive Statement:

Due to the potential organizational impact of COVID-19, it is the decision of the County of Centre Board of Commissioners, in conjunction with the President Judge, to issue the following directive to define the use of leave by employees during these unique circumstances. Paid Sick Leave and Emergency Family Medical Leave may be available to eligible employees through December 31, 2020 in accordance with the Families First Coronavirus Response Act (FFCRA), as amended.

It is important to note that the directive outline herein applies only during the period in which is activated by the Board of Commissioners in conjunction with the President Judge.

Procedures:

Reporting

1. Any employee who has a family member who has been diagnosed with COVID-19/Coronavirus, must immediately contact Risk Management at (814) 548-1055 and Human Resources at (814) 355-6748. These employees must maintain contact with Risk Management and Human Resources and cannot return to work until cleared by Human Resources.
2. If you have been in contact with a suspected COVID-19 exposure, contact Risk Management regarding any quarantine requirements.
3. All employees who have been diagnosed with COVID-19/Coronavirus must maintain contact with Risk Management and Human Resources and cannot return to work until cleared by their medical provider to do so. A written release to return to work must be provided.
4. Any employees who travel outside of Pennsylvania must report their travels to their department head, via phone or email, as soon as possible and before returning to work. The Department Head MUST then send an email to Human Resources.
5. DO NOT REPORT SYMPTOMS, DIAGNOSES, OR EXPOSURE IN-PERSON.

Use of Leave

1. Employees who have been diagnosed with COVID-19 may be eligible to receive Federal Paid Sick Leave of up to two weeks (10 days/80 hours) of paid COVID leave. This form of Federal Paid Sick Leave is payable at 100% of the employee's pay, but in no case shall the paid leave exceed \$511 dollars per day or \$5,110 in the aggregate. Proof of diagnosis by a medical professional or agency is required and should be sent to Human Resources. If an employee requires more than the eligible amount of time, a request will need to go before the Board for approval for additional time.
2. Employees who have been exposed to COVID-19 and have advised to self-quarantine by a medical professional or the County may be eligible to receive Federal Paid Sick Leave of up to two weeks (10 days/80 hours) of paid authorized leave. This form of Federal Paid Sick Leave is payable at 100% of the employee's pay, but in no case shall the paid leave exceed \$511 dollars per day or \$5,110 in the aggregate. Proof of quarantine by a medical professional or agency required and should be sent to Human Resources. Paid leave under this section may extended by the County at its sole discretion. If an employee requires more than the eligible amount of time, a request will need to go before the Board for approval for additional time.
3. Employees who are caring for a an individual or child of such employee who is subject to a quarantine or isolation order related to COVID-19 or who have been advised to self-quarantine by a medical provider may be eligible to receive Federal Paid Sick Leave of up to two weeks (10 days/80 hours). This form of Federal Paid Sick Leave is payable at 2/3rds of an employee's pay, but in no case shall the paid leave exceed \$200 per day or \$1,000 per week. Proof of quarantine or medical diagnosis by a medical professional is required and should be sent to Human Resources. Employees caring for a an individual or child of such employee who is subject to a quarantine or isolation order related to COVID-19 or who have been advised to self-quarantine by a medical provider are permitted to substitute accrued paid leave in order to receive 100% of the employee's pay.
4. Employees who are caring for a child of such employee if the school or place of care has been closed, or the child care provider is not available due to COVID-19 precaution may be eligible to receive Federal Paid Sick Leave of up to two weeks (10 days/80 hours) of paid authorized leave and may also to eligible to receive Emergency Family Medical Leave of up to 10 weeks (50 days/400 hours). Both forms of leave are payable at 2/3rds of an employee's pay, but in no case shall the paid leave exceed \$200 per day or \$1,000 per week. Proof of childcare or school closure may be required. Employees caring for a child of such employee if the school or place of care has been closed, or the childcare provider is not available due to COVID-19 precaution are permitted to substitute accrued paid leave in order to receive 100% of the employee's pay.
5. All employees not exposed or diagnosed with COVID-19 may use leave and follow standard policies and procedures for reporting.
6. All employees who are exhibiting flu-like, common cold or COVID-19 symptoms must stay home and shall utilize the appropriate benefit time. These employees are highly encouraged to utilize telemedicine services. If diagnosed with COVID-19 or ordered under quarantine by

- a medical professional or agency benefit will be retroactively corrected to COVID Leave and the employee's benefit time accruals adjusted. If an employee receives a negative test result, the employees must utilize appropriate paid absence time for any corresponding quarantine time/sick time needs.
7. Any employee exhibiting flu-like, common cold or COVID-19 symptoms in the workplace will be sent home.
 8. All employees are encouraged to follow CDC and PA DOH guidelines to protect themselves and others. Employee should utilize appropriate leave when necessary.
 9. Employees who elect to voluntarily test for COVID-19, without doctor's orders are required to use Paid Absence Time, and are not eligible for COVID-19 Leave unless they receive a positive test.

Returning to Work

Employees placed on quarantine by the County, may return to work, if symptom free, on the date provided by the County or when notified by Risk Management of their return date.

Employees placed on quarantine by a medical professional or agency may return to work based on the quarantine dates provided by the medical professional or agency. A copy of the quarantine dates must be provided to Human Resources.

Employee diagnosed with COVID-19 must submit a release from a medical professional or agency to Human Resources before returning to work. Human Resource will notify the employee's supervisor when the release to return to work has been received and reviewed.

Exclusions

Emergency responders are excluded from coverage under paragraphs three (3) and four (4) of the "Use of Leave" section of this Policy in accordance with and as defined in the Families First Coronavirus Response Act (FFCRA).

Definitions

Quarantine - The practice of separating individuals who have had close contact with someone with COVID-19 to determine whether they develop symptoms or test positive for the disease. Quarantine also reduces the risk of transmission if an individual is later found to have COVID-19. Individuals in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation - Separating someone with confirmed or suspected COVID-19 infection to prevent their contact with others to reduce the risk of transmission. Individuals who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Covid 19 Authorized Leave – For use any time the employee is scheduled out of the office due to rotating shifts or limiting exposure and they are not working remotely.

COVID 19 Medical Leave – For use when an employee has been diagnosed with COVID-19 or an employee has been exposed or may have been exposed and have been advised to self-quarantine by a medical professional OR the County.

Human Resource Contact Information:

Phone: (814) 355-6748
Fax: (814) 355-8742
Email: humanresources@centrecountypa.gov

Risk Management Contact Information:

Phone: (814) 548-1055
Fax: (814) 548-1157
Email: kldavis@centrecountypa.gov