

The Commissioners continue to meet regularly with departments to discuss Governor DeWine's directives during the COVID -19 pandemic. The Ottawa County Commissioners have established the following guidelines that will remain in effect until otherwise notified:

1. Unless directed otherwise, County buildings will remain open for business but **closed** to the public as of 4:30pm on Friday, March 20, 2020.
 - a. In an effort to reduce person-to-person contact, the Commissioners encourage and support departments allowing their employees to work from home when possible.
 - b. Even with reduced staff, the **office must be staffed during business hours**, even minimally. Employees can rotate days in the office to ensure essential functions of your department are met and the public's needs are met. We will be as flexible as possible.
 - c. To assist with childcare issues or to accommodate work that cannot be done from home, employees can work staggered shifts, or during non-business hours when possible and appropriate.
 - d. Employees are still required to accurately document their work times on their timesheets for payroll purposes.
 - e. Commissioners' departments must keep Rhonda advised of any employees' adjusted schedules.
 - f. Employees working from home who normally do NOT receive a cellphone stipend may apply for a temporary \$15 per month stipend during this time of working from home. Employees must sign the **Cellular Phone Acquisition Agreement** and submit to their department head for approval. No stipend will be paid without a signed agreement.
 - g. While County buildings are closed to the public, visitors will only be permitted access with a scheduled appointment. Each department is responsible for scheduling their own appointments and for escorting the visitor to and from the office. Courthouse security will not be responsible for that.
 - h. UPS, Fed-Ex and postal deliveries will be left at the switchboard/reception to be picked up by each department – delivery personnel will not be permitted through the buildings.
2. Although the IT Office will remain "open for business," one employee will be working from home, rotating days to make sure we have one individual in the office every day during business hours. They will attempt to address issues remotely to avoid person-to-person contact and only critical matters will be handled in person.
3. The Maintenance staff will be working. However, they will only be responding to critical emergency issues in the buildings. **ANY REQUESTS FOR WORK DURING THIS PERIOD OF CLOSURE MUST GO THROUGH THE FACILITIES SUPERINTENDENT** via email to tlosie@co.ottawa.oh.us. Please do **NOT** contact maintenance or custodial personnel directly.
4. We are suspending the requirement to provide a doctor's excuse when missing 3 or more consecutive work days when it pertains to the suspected COVID-19 /or flu like symptoms. For other types of illness, employees are permitted to use telemedicine services (Teledoc) as evidence of absences requiring such evidence.

5. The Commissioners will not be signing any travel requests at this time – unless it is a mandated/ required meeting. In the event you must attend a meeting, please let Rhonda know and she will discuss with the Commissioners. Otherwise all requests for travel are on hold.

6. Employees working less than their regularly scheduled hours, whether by choice or because there is not enough work to do (remotely or in the office), may elect to use available vacation or comp time or take the hours unpaid. Any unpaid leave is subject to the terms outlined in Ottawa County Personnel Policy **4.9 Personal Leave without Pay** (or applicable union contract). This exception is temporary and only while we're experiencing this crisis.
 - a. Employees not working at all may be eligible for unemployment compensation in accordance with Governor DeWine's recent order. For more information, visit the ODJFS website at <https://unemployment.ohio.gov/> or call the hotline (877) 644-6562.

7. **Employees are strongly encouraged to take their temperature daily before coming to work.** Temperatures of 100.4° or greater are considered a potential symptom and you should call your supervisor so that a decision can be made **before you come in.**

3-19-20