

Hendricks County COVID-19 (Coronavirus) Employee and Operations Policy

The County Commissioners and County Council continue to place the highest priority on the health, safety, and wellbeing of the Hendricks County community and its employees, while protecting the continuity of essential County functions to the public. We encourage all residents and employees to follow all CDC and State Health Department recommendations on the current health crisis and those issues to come.

Due to the COVID-19 (Coronavirus) the County Commissioners will restrict public access to all County buildings, with the exception of the Courthouse. The Hendricks County Courts will authorize access to the Courthouse consistent with the directives of the Indiana Supreme Court.

Effective immediately, access to County offices will be by appointment only, as determined by the supervising Elected Official or Department Head of the respective offices.

Please utilize Email, regular mail and phone communications if possible, to limit direct contact with the public whenever appropriate and possible.

Notification of this policy, including a list of phone numbers to County offices, will be placed on all entrances to the affected buildings and on the County website.

Access to the Hendricks County Government Center will be through two points of entry at the Northwest and South doors. Other facilities will have clearly marked entrances and phone numbers for the public to gain entry. Upon arrival a government representative will meet members of the public at the door and escort the person to an office or meeting room. All visitors will be asked to take necessary measures upon entry to all government buildings such as washing or sanitizing hands and points of contact.

Public Employee Health Leave

Our primary goal is to keep operating as normal as possible for as long as possible. Government plays a critical and necessary role in our community. Employees play a critical role in accomplishing this goal. Employees who are able and healthy are expected to work as scheduled, subject to #7 below.

Consistent with the direction of our Federal and State leaders, Hendricks County will provide the equivalent of two weeks of additional and conditional paid Public Health Leave. For most employees this will provide an additional 10 (ten) days of paid leave to be conditionally available to employees due to the COVID-19 (Coronavirus).

Public Health Leave will be available to employees under the following conditions:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to a quarantine or isolation order as described in (1) above or has been advised as described in (2) above.
5. The employee is caring for a son or daughter whose school or place of care has been closed, or the childcare provider is unavailable due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Humans Services in consultation with the Secretary of the Treasury and the Secretary of Labor.
7. Employees who do not meet any of the above criteria may voluntarily stay home from work but will be required to use PTO and do not qualify for Public Employee Health Leave under this circumstance.

Full-time employees are entitled to two weeks of leave and part-time employees are entitled to the typical number of hours that they work in a typical two-week period. Health care providers and emergency responders may be excluded from this leave. The leave may be retroactively applied to Monday, March 16, 2020.

An Elected Official or Department Head is authorized to send an employee home that comes to work exhibiting signs and symptoms consistent with COVID-19 or other illness, whether or not the employee has PTO or Public Employee Health Leave. This may result in an employee being sent home without pay.

If Public Employee Health Leave is utilized for illnesses that are not COVID-19 related, and at a later date the employee contracts COVID-19, no additional Public Health Leave will be granted. The employee will be required to use PTO or FMLA under this scenario or ask for a medical accommodation of leave without pay.

Public Employee Health Leave does not carry-over or become part of a PTO bank if not used in accordance with this policy. Public Employee Health Leave expires on December 31, 2020.

Modification of Normal Operations

Elected Officials and Department Heads have the discretion to implement the following for their offices where appropriate with the goal of maintaining operation of normal business.

1. Alternate work schedules
2. Working remotely (if employees are able to perform their job duties and responsibilities remotely)
3. Employees who are at an increased risk for complications from COVID-19 due to diagnosed health conditions may request temporary modifications to their job in

coordination with their Elected Official or Department Head, to reduce the possibility of close contact with members of the public. This may include a change in job location, modifications of work assignment or duties, and implementation of additional protective measure to reduce their exposure to others or chances of being infected.

This policy is in effect until further notice. The nature of the pandemic and the ever constantly changing environment related to the issue may require revision to this policy or the adoption of other, more restrictive policies.