



CROSBY COUNTY OFFICE OF COUNTY JUDGE

Honorable Rusty Forbes
201 W. Aspen, Suite 208
Crosbyton, Texas 79322
806-675-2011

RESOLUTION AND MODIFICATION OF EMPLOYEE POLICY AND PROCEDURE

Pursuant to Crosby County's Declaration of Disaster, so Declared and Ordered in an emergency meeting of the Crosby County Commissioner's Court on March 18, 2020, the Commissioner's Court adopted the following expansion of the Family and Medical Leave act. This expansion is specifically related to COVID-19. Employees who have been employed with Crosby County for a minimum of 30 consecutive days will be eligible to take emergency FMLA for COVID-19 related Public Health Emergency. This is the only expansion.

Recent Travel

- If you have been on a recent trip please contact your Department Head and/or Debra Riley with the details of that trip so it can be determined whether or not it is safe for you to return to work. Do not return to work before talking to your Department Head and/or Debra Riley. If it is deemed that you are returning from a current hotspot you may be asked to home isolate or self-quarantine for 14 days after exposure and follow the CDC's protocol during that quarantine. We will not pay emergency sick leave for this unless a physician confirms and supplies documentation supporting the decision. You will be allowed to use your available PTO. If a physician gives you the all clear to return to work, we will allow it with supporting documentation.
- If you develop a fever of 100.5°F go home or do not come to work. Contact your Department Head and/or Debra Riley to advise them of your situation. Contact your Primary Care Physician and follow their directives.

Emergency Unpaid Leave

- The FMLA approved due to COVID-19 incident will be an unpaid job protected leave just like all other FMLA approved incidences.
- To qualify for a Public Health Emergency leave, an employee must be unable to work or telework due to need to care for the son or daughter under 18 years of age because the child's school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency. A "public health emergency" is defined to mean "an emergency with respect to COVID-19 declared by a Federal, State, or local authority." Employee must provide advance notice as soon as possible for leave under this temporary provision when the need for leave is foreseeable.

Emergency Paid Sick Leave

Employees who are unable to work or telework will be provided with up to two weeks (80 hours) of emergency paid sick leave. It will be calculated using employee's regular rate of pay, due to the following reasons:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19
 - The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
 - The employee is experiencing symptoms of COVID-19 and seeking medical diagnosis
 - The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor
- a) DURATION OF PAID SICK TIME.
 - 1) IN GENERAL – An employee shall be entitled to paid sick time for an amount of hours determined under paragraph (2).
 - 2) AMOUNT OF HOURS – The amount of hours of paid sick time to which an employee is entitled shall be as follows:
 - A. For full-time employees, 80 hours.
 - B. For Part-time employees, a number of hours equal to the number of hours that such employee works, on average, over a two-week period.
 - 3) CARRYOVER - Paid sick time under this section shall not carry over from one year to the next.
 - b) EMPLOYER'S TERMINATION OF PAID SICK TIME. –
Paid sick time provided to an employee under this Act shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under subsection (a).
 - c) PROHIBITION. –
An employer may not require, as a condition of providing paid sick time under this Act, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid sick time.

***The need for emergency paid sick leave will need to be requested to and approved by your Department Head and/or Debra Riley. All requests are required to be substantiated by a medical provider and documentation of same is required to be submitted prior to being paid under these provisions.**

This policy is in effect for 30 days and will be re-evaluated at that time to determine if the policy needs to remain in effect and for how long. This policy is subject to change, be extended, or terminated as the current COVID-19 situation changes.

CDC: Protocol for caring for yourself at home/self-quarantine (if you have possible or confirmed COVID-19)

1. *Stay home from work, school, and away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing or taxis.*
2. *Monitor your symptoms carefully. If your symptoms get worse, call your healthcare provider immediately.*
3. *Get rest and stay hydrated.*
4. *If you have a medical appointment, call the healthcare provider ahead of time and tell them that you have or may have COVID-19.*
5. *For medical emergencies call 911 and notify dispatch personnel that you have or may have COVID-19.*
6. *Cover coughs or sneezes.*

7. *Wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.*
8. *As much as possible, stay in a specific room and away from other people in your home. Also, you should use a separate bathroom if available. If you need to be around people in or outside of the home, wear a facemask.*
9. *Avoid sharing personal items with other people in your household, like dishes, towels, and bedding.*
10. *Clean all surfaces that are touched often like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to label instructions.*

SO DECLARED and ORDERED on March 20, 2020 at 5:00 o'clock P.M.
FOR THE COUNTY OF CROSBY, TEXAS:



RUSTY FORBES, County Judge

ATTEST:



Tammy Riley Marshall,
County Clerk



FILED
2020 MAR 23 AM 10:11
TAMMY MARSHALL
COUNTY CLERK
CROSBY CO., TX



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