

Hendricks County Government COVID-19 Policy

Hendricks County Government continues to encourage employees to social distance, keep desk areas disinfected, and hands clean. **A mask, face covering, or face shield* shall be worn covering the nose and mouth while inside a County building. *A face shield is only permitted if a Physician states you cannot wear a mask or face covering. A Department Head/Elected Official may make an exception for workers in the field, so long as it is not in violation of the Governor’s Executive Order. Examples of “workers in the field” are a person mowing, a person surveying, a mechanic working on equipment in an area open to the outdoors, as long as they are outside and are socially distanced.** In addition, Hendricks County Government is utilizing CDC’s strategies when an employee presents symptoms or has been in direct contact with someone who has tested positive with COVID-19. If an employee comes to work with COVID-19 symptoms, **they are to leave work and contact their physician.**

Symptoms may appear 2-14 days after exposure to the virus.

Most common symptoms include:

- Fever, chills
- Dry cough
- Tiredness

Less common symptoms:

- Aches and pains
- Sore throat
- Nausea or vomiting
- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste or smell
- a rash on skin, or discoloration of fingers or toes

Serious symptoms:

- Difficulty breathing or shortness of breath
- Wheezing
- Chest pain or pressure
- Loss of speech or movement

CDC has approved the following three strategies to be utilized to determine when home isolation can be discontinued. Hendricks County Government will follow the time-based and symptom-based strategies for all employees.

- 1) **Time-based strategy-** Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least ten days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used.
- 2) **Symptom-based strategy-** Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
- At least twenty-four hours (24 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and** improvement of symptoms (e.g., cough, shortness of breath) **and**,
 - At least ten days have passed since symptoms first appeared.
- 3) **Test-based strategy-** Persons who have COVID-19 symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
- Resolution of fever **without** the use of fever-reducing medications **and**
 - Improvement in symptoms (e.g., cough, shortness of breath) **and**
 - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS_COV_@_RNA from at least two consecutive respiratory specimens collected twenty-four hours apart (total of two negative test).

Employees who have **come in direct contact with a positive COVID-19 case** should self-quarantine for fourteen days from the date of last contact. **Direct contact or exposed is defined** as within six feet of a confirmed positive person for fifteen minutes or longer.

Employees who **have not had direct contact with a positive COVID-19 case** (were not within six feet for fifteen minutes or longer) shall monitor for symptoms and keep their desk area disinfected.

1. **Personal Travel:** Employees are encouraged to restrict personal travel and practice social distancing for their own health and safety. Employee who wish to travel will be subject to the following guidelines upon their return. If traveling internationally, you must follow the current CDC guidelines (during the time of travel).
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>
 CDC recommends that international travelers avoid all nonessential travel to all global destinations that are a level 3, such as the US is currently.

Pay: Employees who miss work due to COVID-19 related **exposure outside of work**, shall complete the Request for COVID-19 Leave Affidavit. The Request for COVID-19 Leave Affidavit is utilized for ten days paid while off work. Once the ten days have been utilized, the employee must use PTO time and can apply for FMLA.

Employees who have been directly **exposed during work** to COVID-19 shall report the exposure (time, date, and location) to their Department Head or Elected Official. Employees who are required to self-quarantine for fourteen days will be authorized to work from home. The employee will receive their normal compensation for hours worked at home.

****This Policy is subject to change as the CDC or Indiana State Department of Health provides updates.****

As amended and approved by the Hendricks County Board of Commissioners this 25th day of August, 2020.

Phyllis A. Palmer, President
Matthew D. Whetstone, Vice President
Bob Gentry, Member