

A New Kind of



LUCAS COUNTY WORKPLACE GUIDANCE

*Pandemic Operations Plan for
Board of County
Commissioner Departments
Version 2*

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**All updates from the previous version will be written in red to highlight the changes.*

General County Commissioner Policies

Scope

This plan applies to all departments of the Board of Lucas County Commissioners. This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available.

Health Protection Measures

The Board of Lucas County Commissioners is committed to the health and safety of the residents of Lucas County as well as employees, contractors and visitors to facilities owned and operated by the Board. As such, in this document the Board has established measures that it believes provides the best opportunity to protect its workforce and those that they serve while still providing services at the highest level possible during this challenging time.

Remote Work

According to the National Institute of Occupational Safety and Health (NIOSH), the most effective measure to reduce a hazard such as COVID-19 is elimination of the hazard. Understanding that COVID-19 spreads through human contact and interaction, the County will make every effort to remotely deliver services that may reasonably be delivered in this manner. Guidance on remote working by Lucas County personnel can be found in the Lucas County Remote Working Policy, which is attached to this document in Appendix A. Employees working remotely are required to work the same number of hours that they would be expected to work in the normal office setting. At the end of each week, employees working remotely must complete and submit a Remote Work Attestation form (see Appendix B), declaring and verifying that the employee worked their assigned hours.

Social Distancing

In the event that employees cannot work remotely, every effort will be made to provide work stations/locations that have physical separations and/or are six feet or more apart. If this cannot be achieved through remote work, reassigning or relocating workspaces, or scheduling employees in a manner that ensures proper distancing, a barrier will be placed between employees and/or employees and the public. If employees are working in the field, they must maintain at least 6 feet between themselves and other people.

Face Coverings

No one will be permitted to enter a Lucas County facility or worksite without a face covering. The County will make every effort to have face coverings available for in the event that a visitor does not have one readily available.

All Board of Lucas County Commissioner employees will wear face coverings while in the common areas of work spaces, when interacting with the public, or when gathering in groups. Face coverings must be kept clean and neat in appearance. The pattern of the face covering must be appropriate for the work environment of the employee. Face coverings with racial slurs, swear words, political connotations, or other inappropriate or insensitive words or symbols are prohibited.

Employees must wear face coverings except when in their individual work spaces or eating meals. If employees have a medical reason they cannot wear a face covering, they are required to provide documentation of such from a medical professional and an accommodation will be made.

Employee and Visitor Screenings

All employees and visitors to County owned and operated facilities must submit to a daily health symptom assessment upon their initial entry into a county owned or operated facility or worksite each business day or 24-hour period. This assessment shall consist of three components: 1) temperature check with a temporal thermometer; 2) observation and verbal confirmation with the assessed person regarding common symptoms of COVID-19 (to include one of the following: cough, shortness of breath, difficulty breathing, or fever OR two or more of the following: chills, unexplained muscle aches, sore throat, fatigue, nausea/vomiting, diarrhea, or recent loss of taste or smell); and 3) confirmation that the assessed person is not currently under a quarantine or isolation order by a medical or public health professional. Daily health assessments are required to be performed no less than once every 24 hours. If an employee or visitor leaves a County worksite or facility and returns within the same business day or 24-hour period, they are not required to submit to a second health screening unless departmental policy mandates.

Daily health symptom assessments must be performed for all Board of Lucas County Commissioner employees before commencing work for the day. Records of daily assessments performed for Board employees shall be recorded each day on the daily health assessment screening form provided in Appendix C of this document or its equivalent. Department directors shall be responsible for ensuring these assessments are performed by employees supervisor, crew leader or designee daily and that records of all assessments are maintained and accessible by the County Administrator or Toledo-Lucas County Health Department upon request.

Daily health symptom assessments are required for all employees who are working either in the office or in the field. Remote workers do not have to conduct the daily assessment unless they will be performing County work where they may interact with another employee, contractor, or member of the public. Workers reporting directly to worksites in the field can attest to the information and a supervisor, crew leader or their designee can record it rather than having the worker come in to do the screening in person.

Temporal thermometers will be available in all facilities operated by the Board of Lucas County Commissioners departments to take the temperature of employees and visitors. Employees must wear face coverings when taking the temperature of others, and must sanitize the thermometer before and after each use. Employees are permitted to bring their own thermometer from home for personal use if they feel more comfortable doing so. Anyone (including visitors, employees, and contractors) with a temperature of 100.4 degrees Fahrenheit or above will be asked to leave and not return until their symptoms have abated.

If an employee has a temperature of 100.4 or higher, he or she will be required to leave work and may not return to work until they have been fever free **without the use of fever reducing medications for 1 day**. If an employee is sent home as the result of exhibiting or reporting symptoms of COVID-19, the employee may not return to work until 10 days have passed since the onset of symptoms. Employees may acquire a COVID-19 test following being asked to leave work for failure to pass a daily health screening. If the COVID-19 test comes back negative, the employee may provide documentation of such and return to work immediately. Employees with a pre-existing condition that would cause the symptoms resulting in their failed daily health assessment may provide documentation of such and return to work immediately.

If an employee has been ordered to quarantine at home by a medical or public health professional the employee may not report to work for 14 days from their last known exposure to a person who has COVID-19. If an employee has been ordered to isolate at home, he or she must remain home until they have been fever free **without the use of fever reducing medications for 1 day and** 10 days have passed since the onset of symptoms. If an employee doesn't have any symptoms but has tested positive for COVID-19, the employee must wait 10 days from the positive test to report to work.

Employees that have failed a daily health assessment or who have been placed in isolation or quarantine may work remotely if they are feeling well enough to do so and their job duties and supervisor permit. Every effort should be made to permit employees to temporarily work remotely, if they feel well enough to do so and work loads and duties permit. Departments should follow the Remote Work policy for all employees working from home.

Employees unable to to work due to COVID-19 may use any paid leave status (federal COVID-19 leave, sick leave, vacation time, personal time, or comp time) for which they have a balance available. Federal COVID-19 leave can only be used if the situation qualifies. If the employee does not have any paid leave balances remaining, he or she must use time off without pay, but will not be penalized for being absent from work regardless if the leave is paid or unpaid.

Employees who are sick or experiencing symptoms of COVID-19 must inform their supervisor and stay home, using either accrued leave or taking unpaid leave. If an employee does not fail a daily health screening but rather is not feeling well and calls off sick, the employee is permitted to return to work with no time restrictions so long as he or she does not have a fever of 100.4 or higher and has not been ordered to isolate or quarantine by a medical or public health professional.

COVID-19 Positive Cases

If a COVID-19 positive case is reported among employees or visitors at a Lucas County facility or worksite, the Lucas County Administrator must be notified immediately by the affected department's director. The Lucas County Administrator will contact the Toledo-Lucas County Health Department for guidance.

All employees will be notified by the impacted department's director if someone who either works in their department or has visited a department's work location tested positive for COVID-19. Employees will not be given the name of the person who tested positive. Please see Appendix D for a checklist and template message.

Signage

Signage regarding face coverings, physical distancing, hand washing, safety measures, modified operations, reduced occupancy, and other COVID-19 information is required in all Board owned and operated buildings. Only Board approved signage may be utilized. Appendix E provides Board approved and required signage that is to be posted throughout Board of County Commissioners work locations.

Vehicles

As per the recommendation of the Toledo-Lucas County Health Department, only one person may be in a vehicle owned by the Board of Lucas County Commissioners or operated for the purpose of County business. If extenuating conditions exist requiring more than one person to travel together in a vehicle, all people must wear face coverings, be seated as far as legally permissible from each other (e.g. driver's seat and rear passenger's seat) and the windows must remain open. Prior to using the vehicle, all commonly touched areas of the vehicle, including the keys, door handles, steering wheel, shifter, arm rest, seat belt, and seat must be wiped down. When the

driver is finished with the vehicle, they must complete the same cleaning process before returning the keys.

If a vehicle needs service from the Lucas County Fleet Maintenance Department, the person dropping off the vehicle is responsible for sanitizing the vehicle before handing off the keys to the Fleet Maintenance department.

Sanitation

Public Customer Services

Public customer service counters and other surfaces must be wiped down using CDC recommended disinfectant after each use by the employee participating in the transaction. Employees will have access to cleaning stations for cleaning supplies.

High Touch Points

High touch points such as door handles and elevator buttons will be wiped down multiple times per day with CDC recommended disinfectant by the County Facilities Department or applicable vendors as contracted by building management.

General Work Areas

General work areas like lobbies, hallways and bathrooms will be cleaned daily with CDC recommended disinfectant by the County Facilities Department or applicable vendors as contracted by building management.

Shared Spaces

Shared spaces, such as conference rooms and break rooms, will be cleaned daily with CDC recommended disinfectant by the County Facilities Department or applicable vendors as contracted by building management and after each meeting or use by the employee(s) utilizing the space. Signs will be posted reminding employees to clean these spaces after each use.

No more than 10 people will meet in any shared space to include conference rooms or break rooms. If people cannot appropriately maintain at least 6 feet of distance with 10 people in the room, the space will establish a lower occupancy. That modified occupancy must be posted outside of the shared space in a clearly visible manner.

Individual Work Spaces

Each employee must wipe down his or her individual work space at the end of every shift. Employees will have access to cleaning stations for cleaning supplies.

Workplace Changes

Remote School Options for Employee-Parents

The Board is committed to ensuring that no employee is forced to choose between their role as an employee and their role as a parent. As many schools consider and implement hybrid and remote learning options, the Board has amended its Emergency COVID Expanded FMLA Policy and Leave Donation Policy to increase access to leave for employee-parents. Appendix F provides a complete summary of options available to employee-parents, including eligibility and methods for accessing expanded leave.

Level 4 (Purple) Operations Plan

On July 2, 2020, the State of Ohio implemented the Public Health Advisory Alert System, a color-coded system that identifies the degree of COVID spread in a county. The system has four levels with the following recommended actions:

Level	Color	Definition
Level 1	Yellow	Active Exposure and Spread
Level 2	Orange	Increased Exposure and Spread - Exercise high degree of caution.
Level 3	Red	Very High Exposure and Spread - Limit activities as much as possible.
Level 4	Purple	Severe Exposure and Spread - Only leave home for supplies and services.

In the event that Lucas County is declared a Level 4 (Purple) county by the State of Ohio Public Health Advisory Alert System, Board-operated departments will limit public access and in-person interactions. All public lobbies of Board-operated

departments will be closed to the public and Board-operated departments will reduce services requiring in-person public interaction to essential functions.

Travel

No travel for County business will be allowed outside of Lucas County or an Ohio county directly contiguous to Lucas County without written approval by the Lucas County Administrator or her designee. If an Ohio county contiguous to Lucas County is declared a Level 4 (Purple) county by the State of Ohio's Public Health Advisory Alert System, no travel for County business will be allowed without written approval by the Lucas County Administrator or her designee.

Worksite Closures

If employees who would normally come into the office are unable to do so due to natural (e.g. severe weather, snow) or technological/facility hazards (e.g. power outage, fire alarm) and are therefore being given the day off with pay, remote employees must be notified. Remote employees may either be given the same day off or, if directed by their supervisor to continue working, provided comp time of .5 equal to the amount of time other employees were not working. If employees are notified of the event but are not directed by their supervisor to keep working, the employee is not eligible for the additional leave accrual. Employees who are still required to physically report to the office or worksite during worksite closures are to be compensated with an hour of comp time for every hour that they work.

Metrics

In order to ensure that all Lucas County Board of County Commissioners employees are performing their job functions regardless of their work location, department directors will determine output metrics for all employees, a written copy of which will be provided to employees. These metrics are designed to create a fair working environment and ensure that employees who are working remotely are being treated in the same way as employees who are working on site.

Dress Code

Employees working remotely are expected to dress in a manner that is consistent with normal work dress code at the office unless directed otherwise by their supervisor. At a minimum, employees will ensure that clothing covers the shoulders, chest, torso and upper legs. Employees will ensure that their clothing creates a neat appearance. Clothing that is visibly stained or torn will not be considered acceptable for work. Clothing worn during work hours may not display racial slurs, swear words or other inappropriate or insensitive words or symbols.

Equipment

All Lucas County employees will be provided the equipment necessary to do their jobs from their assigned locations. Please reference the Remote Work policy for additional information about equipment specific to remote workers.

Appendixes

Appendix A - Remote Work Policy

Remote Working Policy

Scope

This policy pertains to work being conducted by Board of Lucas County Commissioners employees at locations other than Lucas County office spaces or other designated Lucas County work spaces. Work of this type is often referred to as “telework” or “remote work”. This policy outlines the regulations and expectations of employees working remotely.

Eligibility

Employees are eligible to work remotely based on both job duties and manager discretion. Employees may work remotely on a full-time basis, or on an occasional or part-time basis in order to accommodate the needs of an employee. Employees must be in a position that is able to be performed outside of a normal work site, or be otherwise provided with duties that are able to be performed offsite. Working remotely must be approved by the employee’s supervisor or department head.

Schedule

Employees working remotely are required to work the same number of hours that they would be expected to work in the normal office setting. At the end of each week, employees working remotely must complete and submit to their supervisor a Remote Work Attestation form, declaring and verifying that the employee worked their assigned hours.

Remote work hours must be agreed upon in writing with a manager if the employee will be working hours that are different than his or her normally scheduled hours. Employees must be able to work the agreed upon hours in order to be permitted to work remotely. Should either the employee or the manager like to change the hours of the employee working remotely, the initiating party must provide the other party written notice of the change and the start date. The change must be agreed upon and signed by both parties in order to take effect, unless the employee is returning to his or her normal work hours.

Remote work does not change an employee’s eligibility for overtime. Each department must provide employees who are working remotely with the remote work overtime policy for that department. The policy must detail if employees working remotely are eligible for overtime, how to get overtime approved if it is necessary, if overtime must be pre-approved, and what is the expectation if employees are asked to work outside of their scheduled hours. All departmental policies regarding overtime remain in effect regardless of work location, and violating a department’s overtime policy may result in disciplinary action for employees.

If an employee is too sick or is otherwise unable to complete his or her assigned duties while working remotely, the employee must take sick time or another form of leave until he or she is able to resume his or her normal duties. All normal processes for calling off sick must be followed as per departmental protocol.

Expectations

While working remotely, employees must adhere to all the conditions of their normal business environment. All departmental and Lucas County policies around conduct, confidentiality, sick leave, etc., continue to apply, regardless of work location. Disciplinary actions will follow policy transgressions as per the normal disciplinary process for each department.

Remote workers may be required to commute to their onsite work location. This is considered commute time, and employees are not eligible to receive reimbursement for this travel.

Dress code

While working from home, employees are expected to dress in a manner that is consistent with how employees would dress for work at the office unless directed otherwise by their supervisor. At a minimum, employees will ensure that when interacting with others via video chat, they present a professional appearance. Employees will ensure that clothing covers the shoulders, chest, torso and upper legs and that their clothing creates a neat appearance. Clothing that is visibly stained or torn will not be considered acceptable for work. Clothing worn during work hours may not display racial slurs, swear words or other inappropriate or insensitive words or symbols.

Communications

Remote workers must be as accessible as their onsite counterparts during their agreed-upon regular work schedule, regardless of work location. During their set work hours, employees are expected to respond to all communications (including phone calls, text messages, and emails) in a timely manner.

Employees are not expected to answer emails or otherwise work outside of their normal work hours unless agreed upon between the employee and the supervisor.

It is the responsibility of both the supervisor and the employee to ensure that the employee remains up to date with what is happening within the office, and the supervisor is aware of what the employee is working on. The remote employee must be included in office or department-wide communications, and notified about events such as staff meetings, social events, etc. Remote workers must have daily communication with their direct supervisor.

All employees who are working remotely should have regular discussions with their manager to review how remote work is progressing. This remote work discussion

should mirror a normal workplace check-in conversation, and should cover productivity, communication, any issues, employee needs, supervisor concerns, etc.

Equipment

Employees will be provided the necessary equipment in order to complete work remotely, as determined by management. When Lucas County's equipment is used at alternate work locations, remote workers must exercise reasonable care for the equipment and should take appropriate action to protect the items from damage or theft. Remote workers may be held liable for damage caused by negligence. Lucas County's equipment should be used for business purposes only and will be maintained by Lucas County.

Equipment and Information Security

Like their onsite counterparts, remote workers must adhere to Lucas County's Information Security Policy as well as any other applicable departmental policies, including but not limited to the data privacy, security, and confidentiality policies. Employees must take all precautions necessary to secure confidential information and prevent any unauthorized access to any Lucas County equipment or systems from the employee's workspace. Employees are required to report to their supervisor and Lucas County Information Systems any unauthorized access or use, or suspected unauthorized access or use, at the earliest reasonable opportunity. Release or destruction of any information should be handled according to the procedures outlined in the Lucas County Records Retention Policy. Any loss, damage, or destruction of Lucas County equipment or materials should also be reported to the employee's supervisor at the earliest reasonable opportunity.

Tech issues

If an employee who is working remotely is experiencing technical difficulties that persist for more than 15 minutes, the employee must notify his or her supervisor as well as Lucas County Information Systems (LCIS). If the employee is unable to resolve the technical issue in a timely fashion, he or she should contact his or her supervisor for guidance on how to proceed.

Liability

The Board of County Commissioners assumes no liability for injuries to employees in the employee's residence and/or designated workspace that occur outside of the employee's agreed-upon work hours. Additionally, the Board of County Commissioners assumes no liability for loss, destruction, or injury that may occur in an employee's residence and/or designated workspace, including injury to employees' family members, visitors, pets, or any of an employee's personal and/or real property, as a result of the employee working remotely.

Worksite Closures

If employees who would normally come into the office are unable to do so due to severe weather or a major facility problem (power outage, fire alarm, etc.) and are therefore provided the day off with pay, remote employees must be notified. Employees may either be given the same day off or, if directed by their supervisor to continue working, provided comp time of .5 equal to the amount of time worked. If employees are notified of the event but are not directed by their supervisor to continue working, the employee is not eligible for the additional leave accrual. Employees who are still required to physically report to the office or worksite during worksite closures are to be compensated with an hour of comp time for every hour that they work.

Workplace Safety

When working remotely, employees agree to ensure that they have an ergonomically sound and safe workspace that is free from hazards and other dangers. If an injury occurs during an employee's designated work hours, employees must promptly report any injuries sustained at the remote work location to their manager (or direct supervisor), in accordance with departmental and Lucas County policies.

Workman's Compensation

During work hours and while performing work-related duties in their designated workspace, employees are covered by worker's compensation. Employees must report any work-related injury to their manager (or direct supervisor) at the earliest reasonable opportunity

Appendix B - Remote Work Attestation



Remote Work Attestation

Department Name:

Employee Name:

Employee Position:

I [PRINT NAME] hereby attest that I worked my designated work hours for the week beginning Sunday, [INSERT DATE] and ending Saturday, [INSERT DATE].

(Employee Signature)

(Date)

Appendix D - Positive Case Response Checklist and Message Template

COVID-19 Positive Case Response Checklist

Note: This checklist is only for use when an employee has had a positive COVID-19 test, or has been ordered into isolation/quarantine by the Toledo Lucas County Health Department. A failed employee health screening is not enough to activate this process.

1. Receipt of notification of positive case.
2. Notify Lucas County Administrator immediately.
3. Using the template provided, inform employees of the positive case. Do **NOT** release the name of the person who tested positive.
4. Notify Lucas County Facilities and schedule a cleaning of the facility.
5. Notify supervisors of other departments within the building. Those supervisors can determine if they will be notifying their staff members.
6. Follow up with employee to determine how they will be handling their leave (vacation, sick, personal time, etc).
7. Employee may return to work when he or she has been fever free (without the use of fever reducing medications) for 3 days and it has been at least 10 days since the onset of symptoms, or the employee has been advised by a medical or public health professional that they are permitted to return to work.

Positive Case of Employee

A positive case of COVID-19 of an employee of the [INSERT DEPARTMENT] who regularly works in the office spaces at [INSERT ADDRESS] has been reported. The case has been reported to County Administration who will be coordinating with the Toledo-Lucas County Health Department to determine appropriate next steps. More information and guidance will be provided to all employees based upon the recommendations of the Toledo-Lucas County Health Department. As a precautionary action, the County Facilities Department will be conducting an immediate deep cleaning of the facility.

Detailed information on COVID-19 including how to prevent the spread of the virus and testing options can be found on the Toledo-Lucas County Health Department's Coronavirus webpage at <https://lucascountyhealth.com/coronavirusupdates/>.

Positive Case of Visitor

A positive case of COVID-19 of a visitor to the [INSERT DEPARTMENT]'s office location at [INSERT ADDRESS] on [INSERT DATE AND APPROXIMATE TIME] has been reported. The case has been reported to County Administration who will be coordinating with the Toledo-Lucas County Health Department to determine appropriate next steps. More information and guidance will be provided to all employees based upon the recommendations of the Toledo-Lucas County Health Department. As a precautionary action, the County Facilities Department will be conducting an immediate deep cleaning of the facility.

Detailed information on COVID-19 including how to prevent the spread of the virus and testing options can be found on the Toledo-Lucas County Health Department's Coronavirus webpage at <https://lucascountyhealth.com/coronavirusupdates/>.

Appendix E - Signage

Signs

The following signs shall be utilized at all Board of County Commissioners facilities and work locations.

Required signage on front door:



All employees and visitors must wear face coverings that cover the nose and mouth inside this facility.



If you are experiencing symptoms of COVID-19, please do not enter this facility.

If applicable, post these at front entrance:



Service Delivery Modifications for [Department Name]



Offered online:
• Service A
• Service B
• Service C



Hours of Operation
• Monday – Friday:
• Saturday – Sunday:



Offered by phone:
• Service A
• Service B
• Service C



Appointments required for:
• Service A
• Service B
• Service C

If you are unable to access services due to these changes, please contact us at [department email and phone number] to make other arrangements.



[INSERT NUMBER]

Please call to be admitted into the department.



Please use buzzer to request access

Required signage in front lobby or entryway:



Wearing face coverings
(employees and visitors)



Offering services online and
encouraging remote working



Conducting health checks
(employees and visitors)



Limiting occupancy to
encourage social distancing



Increasing cleaning, especially
of frequently used spaces



Scheduling appointments
instead of walk-ins

Lucas County Health Protection Measures

Signage for visitor temperature check locations:



Visitors, please wait here for a temperature
check

Signage for employee health screening locations:



Employee health screening location

Required signage for bathrooms next to sinks:



Required signage for break and conference rooms:



Maximum occupancy of
this room is

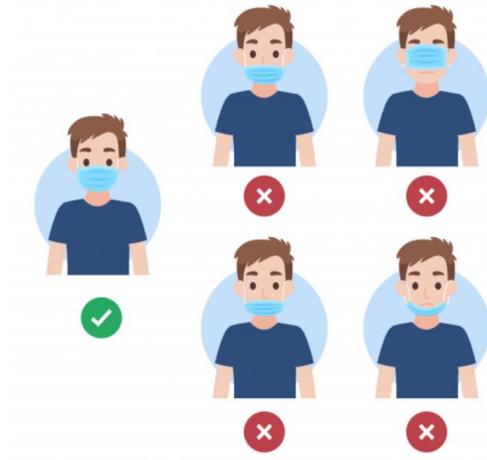
[INSERT NUMBER]



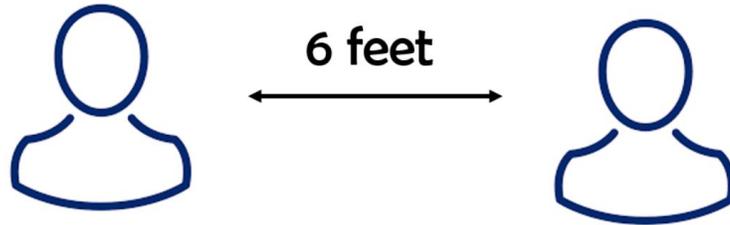
Please clean this space after each use to reduce the spread of COVID-19.



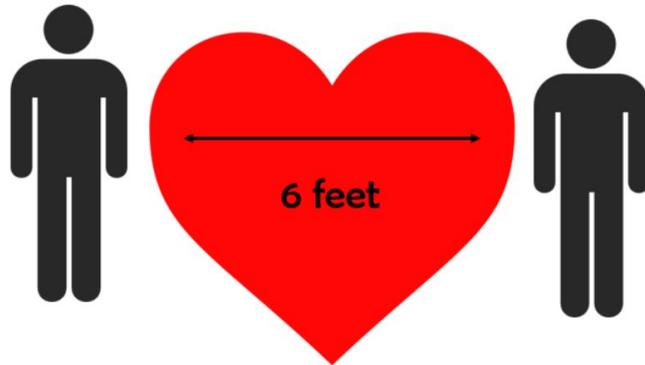
All employees must
wear face coverings
unless eating or inside
of their dedicated
workspace.



Lobbies or other common spaces:



Please remain 6 feet apart



Have a heart, stay 6 feet apart

Appendix F - COVID-19 Options for Employee-Parents

COVID-19 “Back to School” Options for Parent-Employees

A

If their child’s school is closed for ALL classroom instruction & has gone to a completely virtual/learn from home model for all students, then the employee will be eligible for the federally expanded FMLA leave for all 5 days of the school week during normal working hours if:

- Their child is under the age of 18, or is 18+ and incapable of self-care, **and**
- The employee’s presence is required while their child is at home, **and**
- The employee is unable or not permitted to work from home, **and**
- The employee has not already used all 12 weeks (480 hours) of FMLA in their current “use year”

B

If their child’s school is using a hybrid model for all students (students go to the classroom on certain days of the week & learn virtually/from home on the other days), and the employee follows this model, then assuming the employee is eligible per “A” above, they can apply for federally expanded FMLA to cover the “in home” days of the school week during normal working hours.

C

If their child’s school is fully open for classroom instruction 5 days a week OR is using a hybrid model BUT ALSO OFFERS the option of completely virtual/learn from home, and the employee has signed up to do so, then assuming the employee is eligible per “A” above, they can apply for federally expanded FMLA to cover all 5 days of the school week during normal working hours. If the school later changes from one model of instruction to another, the parent-employee could still use federally expanded FMLA if their agreement with the school does not allow them to switch from the “virtual/learn from home model” at that time.

D

If there is a day care/child care situation that is separate from the school situations listed above (for example, if the child care provider is closed, not accepting additional children at this time, or is unavailable), then if the employee is eligible per “A” above they can apply for federally expanded FMLA to cover the normal work days or hours during which they would need to be at home to care for their child.

E

- Under current law, federally expanded FMLA ends on 12/31/2020.
- Federally expanded FMLA can be used intermittently in any of the above cases (for example, if other child care arrangements can be made on certain days of the week).
- The federally expanded FMLA provides 2/3 of an employee's regular pay during leave. An employee may choose to supplement the other 1/3 of their pay by using any accrued leave time that they have.
- Federally expanded FMLA does not cover days on which school is otherwise closed (for example, on holidays or breaks)
- If an employee is **not eligible** for the federally expanded FMLA, **or if the employee uses all 12 weeks of their FMLA before 12/31/2020** and still has a school/child care need to be absent from work, then they can request to use accrued leave (sick, vacation, compensatory time or personal) to cover their absence from work. Once an employee's accrued leave has been exhausted, if the employee still has need for leave they may request donated leave, request an unpaid leave of absence, or request a voluntary layoff (to which the employee would have recall rights as permitted by a collective bargaining agreement or the Ohio Revised Code).

F

In the event an employee was initially not eligible for the federally expanded FMLA because they had already used their 12 weeks (480 hours) in their current "use year", they may again request expanded FMLA later when they reach the beginning of a new "use year", up until 12/31/2020.

Date: August 11, 2020

Resolution No. 20-610

Title: Amendment of “A New Kind of Open: Pandemic Operations Plan”

Department/Agency: Administration

Contact: Matthew S. Heyrman, Deputy County Administrator

Summary/Background: The Board of Lucas County Commissioners is committed to the health and safety of the residents of Lucas County as well as employees, contractors and visitors to facilities owned and operated by the Board. The Board adopted Resolution 2020-516 on June 30, 2020 establishing a set of policies and measures that provide the best opportunity to protect the Board’s workforce and those that they serve while providing services at the highest level possible during the COVID-19 pandemic. The plan, developed utilizing guidance provided by the State of Ohio and Toledo-Lucas County Health Department as well as FEMA, CDC and NIOSH, is a working document and is intended to be updated and brought back to the Board as additional information and best practices become available. Since passage of Board Resolution 2020-516 on June 30, 2020 there have been changes to CDC and Ohio Department of Health guidance as well as the implementation of remote schooling for school districts in Lucas County. As such, amendments have been developed to “A New Kind of Open: Pandemic Operations Plan for Board of County Commissioner Departments” to include: allowing employees to return to work when they have been fever free without the use of fever reducing medication for 1 day as opposed to 3 days, per CDC; prohibition against work-related travel to contiguous Ohio counties that have been declared Level 4 (Purple) by the Ohio Public Health Advisory Alert System; an operations plan should Lucas County be declared a Level 4 (Purple) county by the Ohio Public Health Advisory Alert System; and establishment of remote school options for employee parents.

Budget Impact:

Statutory Authority/ORC:

Commissioner Skeldon Wozniak offered the following resolution:

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners, Lucas County, Ohio, that:

Section 1. The Board amends “A New Kind of Open: Pandemic Operations Plan for Board of County Commissioner Departments” as provided in the attached Version 2.

Section 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law.

Section 3. This resolution shall be in full force and effect from and immediately upon its adoption.

August 11, 2020

Amendment of "A New Kind of Open: Pandemic Operations Plan"

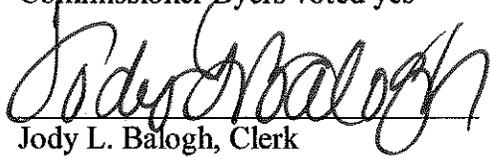
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Action Taken:

Commissioner Skeldon Wozniak voted yes

Commissioner Gerken voted yes

Commissioner Byers voted yes

A handwritten signature in black ink, appearing to read "Jody L. Balogh". The signature is written in a cursive, flowing style and is positioned above the printed name.

Jody L. Balogh, Clerk