Good Morning, Department Heads!

As you know, the COVID-19 is presenting as a concern in the United States, our state of Indiana and our local community. As you know Indiana has not been immune to reported cases and as of this date and time- we have no confirmed cases in Monroe County (as per Health Department). As such, the Commissioners, Presiding Judge, Council, and our Department of Health wish to share the following information with you:

**BASIC INFORMATION**

* Do not panic
* Encourage employees to wipe down their workspace at the start of the day and end of the day
* Do not share pens
* Wipe down community surfaces frequently (public counters)
* Encourage the use of the Anthem teleconference option by sick employees (speak with Elizabeth Sensenstein if you have questions)
* Waive the required physicians statement for employees who report a possibly-related illness
* WASH YOUR HANDS FREQUENTLY, WITH SOAP AND WATER
* If you are ill, call your doctor / Activate clinic prior to reporting
* Be smart with your social media presence and refer your viewers to the Health Department’s website and social media resources. **Do not offer advice or information. Refer people to the website.**

**REQUIRED ACTION BY YOU**

1. If 10% or more of your employees report illness and are out of the office, send the Health Department an email at [covid19@co.monroe.in.us](mailto:covid19@co.monroe.in.us) , advising them of the situation.

For example, I would send an email that reads: Commissioners office: 7 employees, 1 out. 1 employee =14% of my staff

Easy cheat online calculator ☺

<https://www.webcalculate.com/what-percentage-one-number-is-of-another-calculator/index.html>

1. Establish a communication process for your office/staff (Phone tree)

***WHAT YOU NEED TO KNOW:***

*Communications will come to you from either the* ***Health Department, Emergency Management****,* ***Board of Commissioners and / or the Presiding Judge***

***Continuity of Operations Plan***

**Currently: ☺ BUT changing by the second.**

Current situation: similar to the flu or general winter sickness

1. Send sick employees home (recommend a waiver of Physicians statement and have employees call their physician or Activate, as opposed to walk-in)
   1. FTE will use their benefit time as appropriate and available.
      1. NEW FTE will have no compensation
   2. PTE will have no compensation

**Phase 1**: *If this level is met, it will be communicated to you via the Health Department or the Board of Commissioners and activates the following (only for this event)* ***Communication will come via County email***

COVID-19 Risk increases

1. Send sick employees home (same recommendations as above)
   1. FTE may use benefit time as appropriate and available. If **the employee does not have benefit time** available (regardless of situation), they may be allowed to “borrow” from their future benefit time. Indicate the use of Sick time- on the time sheet even if negative
   2. PTE will be compensated at a rate of ½ of their average hours worked (presuming missed days are their normally scheduled days.)

**Phase 2**: *If this level is met, it will be communicated to you via Emergency Management, the Health Department, the Board of Commissioners* ***and/or the Presiding Judge****. This level activates the following policy (only for this situation)* ***Via Everbridge to all employees AND County email***

Non-essential employees to remain home (Non Essential as determined by The BOC for Civil Government, Presiding Judge for Court, Prosecutor for Prosecutor’s staff and Sheriff for Law Enforcement and Jail)

*It is anticipated Government buildings will be closed to the public- however some functions will have to continue- so* ***some personnel will/may be required to report****.*

1. FTE will be compensated as per our emergency closing policy, located in Section 5.15 of the Personnel Policy Handbook.
2. PTE will be compensated at a rate based upon their average pay per day(s)/week (dependent upon duration of event and their normally scheduled hours)

**Phase 3:** ***If this level is met, it will be communicated to you via Emergency Management, the Health Department, the Presiding Judge or the Board of Commissioners and will be a directive from the State. This level activates the following policy (only for this situation) This will be communicated VIA EVERBRIDGE +/- Social Media (Emergency Management and Board of Commissioners)***

1. Government /Community shut down

A. Compensation remains the same as outlined in Phase 2.

Shelter or quarantine in place. Please take care of yourself and your family.