



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

DATE: January 4, 2021

RE: TEMPORARY PERSONNEL POLICY IN RESPONSE TO COVID-19

(This supersedes the policy dated May 29, 2020 and is effective January 1, 2021)

The County provides essential services to county residents during the COVID-19 pandemic. The following temporary policy is being implemented as of January 1, 2021. This policy may be modified as circumstances change, and it will expire on May 31, 2021, or if the law changes with respect to available leave time, vaccines become available, State or local health officials declare the virus under control or at the discretion of the County Executive, whichever comes soonest. .

- Beginning January 1, 2021, employees are expected to report to the workplace every day. Supervisors may grant permission to work remotely, depending upon the individual employee's position and health status.
- To maintain the safety of our employees and the public, several safety measures have been implemented, including distribution of face coverings, installation of signage and barriers to direct social distancing, remote meeting options and additional cleaning/disinfecting tools. Staff are expected to adhere to facility guidelines for use of masks, equipment and rooms. All employees will wear masks entering and exiting the building through public hallways. Employees are expected to have a mask with them and to wear it when they are within 6 feet of anyone else. Staff may use the masks provided by the employer or their own masks or facial coverings appropriate for public settings.
- Employees who report to the workplace sick with any viral symptoms (including cold and flu symptoms), will be sent home immediately. Please contact your medical provider. We appreciate your dedication, but anyone with symptoms could be unnecessarily exposing co-workers and the public to their illness, as well as possibly creating disruption and disturbance among staff who fear being exposed to illness. We may require employees to undergo a medical evaluation or test prior to returning to work or to determine eligibility for any paid leave.
- The Emergency Paid Sick Leave and Expanded Family Medical Leave provided by the FFCRA expired December 31, 2020. However, if an employee is unable to work for a reason that is related to COVID-19, the employer may provide administrative leave benefits in the following circumstances:
 - Employees who are not able to work (or work remotely) because they are experiencing COVID-19 symptoms and are seeking a medical diagnosis; or have been advised to quarantine by their doctors or the public health department must notify their supervisors. Employees in these circumstances not able to work from home may receive up to two weeks of administrative leave at their full wage rate.

- Employees who are unable to work (or work remotely) due to caring for a child or spouse, who is experiencing COVID-19 symptoms and seeking a medical diagnosis OR has been advised to quarantine by his/her doctor or the public health department, may receive up to two weeks of administrative leave at two-thirds their wage rate, with a cap of \$200 per day and \$2000 aggregate. Employees may supplement the two-thirds pay with accrued benefit leave not to exceed 100% of pay.
- Employees may use administrative leave intermittently with work if appropriate.
- If an employee is unable to work for a reason that is unrelated to COVID-19 s/he should tell his/her supervisor and take vacation/personal/sick time as appropriate. Employees who are not ill but choosing not to report to work due to concerns about exposure may use available vacation or personal leave with the approval of a supervisor.
- Documentation of the need for leave may be required and will be reasonable. Permission to use administrative leave may be denied, at the discretion of the County Executive, depending on operational needs, budgetary restrictions or for any other reason.
- Administrative leave under this policy is not a right and may be restricted or modified at any time. The County Executive reserves the right to implement this policy differently than the FFCRA. Paid administrative leave under this policy will not be provided beyond May 31, 2021. Any unused administrative leave will not carry over beyond May 31, 2021.