



Clinton County

Travel and Return to Work during the COVID-19 Pandemic

POLICY STATEMENT

It is the purpose of this policy to provide employees and county officials with guidelines to best protect the Clinton County workforce and public from the spread of COVID-19 while at work. It is the policy of the County that all employees implement self-isolation upon return from air travel to anywhere within the Continental US or outside of US borders.

DEFINITIONS:

Essential Services Personnel: Law Enforcement, Jail, Communications, Public Health and Emergency Management Personnel.

Non-Essential Services Personnel: Clinton County staff outside of Law Enforcement, Jail, Communications, Public Health and Emergency Management.

Vital Staff: Employee's within the Non-Essential Services Personnel, who have vital tasks/duties that must be performed even during a County shut down. Vital Staff are deemed vital by their Department Head or Elected Official.

All Employees returning to work:

1. From Illness
 - a. No fever of 100.4 or greater for at least 72-hours without the use of fever-reducing or other symptom-altering medicines (cough suppressants or fever reducing medications);
and
Other symptoms have improved (for example, when cough or shortness of breath have improved);
and
At least ten days have passed since symptoms first appeared.
 - b. Return-to-work note from physician may be required.

2. From Vacation,
Essential Services Personnel: Law Enforcement, Jail, Communications, Public Health, and Emergency Management Personnel.
- a. Did **not** involve travel outside of Iowa
 - i. Employee returns to work as scheduled
 - b. Did involve travel outside of Iowa, but did **not** involve boarding a cruise ship or air travel.
 - i. Employee returns to work as scheduled.
 - ii. Self-monitors.
 - c. Did involve travel outside of Iowa **and did** involve boarding a cruise ship and/or air travel.
 - i. Self-isolation for 5-days from disembark or from airplane or cruise-ship, whichever is later.
 - ii. Five-day isolation period will be paid out of any available leave funds (vacation, comp time, personal day, wellness day or sick time) the employee chooses.
 - iii. Employees that can work from home and are not sick are expected to work from home during self-isolation period.
 - iv. The Department Head or Elected Official of an Essential Services Department/Office, if staffing needs arise, may have essential services personnel work as long as they don't show symptoms and monitor their temperature at the beginning and end of their shift. If essential services personnel become symptomatic at any point during their shift, they should be sent home immediately and self-isolate until the conditions for return are met (see "All Employee returning to work from Illness")

Non-Essential Services Personnel: Clinton County staff outside of Law Enforcement, Jail, Communications, Public Health and Emergency Management.

- d. Did **not** involve travel outside of Iowa
 - i. Employee returns to work as scheduled
- e. Did involve travel outside of Iowa, but did **not** involve boarding a cruise ship or air travel.
 - i. Employee returns to work as scheduled.
 - ii. Self-monitors.

- f. Did involve travel outside of Iowa **and** did involve boarding a cruise ship and/or air travel.
 - i. Self-isolation for 14-days from disembark or from airplane or cruise-ship, whichever is later.
 - ii. Fourteen-day isolation period will be paid out of any available leave funds (vacation, comp time, personal day, wellness day or sick time) the employee chooses.
 - iii. Employees that can work from home and are not sick are expected to work from home during self-isolation period.
 - iv. Vital Staff identified by the Department Head or Elected Official may have Vital Staff work as long as they don't show any symptoms and monitor their temperature at the beginning and end of their shift. If Vital Staff worker become symptomatic at any point during their shift, they should be sent home immediately and self-isolate until the conditions for return are met (see "All Employee returning to work from illness")

- 2. The Department Head or Election Official will determine if an employee may perform work from home.

Employees not eligible to work from home may be paid from any available leave funds (vacation, Comp time, personal day, wellness day, or sick time).

All benefits elected by the employee will continue during this period.

All employees should self-monitor their health and not come to work if they are ill.