



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 9/27/2021 Meeting Date: 10/7/2021

Name: Lisa Roberts Department: Human Resources

Division Manager's Signature:

A handwritten signature in blue ink, appearing to be "LR", is written over the signature line.

1. Nature and purpose of agenda item:

The County Policy on COVID leave ended with the State of Emergency. Since the expiration of the policy, any employee testing positive for COVID or required to quarantine, must use their sick or annual leave. The Board of County Commissioners requested a renewal of the COVID leave policy. Under this policy, an employee may receive 80 hours of COVID leave for any event after June 3, 2021 depending on prior usage of COVID leave. In addition it would offer a one time \$500 bonus for employees choosing to be vaccinated. with a potential budgetary impact of \$200,000.

2. Recommended Motion/Action:

Motion to Approve COVID-19 LEAVE AND RETURN-TO-WORK PROTOCOLS AND VACCINATION INCENTIVE POLICY

3. Fiscal impact on current budget.

This item is not budgeted. The proposed budget amendment to fund this request is provided below.

The budget amendment number is BA 22-01 using fund(s) 124-AMERICAN RESCUE PLAN.

FROM:	TO:	AMOUNT:
124-0000-331.20-12 FED PUBLIC SAFETY GRANT/AMERICAN RESCUE PLAN GRAN	124-1000-511.10-15 PERSONAL SERVICES/VACCINE INCENTIVE	\$200,000.00

**COLUMBIA COUNTY, FLORIDA, BOARD OF COUNTY COMMISSIONERS
COVID-19 LEAVE AND RETURN-TO-WORK PROTOCOLS
VACCINATION INCENTIVE POLICY**

BACKGROUND:

In order to preserve the safety and well-being of employees in the workplace, the Board of County Commissioners for Columbia County, Florida ("BOCC") has set the following COVID-19 protocols incorporating the most current guidelines of the Centers for Disease Control and Prevention ("CDC") regarding return to work best practices.

PURPOSE:

To define COVID-19 leave and return to work protocols, specific to the COVID-19 pandemic.

POLICY:

This policy is applicable to any employee of the BOCC who has been exposed to an individual inside or outside the workplace who has tested positive for COVID-19, is experiencing COVID-19 symptoms, has tested positive for COVID-19, or is awaiting results following a COVID-19 test.

County administration shall observe these protocols for any employee requesting COVID-19 leave and for the return-to-work process following COVID-19 testing, illness, or exposure. Any employee's refusal to follow these protocols or who does knowingly provide false information in connection with these protocols will be disciplined in accordance with the County Personnel Policy and Procedures Manual.

This policy and these protocols may be revised as the CDC continues to update guidelines in response to the pandemic.

For any concerns regarding these protocols or this policy, please contact Human Resources at (386) 758-1006 or email: lisa_roberts@columbiacountyfla.com.

DEFINITIONS:

FULLY VACCINATED: individuals are considered fully vaccinated two (2) weeks after receiving their second dose in a two-dose series (Pfizer or Moderna vaccines) or two (2) weeks after receiving a single-dose vaccine (Johnson & Johnson's Janssen vaccine).

POSITIVE EXPOSURE: exposure for a cumulative total of 15 minutes or more over any 24-hour period to an individual who tests positive for COVID-19 within 3-5 days of the exposure where the employee did not maintain 6-foot social distancing with said individual during the exposure .

PROTOCOL GUIDELINES:

Fully vaccinated employees shall not be required to quarantine after positive exposure to an individual with COVID-19 unless the employee experiences symptoms after positive exposure. It is recommended that fully vaccinated employees be tested 3-5 days following positive exposure. If test results are positive, the employee shall follow the protocols outlined in Guideline II below.

EXPOSURE SCENARIOS AND RESPONSE:

I. The employee has no symptoms and no known positive exposure:

The employee shall continue to come to work according to the employee's regular schedule. Employees are strongly encouraged you wear a facemask while indoors, particularly if social distancing is not possible. Employees are encouraged to wash their hands often with soap and water. If soap and water is not available, employees are encouraged to use hand sanitizer with 60% or more alcohol content.

II. The employee has symptoms:

Symptomatic employees (those with fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea) shall stay at home and contact their immediate supervisor and Human Resources. The employee shall seek medical care and arrange for COVID-19 testing with a medical provider or County Health Department. If the employee tests positive for COVID-19 the employee will be required to present a certification from a medical provider or health department showing the employee has subsequently tested negative for COVID-19 before returning to work.

III. A household member has tested positive:

For unvaccinated employees, if a member of the employee's household tests positive for COVID-19, the employee shall quarantine for 10 days. The employee must submit documentation of the positive test or medical provider certification for your family member and must establish a shared household (i.e. physical address must match family members).

Employees who are fully vaccinated will not be required to quarantine after contact with someone who tests positive for COVID-19 unless the employee shows symptoms. Fully vaccinated individuals should get tested 3 to 5 days following exposure, even if no symptoms occur, and should wear a mask indoors in public for 14 days following exposure.

IV. The employee has experienced a positive exposure:

If the employee does not have symptoms, the employee should continue coming to work but shall wear a mask when indoors for 14 days and practice social distancing and handwashing.

If the employee becomes symptomatic, the employee shall stay home, contact their immediate supervisor and Human Resources, seek medical care, and arrange for COVID-19 testing with a medical provider or County Health Department. If the employee has tested positive for COVID-19, that employee will be required to present a certification from a medical provider or health department reflecting a negative COVID-19 test to return to work.

V. The employee or the employee's household member has been requested to quarantine

If fully vaccinated, the employee shall not be required quarantine if exposed to an individual with COVID-19 unless the employee is experiencing symptoms. It is recommended that fully vaccinated employees be tested 3 to 5 days following a known exposure regardless of symptoms. Employees who may have been exposed should wear a mask indoors in public for 14 days following exposure. If the employee tests positive, follow the protocols outlined in Guideline II.

Employees who are not fully vaccinated and asymptomatic, experience a positive exposure, but are not symptomatic, shall follow the protocols outlined in Guideline IV.

COVID-19 LEAVE ELIGIBILITY:

Employees taking annual or sick leave from June 3, 2021 to the effective date of policy shall be eligible for reimbursement of any annual or sick taken in response to a COVID-19 exposure or infection as set forth above. All such hours shall be converted to COVID-19 leave upon receipt of the required documentation provided by the employee to the Human Resources Department.

COVID-19 leave shall be available one time per employee up to a maximum of 80 hours and may be used in increments up to the maximum 80 hours. COVID-19 leave utilized prior to June 3, 2021 will be counted inclusive of the 80 hours maximum. Upon depletion of the one-time use of 80 hours, the employee will be required to use sick and annual until exhausted and will be placed on FMLA leave running concurrently.

Eligibility for reimbursement will only extend through November 15, 2021. If all documentation is not provided by the stated date, reimbursement or conversion of leave will not occur.

Terminated employees are not eligible for this conversion program.

Any employee seeking to convert leave as provided herein is solely responsible for providing to the Human Resource Department a health care provider's note or positive test result corresponding with leave previously taken to be reimbursed and converted to COVID-19 leave. If the Human Resources Department does not receive the required documentation from the employee by November 15, 2021, the leave will not be converted and the employee shall not be eligible for further consideration.

From the effective date of this policy forward, employees who wish to qualify for COVID-19 leave **must take a RAPID TEST on the first day of leave** to be eligible to take COVID-19 leave. The employee shall produce the test result to Human Resources. If the test result is NEGATIVE, the leave day taken for testing shall qualify as a COVID-19 leave day. If the test result is POSITIVE, COVID-19 leave shall apply for up to 80 hours maximum per employee for absence caused by the COVID-19 infection, which shall include the test day as day one.

At home self-collection kit test results will not be accepted as valid testing for COVID-19.

If an employee exceeds the 80-hour maximum COVID-19 leave and cannot return to work, the employee will be placed on FMLA in accordance with County Policy Chapter 25-FMLA, which will run concurrent with annual and sick leave.

VACCINATION INCENTIVE:

From the effective date of this policy, employees who demonstrate that they are fully vaccinated shall receive a one-time **\$500.00** taxable bonus. To qualify, employees must provide proof of a complete vaccination in one of the following formats to the Human Resources Department:

- A. Vaccination card reflecting a single dose of Johnson & Johnson's Janssen vaccine administered at least two weeks prior to the date of submission to Human Resources.
- B. Vaccination card reflecting completion of a 2-dose series of Pfizer or Moderna vaccine with the second dose administered at least two weeks prior to the date of submission to Human Resources.

UNANIMOUSLY PASSED AND ADOPTED at its regular meeting of the Board of County Commissioners of Columbia County, Florida, on this ____ day of October, 2021.

ATTEST:

**BOARD OF COUNTY COMMISSIONERS
COLUMBIA COUNTY, FLORIDA**

James M. Swisher, Jr. Clerk of Courts
(SEAL)

Rocky Ford, Chairman

Approval as to form and correctness:

Joel F. Foreman, County Attorney