

**CORYELL COUNTY COMMISSIONERS'**  
**COURT ORDER NO. 2020-07**

STATE OF TEXAS §  
COUNTY OF CORYELL §

**CORONAVIRUS OUTBREAK GUIDELINES FOR COUNTY DEPARTMENTS**

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*WHEREAS*, in light of the ongoing global coronavirus (COVID-19) outbreak, the Coryell County Commissioners Court promotes the safety and wellbeing of our employees and their families. The health and safety of our employees, their families and our citizens is our number one goal during this outbreak.

**IT IS HEREBY ORDERED** by the Commissioners' Court of Coryell County that:

**1. Employee Personal Travel to Areas with Confirmed COVID-19 Cases**

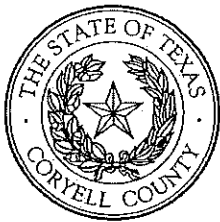
Employees engaging in personal travel should carefully consider their plans and monitor the evolving health situations prior to traveling. While we recognize that personal travel decisions are your choice, we urge you to carefully consider those decisions to avoid personal risk to you or your families. In particular, be aware of possible travel and screening restrictions and that possible incidences of exposure in restricted or high-risk areas may result in quarantine procedures in those countries. Further, we ask that supervisors refer employees to Human Resources who are returning from travel outside of the United States so we can ensure proper return to work procedures are followed.

**2. Tips to Minimize Business Disruptions**

- a) Ensure employee contact information is up to date.
- b) Have backup plan for staffing if employee (or employees) fall ill.
- c) Maintain a list of essential personnel and ensure that the Coryell County Emergency Management department and Human Resources has a copy.
- d) Have plenty of disinfecting wipes/spray, tissues & hand sanitizer for employee and public use.
- e) Confirm to your staff that safety/health is our primary concern.
- f) Reinforce hand washing & housekeeping with all staff members.
- g) Elected Officials/Department Heads have permission to direct sick employees to go or remain at home; short-term inconvenience is better than widespread illness.

**3. Americans with Disabilities Act (ADA)**

- a) The ADA gives an employee the right to privacy in his/her medical condition.



## CORYELL COUNTY COMMISSIONERS' COURT ORDER NO. 2020-07

b) If the employee informs the supervisor that he or she has a communicable disease that will affect his or her performance on the job, Human Resources can require a medical exam or health certification to confirm illness, just as it can with any other ADA disability, and the employee will be responsible for making the appointment with their physician, the claim would be filed on the employee's insurance and any expense would be paid by the employee.

c) If an employee is exposed to someone who is a 'presumptive positive' or tests positive for COVID-19, the employee shall be sent home for 14 days or until other person's test results are returned as negative, whichever is first.

d) If an employee does not tell his or her supervisor that he or she has a communicable disease, the employer's options are much more limited. Suspicion of a communicable disease is not enough to justify inquiry or a medical exam.

e) However, if the employee reports to work with a wheezing cough, complains of chills and aches and the employee has recently traveled to Europe, the Middle East or Asia, the supervisor shall direct the employee to go to his or her doctor and/or local health department. Then contact Human Resources. Again, the employee will be responsible for making the appointment with their physician, the claim would be filed on the employee's insurance and any expense would be paid by the employee.

f) Decline to give specifics about employee's medical condition to other employees.

g) Coryell County is permitted to disclose needed protected health information to a public health authority, such as the CDC or a state or local health department, that is authorized by law to collect or receive such information for the purpose of preventing or controlling disease. (Source: Office for Civil Rights, U.S. Department of Health and Human Services, February 2020)

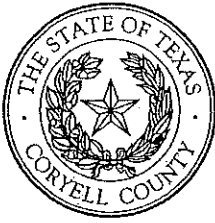
#### **4. Paid Leave of Absence**

a) Elected Officials, Department Heads, and employees of Coryell County will continue to follow the Vacation and Sick Leave procedures as outlined in Chapter 9 of the Coryell County Employee Handbook.

b) Once an employee has exhausted all Vacation Time, Sick Leave, and Compensatory Time, supervisors may allow an employee to accumulate no more than 80 hours of paid absence in a deficit. This deficit will be offset at the beginning of the next calendar year or by withholding the calculated wage amount from an employee's final pay if terminated or resigns.

c) Administrative Leave: At the discretion of the County Judge, or the Commissioners' Court, employees may be granted Administrative Leave to ensure the safety, welfare, and health of the employee and others. These instances include, but are not limited to, severe weather, flooding, building conditions, communicable disease control, or other health risks.

d) If an employee is placed on a 14-day quarantine due to a 'presumptive positive' or positive COVID-19 test result of their own, or due to someone to which the employee was exposed,



**CORYELL COUNTY COMMISSIONERS'**  
**COURT ORDER NO. 2020-07**

and they are not able to work from home, the employee shall be paid Administrative Leave hours. (Medical certification is required by HR)

c) However, if an employee only displays signs of illness such as common cold or influenza but is not suspected to have been exposed to the COVID-19 virus or tests negative for COVID-19, the employee shall use their accrued time and may return to work after 24 hours of being symptom-free or being released for work by their healthcare provider.

d) In the event the County Judge activates a Coryell County Continuity of Operations Plan (COOP), employees who are not able to work from home, will be paid Administrative Leave hours throughout the extent of the COOP.

**5. Modified Work Schedules and Duties**

a) Elected Officials and Department Heads may temporarily modify an employee's essential or additional duties of their Job Description. Specifically, supervisors should identify employees who are in the high risk category for contracting COVID-19 and take reasonable measures to reduce the employee's potential exposure in the workplace.

b) Supervisors may implement a temporary work at home policy when the implementation of such policy does not degrade the departments ability to perform daily essential functions.

c) Employees who are in temporary work at home status must be identified and reported to HR prior to the beginning of the workday. Failure to report an employee to HR as a work at home status may result in the employee's inability to receive worker's compensation in the event of an employment related incident or accident.

BY MOTION MADE AND SECONDED IN AN OPEN MEETING OF THE CORYELL COUNTY COMMISSIONERS COURT ON THE TWENTY THIRD DAY OF MARCH 2020, THE MEMBERS OF THE COURT DO HEREBY APPROVE THESE RULES AND GUIDELINES GOVERNING THE MANAGEMENT OF THE COVID-19 OUTBREAK.

ADOPTED on this 23 March 2020 by a vote of 4 ayes and 0 nays.

APPROVED:

  
\_\_\_\_\_  
COUNTY JUDGE

ATTEST:

  
\_\_\_\_\_  
COUNTY CLERK

