

*Effective immediately for all absences occurring March 23<sup>rd</sup>-April 1<sup>st</sup>, 2020- the County Commissioners have enacted the following emergency policy:*

**Employees who fall under any of the reasons below, need to stay home and or will be sent home if currently at work or come to work. Employees that meet one or more of the criteria below will be paid their normal hourly wages (not exceeding 40 hours per week) without having to use any of their accrued paid time off, during this period. Supervisors will need to fill out the attached "Emergency Paid Leave Form" for these employees and submit it to Human Resources. Please record the normal hours on the timesheet, as usual, and note days as "emergency paid leave" in the comments section.**

Reasons for Emergency Leave:

Elkhart County will provide paid leave to an employee who is unable to work or telework for any of the following reasons:

1. The employee directly and individually is subject to a federal, state, or local quarantine or isolation order related to COVID-19; provided that as Elkhart County is a municipality and is providing Essential Government Functions, and as employees are necessary to perform such functions, paid leave under this emergency policy is not extended by virtue of Executive Order 20-08 issued by the State of Indiana;
2. The employee has been advised by a health care provider to self-quarantine because of COVID-19;
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis, for such time as a diagnosis is confirmed, or for at least the amount of time recommended by CDC after such symptoms have ended;
4. The employee is caring for an individual who is subject to a COVID-19 quarantine or isolation order, or whose health care provider advised the individual to self-quarantine;
5. The employee is not demonstrating symptoms of COVID-19 him or herself but has had first contact/close contact with an individual who has tested positive for COVID-19;
6. The employee is not demonstrating symptoms of COVID-19 him or herself but has had first contact/close contact with an individual who is experiencing symptoms of COVID-19 and is seeking a medical diagnosis and has not received test results for COVID-19.

\*Sick employees should stay home until (1) they are free of a fever for at least 72 hours, (2) their symptoms have improved for at least 72 hours, and (3) at least seven days have passed since their symptoms first began.

\*Employees who are able to come to work and/or telework as arranged by their Department will be required to work as directed.