

March 12, 2020

Dear Employees,

Thank you for all that you do to provide the best possible service to our residents each day. There is a lot of information available about the COVID-19 virus ... some factual some not ... so I want to make sure that you have all the most up to date information you need to feel comfortable and keep working and doing your best for our community. Please seek protection strategies and information on COVID-19 from a credible source such as the CDC website <https://www.cdc.gov>.

As we navigate these uncharted waters together please be assured that we are monitoring the COVID-19 and are in close contact with the Department of Health. We all need to do our part to contain the spread of this virus. To that end, if you need to miss work due to COVID-19 (due to your own illness, the illness and/or need to care for a child or immediate family member, required or voluntary isolation or quarantine, school/daycare closings), sick leave or any other leave balances may be used. Donated leave can be requested. Leave without pay will be automatically approved. Medical documentation will not be necessary to excuse your absence. Employees should follow the normal call off policy with the addition of including whether the absence is COVID-19 related. Discipline will not be pursued for absences due to any COVID-19 incident until further notice. Beginning Thursday, March 12, 2020, our Human Resources department will begin tracking unplanned absences among Board of Commissioner staff. This will allow them to establish a baseline and spot any spikes in illness among our team.

Importantly, do not come to work if you are not feeling well, especially if you have a fever, or upper respiratory illness symptoms. We have wonderful insurance that includes virtual doctor visits that require no co-pay, so if you are unsure if you need to seek treatment, this might be a viable option. For more information log into your www.myuhc.com account. Once logged in, simply click on the "Connect With A Doctor Online" icon and begin your virtual experience. In any event, if you are ill please stay home until you are fever-free for at least 24 hours – or it is safe to return pursuant to the guidance of the CDC or your medical provider.

County Administrator
Kenneth N. Wilson, MPA

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If you come to work and present with symptoms of COVID-19 you will be sent home to prevent the spread of illness.

Please let your agency management know if you have or will be traveling to/from areas that have been identified by the Center of Disease Control (CDC) in the



category of “having community transmission”, or “a widespread sustained transmission” (Level 2 or Level 3). The following link provides an up-to-date list of the areas impacted <https://wwwnc.cdc.gov/travel/notices/>.

Each agency is working on operational plans which includes discussion regarding the necessity of travel, group meetings, attendance at conferences and much more. Please know that housekeeping protocols and antibacterial supplies are in place and areas of high concern such as doorknobs, elevator and light switches, public desks, common areas, etc. are receiving additional attention.

One more thing you can do today ... please make sure that your contact information is current in the EverBridge system and let your supervisor know if you have questions.

Your hard work is sincerely appreciated your cooperative efforts in preventing the spread of this virus are imperative. Please use the links above for more information and be assured that the County Commissioners and County Administration are following developments closely.

Sincerely,

Kenneth N. Wilson, County Administrator

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