

BOARD OF YAKIMA COUNTY COMMISSIONERS
Weekly Agenda Meeting Tuesday March 17, 2020
City Council Chambers 129 N 2nd Street, Yakima, WA 98901

3/17/2020 - Minutes

1. CALL TO ORDER

PRESENT: Vice Chairman Ron Anderson, Commissioner Vicki Baker, Legal Counsel Don Anderson, Clerk of the Board Melissa Paul

2. PUBLIC COMMENT

None

3. CONSENT ITEMS

Commissioner Baker MOTION: To Approve

Vice Chairman Anderson: SECOND

Approved Unanimously

- A. Voucher Warrant
- B. Agreement 72-2020
- C. Resolution 74-2020
- D. Resolution 94-2020
- E. Resolution 84-2020
- F. Resolution 85-2020
- G. Resolution 87-2020
- H. Resolution 88-2020
- I. Resolution 89-2020
- J. Resolution 90-2020
- K. Resolution 91-2020
- L. Resolution 92-2020
- M. Resolution 93-2020
- N. Resolution 95-2020
- O. Resolution 96-2020
- P. Resolution 97-2020

- Q. Resolution 98-2020
- R. Resolution 99-2020
- S. Resolution 100-2020
- T. Resolution 101-2020
- U. Resolution 102-2020
- V. Resolution 103-2020
- W. Resolution 104-2020
- X. Resolution 105-2020
- Y. Resolution 106-2020
- Z. Resolution 107-2020
- AA. Agreement 69-2020
- BB. Agreement 70-2020
- CC. Agreement 71-2020

4. NEW BUSINESS

Agreement BOCC 73-2020 COVID-19 Outbreak Emergency Housing Grant

Grant agreement in the amount of \$660,707.00 to respond to the public health needs of people experiencing homelessness or in need of quarantine or isolation housing due to the COVID-19 outbreak. Time sensitive response required for funding.

Commissioner Baker MOTION: To approve COVID-19 Outbreak Emergency Housing Grant

Vice-Chairman Anderson SECOND

Approved Unanimously

RESOLUTION 109-2020 Adopting COVID-19 Temporary Guidelines for Yakima County Employees as County Policy.

Emergency guidelines for modification of sick leave benefits during County-declared State of Emergency.

Commissioner Baker MOTION: To Approve

Vice-Chairman Anderson: SECOND

Approved Unanimously

REMARKS

Commissioner Baker commented as a grocery store owner there is plenty of food and no disruption to supply chain. She encouraged residents to take care of their neighbors by not hoarding groceries and

supplies at this time. Be reassured there is plenty and more on the way.

She has been working on small business relief measures and would like to hear from impacted businesses.

Yakima County intends to continue operating most essential services but for the protection of staff and the public, the use of the County payment drop boxes and online services is encouraged.

Vice-Chairman Anderson echoed Commissioner Baker's remarks and stressed the public is welcome but encouraged to use alternative means of conducting business when possible.

5. ADJOURN

APPROVED DATE

DATE/Minutes

MAR 3 1 2020



BOARD OF YAKIMA COUNTY COMMISSIONERS

EXCUSED

Norm Childress, Chairman

Ron Anderson, Commissioner

Victoria L Baker, Commissioner

*Constituting the Board of County Commissioners
for Yakima County, Washington*

BOARD OF YAKIMA COUNTY COMMISSIONERS

IN THE MATTER OF MODIFYING SICK
LEAVE BENEFITS DURING CORONA
VIRUS (COVID-19) EMERGENCY

1 0 9 - 2 0 2 0

WHEREAS, confirmed cases of Coronavirus (COVID-19) have been detected in Yakima County; and the Centers for Disease Control (CDC) has issued warnings regarding the impacts and severity of this event; and

WHEREAS, the Yakima Valley Office of Emergency Management, the Yakima County Health District and the Board of Yakima County Commissioners (“Board”) have all declared a state of emergency to manage and respond to the impacts of COVID-19 in the community; and

WHEREAS, the Board understands that illness due to COVID-19 may cause a greater than usual number of absences as well as an increase in the length of employee absences: and

WHEREAS, the Board wishes to mitigate the impact that absences due to COVID-19 may have upon the unanticipated use of paid leaves by affected employees and the Board also wants to support Yakima County employees during this unprecedented time and

WHEREAS, doing so will inure to the overall health and benefit of those employees during the state of emergency;

NOW, THEREFORE, BE IT RESOLVED that so long as the current state of emergency remains in effect, if an employee is impacted by COVID-19, the Board will permit the use of Extended Sick Leave (ESL) after the employee has first used two (2) days of another type of leave.

BE IT FURTHER RESOLVED that so long as the current state of emergency remains in effect, the deadline(s) for doctor verification of absences by employees impacted by COVID-19 shall be relaxed, but not waived.

BE IT FURTHER RESOLVED that *COVID 19/Temporary Guidelines for Yakima County Employees*, HR Bulletin 01-3.16.2020, dated March 16, 2020 is hereby adopted as County Policy pending further notice, but in no event beyond the end of the current state of emergency.

MAR 17 2020

DONE this _____ day of March 2020.

EXCUSED

Norm Childress, Chairman

Ron Anderson, Commissioner

Vicki Baker, Commissioner

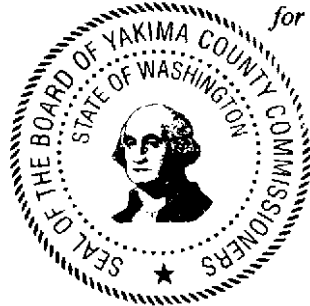
*Constituting the Board of County Commissioners
for Yakima County, Washington*

Attest:

(Signature)

Melissa Paul, Clerk of the Board

Linda Kay O'Hara, Deputy Clerk



YAKIMA COUNTY EMERGENCY GUIDELINES

PURPOSE	COVID-19 / Temporary Guidelines for Yakima County Employees
DATE	March 16, 2020 (Effective Immediately)
BULLETIN #	01 – 3.16.2020

The Coronavirus (COVID-19) is having impact on us here in Washington, and while there is no need for panic, it should also be taken seriously. We take the safety and health of our employees very seriously and have made some policy exceptions that we need to share with you. We recognize there is uncertainty related to the spread of the virus and that some of our employees may face financial challenges as a result of illness and/or childcare and school interruption. This bulletin (and other bulletins that may follow) is intended to answer some of your questions and provide guidance where necessary.

The following information is based on current guidelines from local/state/federal health officials and is subject to change without notice based on changing conditions and/or guidelines. All employment guidelines stated herein, are effective during the health care emergency only.

The information within this document is intended to help staff:

- reduce the transmission of COVID-19 among their peers, protect employees who are at higher risk for adverse health complications, and
- maintain business operations, and
- minimize effects on business partners, clients and the public

This is general HR guidance as of the date of this document. As circumstances change, advice and guidance may also change. Please contact your supervisor with specific questions or concerns.

Yakima County staff can help minimize the spread of viruses, including COVID-19, by taking the following actions at work and at home. The Yakima Health District advises these measures:

- **WASH YOUR HANDS** often with soap and water
- **COVER YOUR MOUTH AND NOSE** when coughing or sneezing with tissue or the inside of your elbow
- **AVOID TOUCHING YOUR EYES, NOSE AND MOUTH** with unwashed hands
- **CLEAN AND DISINFECT** frequently touched objects and surfaces
- **AVOID CLOSE CONTACT** with others and practice social distancing when practical
- **STAY HOME WHEN YOU ARE SICK** or experiencing COVID-19 symptoms

These are all important steps we can take to help limit the impact of COVID-19 in the County.

The following are questions and answers on how to manage the risks associated with COVID-19.

1. Q: What are the symptoms of COVID-19?

A: Symptoms can include fever, coughing and shortness of breath. Please refer to the Yakima Health District website for more information or details regarding symptoms.

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2. Q: What people are high risk?

A: Based on information from the CDC and public health organizations, the following people are at **high risk**:

- People age 60 and older
- People with underlying health conditions including heart disease, lung disease, or diabetes
- People who have weakened immune systems
- People who are pregnant

It is advised by all major public health officials that people with higher risk of severe illness should stay home and away from large groups of people as much as possible, including public places with lots of people and large gatherings where there will be close contact with others. Employees who meet these criteria should work with their supervisors to address their concerns.

3. Q. Can employees, who are exhibiting the COVID-19 symptoms, be required to go home?

A: Yes. Employees are encouraged to stay home if they are experiencing respiratory symptoms - especially fever, cough or shortness of breath - and to remain at home until they are symptom free (without the use of medication) for at least seventy-two (72) hours, or a full 7 days from the onset of symptoms, whichever is longer, prior to returning to work. If an employee arrives with symptoms or develops symptoms while at work, they should be advised to go home. If the employee refuses, supervisors may require the employee to go home and not to return to work until they are symptom free (without the use of medication) for at least seventy-two (72) hours, or a full 7 days from the onset of symptoms, whichever is longer, prior to returning to work. Although they may return to work at that time, a doctor's written verification will subsequently be required.

If an employee is affected by the COVID-19 virus and/or you are directed by your Director/Elected Official to not be at work, the Board of County Commissioners will permit the use of Extended Sick Leave (ESL) after an employee has first used two (2) days of another type of leave. ESL can be used intermittently within this period of emergency. There will not be a new waiting period each time an employee returns to work or performs work on any limited basis.

4. Q: Can I ask my employee if they have COVID-19 symptoms?

A: No. Employers may **not** ask employee if they suffer from COVID-19. However, employers can ask if an employee is suffering from shortness of breath, fever or cough.

5. Q: Can an employee be required to use any of their sick leave banks?

A: No. The use of sick leave, based on Washington L&I, is the employee's choice. The employer cannot require the employee to use their sick leave. However, County policy states an employee cannot go into an unpaid status if they have other leave accruals available.

6. Q. Will employees who call out sick with COVID-19 symptoms be required to provide a doctor's note?

A: Yes, if possible, but at this time, because doctor's offices and medical facilities may be extremely busy, and timely documentation might not be possible. Employees out sick with COVID-19 symptoms, must be symptom free for 72 hours (without the use of medication), or a full 7 days from the onset of symptoms, whichever is

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longer, prior to returning to work. Although they may return to work at that time, a doctor's written verification will subsequently be required.

7. Q: Should employees be informed if one of their coworkers has been diagnosed with COVID-19?

A: Yes. Fellow employees should be informed of their possible exposure in the workplace to COVID-19 but the confidentiality of the sick employee shall be maintained as required by the ADA and HIPAA protections. Employees exposed to a sick coworker should monitor themselves for symptoms.

8. Q: Is Working from home feasible?

A: Each department will evaluate the ability of their employees to temporarily work from home, if the need arises. Directors/Elected Officials will assess their workforce for feasibility of working remotely. Many job descriptions will not lend themselves to work outside the workplace, so in many cases, work from home will not be available. Supervisors/Directors and Elected Officials may add accountability measures based on their respective operations regarding performance at their discretion. Please check with your supervisor to discuss your eligibility or you will be informed by your supervisor if deemed necessary.

9. Q: Should the County place travel restrictions on employees either work-related or personal?

A: Yakima County does not restrict an employee's choice to travel on their personal time. However, some employees may want to avoid traveling for their own personal reasons. Yakima County is not authorizing non-essential work-related travel during this emergency.

For updated information on travel restrictions, check the CDC Traveler's Health Notices for the latest guidance and recommendations for each country to which employees may travel. This can be found on the CDC website at <https://www.cdc.gov>.

10. Q: What happens if one of the County facilities is closed due to COVID-19?

A: If a County facility is closed due to COVID-19, attempts will be made to find an alternate work location for impacted employees, including exploring the ability to work from home. Yakima County will be updating its website regularly concerning facility closures and other employee emergency information.

11. Q: What if an employee who is well, has a sick immediate family member at home with diagnosed COVID-19?

A: They should notify their supervisor, Yakima Health District, and stay home and monitor their health using the CDC's guidance for how to conduct a risk assessment. The employee will be considered COVID-19 impacted and is entitled to use their sick leave or any other authorized leave.

12. Q: What if a school and/or daycare closes due to COVID-19 and an employee must stay home with their child?

A: If it does, the employee will be considered COVID-19 impacted and is entitled to use their sick leave or any other authorized leave while they are home with the child, even if the child does not show signs of the COVID-19.

13. Q: What if my boss demonstrates COVID-19 symptoms and comes to work?

A: Human Resources should be notified to arrange a response with executive or senior leadership.

YAKIMA COUNTY EMERGENCY GUIDELINES

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- A. Allow employees to temporarily work from home if their work is conducive to that situation.
- B. To reduce exposure, split the work team so that team members alternate coming into the office and working from home.
- C. To reduce exposure, split the work team so that team members work different shifts.
- D. Stop face-to-face meetings or use telephone or video conferencing if the meeting is critical.

Yakima Health District – <https://www.yakimacounty.us/2264/Health-District>

Washington State Department of Health – <https://www.doh.wa.gov/Emergencies/Coronavirus> or call (800) 525-0127

Center for Disease Control and Prevention – <https://www.cdc.gov/coronavirus/2019-nCov>

Yakima County Emergency Management – <https://www.yakimacounty.us/350/Emergency-Management>

- Employee is ill with COVID-19
- Employee is exposed and quarantined
- Employee is caring for sick or immune-compromised immediate family member
- Employee child(ren) require daycare due to closure of schools or daycare
- Employee is immune-compromised and advised to self-quarantine
- Employer closes due to a quarantine by a public official

- Refer to Emergency Notification
- Follow CDC Protocol to limit your exposure to others

AGENDA REQUEST FORM

**Return completed form and complete agenda item to the Clerk of the Board
Yakima County Commissioners' Office, Room 232**

Prepared by:
Lance Larsen

Department: Human Services

Requested Agenda Date: 03/24/2020

Presenting: Esther Magasis

Document Title: Craig Warner

Board of County Commissioners Record Assigned
BOCC Agreement

073 - 2020
Yakima County, WA

APPROVED FOR AGENDA: New Business
 Consent Regular
Board of County Commissioners Determined

COVID-19 Outbreak Emergency Housing Grant

Action Requested: *Check Applicable Box*

- PASS RESOLUTION EXECUTE or AMEND AGREEMENT CONTRACT or GRANT
- ISSUE PROCLAMATION PASS ORDINANCE OTHER _____

Describe Fiscal Impact:
\$660,707.00

Background Information:
This agreement is with the Washington State Department of Commerce to respond to the COVID-19 outbreak. This funding is designed to respond to public health needs of people experiencing homelessness or otherwise in need of quarantine or isolation housing due to the COVID-19 Outbreak

Summary & Recommendation:
Agreement with Washington Department of Commerce granting Yakima County \$660,707 to respond to COVID-19 for people experiencing homelessness. Recommending to approve this agreement.

Motion:
Motion to approve COVID-19 Outbreak Emergency Housing Grant.

Department Head/ Elected Official
Electronic - EM
Signature

AGREEMENT Attached Is Approved as to Form
Corporate Counsel Initial

Late Agenda Requests Require BOCC Chairman Signature:
per Ron Anderson