COUNTY ORDINANCE NUMBER 2020-3
COVID-19 Ordinance
Vermillion County, Indiana

AN ORDINANCE REGARDING THE COVID-19 PANDEMIC

WHEREAS, It has come to the attention of the Board of Commissioners of Vermillion County that a need exists to address the potential spread of the COVID-19 virus for the protection of the citizens of Vermillion County.

Therefore the Board of Commissioners of Vermillion County by its inherent authority adopted certain measures during its March 17th, 2020 meeting to assist in controlling the spread of the COVID-19 virus and is now creating this ordinance to memorialize those actions.

NOW BE IT ORDAINED AND ENACTED by the Vermillion County Commissioners that:

SECTION 1. The Board of Commissioners of Vermillion County were presented with a policy from Hamilton County which allowed county employees to apply for relief if their employment was interrupted by COVID-19, they verbally adopted that policy and a copy of that policy is attached to this ordinance.

SECTION 2. The Board of Commissioners were presented with a letter from Dr. John Albrecht of the Vermillion County Health Department which recommended limiting non-essential county functions. That letter was adopted as policy and is attached to this ordinance.

SECTION 3. The Board of Commissioners suggested to all office holders that they limit the business of their offices to only what was essential through April 1st, 2020. It was strongly suggested to limit visitors to appointments only and to question potential visitors as to whether or not their business might be able to wait until the pandemic has passed. Signs are to be posted at the entrances and notice published that persons having business at the courthouse should call and make an appointment until further notice.

SECTION 4. Courthouse maintenance and custodial personnel were instructed to work overtime on weekends disinfecting the courthouse. It was strongly suggested that each office holder take steps to clean and disinfect their own office.

SECTION 5. Courthouse security personnel were instructed to limit access to the courthouse to only the handicapped entrance. Visitors are to be questioned as to whether or not they have an appointment and whether or not their business was essential or could it wait until after the pandemic. Visibly ill persons were to be turned away.

SECTION 6. The March 31st meeting is rescheduled from the evening to 8:15 AM and only essential business is to be discussed.

SECTION 7. That the intent of this ordinance is to protect the public by helping to slow the spread of the COVID-19 virus.

SECTION 8. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason by any Court of competent jurisdiction, such provision shall be deemed severable and the remaining portions of this Ordinance shall remain in full force and effect.

SECTION 9. All ordinances or parts of ordinances or resolutions that are inconsistent with the provisions of this Ordinance are repealed to the extent of such inconsistency.

Adopted and passed by Vermillion County Board of Commissioners this 17th day of March, 2020.

Terry A Wilson

President

Harry Crossley

ATTEST: Amy R Tolbert

Auditor of Vermillion County

COVID-19 LEAVE BENEFIT

Beginning on March 16, 2020, Hamilton County will provide paid COVID-19 leave benefits to eligible employees as follows:

1. The purpose of this Leave is to provide additional paid leave for eligible employees who face direct and verifiable exposure to COVID-19, who have been directed to self-quarantine; who develop valid symptoms of the virus; and/or must provide care to their school-age children under the age of thirteen (13) years old when classes and/or day care are cancelled (Child-Care Leave). All Leave under this policy must be approved by the Elected Official/Department Head.

   (a) Each full-time employee will be given a COVID-19 Leave bank in the following manner, which may be increased at the County's sole discretion.

      a. 75 hours - Employees scheduled 1950 annual hours
      b. 80 hours - Employees scheduled 2080 annual hours

   (b) An eligible part-time employee shall receive a leave bank of 58 hours if they have met the following conditions:

      a. Worked at least an average schedule of twenty-two and one-half (22 ½) hours per week since December 14, 2019; or

      b. New employees hired on December 15, 2019, or after who have worked at least an average of twenty-two and one-half (22 ½) hours per week from the date of hire until they request leave under this policy.

      c. The Board of Commissioners may increase this leave at the County's sole discretion.

      d. Seasonal, part-time and temporary employees who do not meet the above requirements, are not eligible for COVID-19 Leave.

2. Employees will not be paid for unused Covid-19 leave benefits while they are employed or at termination.

3. All COVID-19 Leave authorized and taken by an employee will be deducted from his or her COVID-19 Leave bank.

4. Approved requests for leave under this policy shall be on a signed COVID-19 Leave affidavit form as provided by the Payroll Department of the Auditor's Office. All forms must be returned to the Elected Official/Department Head for approval and forwarded to the Payroll Department of the Auditor's Office on the bi-weekly payroll voucher and to the Human Resources Department upon completion.

5. COVID-19 Leave may be taken prior to the use of an employee's PTO or sick leave.

6. COVID-19 Leave may be authorized in the following circumstances:

    a) An employee's minor child/children attend a school that is closed due to threat of COVID-19, and the parent and/or legal guardian needs to care for the child/children. This leave is not to be utilized during the school break periods (such as spring break).

    b) An employee or a member of his or her household or immediate family has tested positive for COVID-19.

    c) An employee or a member of his or her household or immediate family is presenting symptoms of COVID-19 or has worked, attended school, or has otherwise had sustained contact with a person who has tested positive for, or has been otherwise diagnosed as having, COVID-19.

    d) An employee or a member of his or her household has recently returned from a foreign country that has received a CDC Level 3 Travel Health Notice and is thereby advised to self-quarantine.

    e) An employee or a member of his or her household or immediate family is informed by a public health agency that he or she has been exposed to another person who has tested positive for COVID-19.

    f) An employee at elevated risk due to pregnancy, age (over 60), compromised immune system, or chronic health condition who has been advised by a doctor or other health care professional to self-quarantine.

7. All COVID-19 Leave shall be subject to the following conditions:

    a. Employees who are healthy, and have not been exposed to the COVID-19 virus, or do not have children under the age of thirteen (13) requiring home child care by the employee are expected to report to work as scheduled unless they have been approved to work from home.

    b. All employees who utilize COVID-19 Leave and/or Child Care Leave under this provision are encouraged to seek opportunities to Work from Home and/or develop a Flexible work schedule to reduce use of time under this policy and meet departmental staffing needs. All time working from home and/or flex time is subject to approval from an employee's direct supervisor.

    c. Employees must complete and return all appropriate forms for compliance of the Family and Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA) to the Human Resources Department when applicable under this leave provision.

REQUEST FOR COVID-19 LEAVE AFFIDAVIT

_____ _____

Employee Name (please print) Department

I am requesting COVID-19 leave because:

School/Daycare Closure (Child-Care Leave):

_____ My minor child's school/daycare has closed, and I need to provide childcare.

Symptoms of COVID-19:

_____ I or a member of my household or **immediate family*** am/is presenting symptoms of COVID-19.

Positive test for COVID-19:

_____ I or a member of my household or **immediate family*** has tested positive for COVID-19.

_____ I or a member of my household or **immediate family*** work(s) or go to school with someone who has tested positive for COVID-19.

_____ I or a member of my household or **immediate family*** have been informed by a public health agency that I/they have been exposed to another person who has tested positive for COVID-19.

Recent travel out of the country:

_____ I or a member of my household or **immediate family*** recently returned from a foreign country that has received a CDC Level 3 Travel Health Notice.

Elevated Health Risk:

_____ I have an elevated health risk due to pregnancy, age (over 60), compromised immune system or chronic disease and have been advised by my health care provider to self-quarantine.

_____ Other (please explain) _____

_____

Per the Hamilton County Bereavement Leave policy,* ***Immediate Family* *is defined as: A spouse, child, step-child, father, step-father, mother, step-mother, brother, step-brother, sister, step-sister, mother-in-law, or father-in-law, grandchildren, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparents, grandparents of spouse and step-grandparents.*

Return completed form to your Elected Official/Department Head. Attach a copy of this form with your biweekly payroll voucher for the Payroll Department, and provide a copy to the Human Resources Department.

_____ _____

Employee Signature Date

_____ _____

Elected Official/Department Head Signature Date

Eff:3/16/2020

VERMILLION COUNTY HEALTH DEPARTMENT
JOHN E ALBRECHT, M.D., HEALTH OFFICER
257 WALNUT STREET
CLINTON, IN 47842
PHONE: 765-832-3622
FAX: 765-832-3684

March 16, 2020

Vermillion County Commissioners

In consideration of the COVID-19 virus and the interest of public safety in mind, there are simple steps that can be taken at this time that may help stop the spread of the virus.

It is my recommendation as the Vermillion County Health Officer that Vermillion County Commissioners' would lean heavily to closing anything not essential for county function. The time frame would be for 2 weeks but could change with the uprising of this situation.

Sincerely,

John E Albrecht, M.D., Health Officer
Vermillion County Health Department