

# Yamhill County

## COVID-19 Frequently Asked Questions (FAQ)

The County has developed many policies and procedures recently and all the information can be overwhelming and confusing. This FAQ has been developed to assist employees with finding answer regarding leave options and other employment related questions.

This information has been prepared specifically for employees of Yamhill County.

During these uncertain times, it is normal to feel stressed, anxious, and even depressed. Remember that you are not alone, and we can get through this together. The Employee Assistance Program(s) (EAP) offer FREE services to you, your dependents, and all household members. They offer 24-hour crisis help, counseling, and unlimited online resources to help you and your family through this time. To access your EAP benefits please see the appropriate flyer:

Reliant Behavioral Health (for all employees) [[EAP by RBH](#)]

The Standard (Teamsters only) [[EAP - Teamsters](#)]

Below are trusted links to resources for you and your family regarding COVID-19:

Center for Disease Control and Prevention: <https://www.cdc.gov/>

Oregon Health Authority: <https://www.oregon.gov/oha/pages/index.aspx>

Yamhill Public Health: <https://hhs.co.yamhill.or.us/publichealth>

### **What is Yamhill County's stance on the Governor's Executive Order to "shelter in place"?**

Although the Governor's new Executive Order excludes local governments; per the order, Yamhill County is enforcing adherence to social distancing directives within the workplace.

Employees whose regular job duties can be completed remotely per the [Temporary COVID-19 Telecommuting Policy](#) will be approved to work from home.

County offices and buildings are closed to the public to the maximum extent possible, and services will be provided by phone and electronic methods during regular business hours. Any required in-person interactions should be by appointment and must adhere to strict social distancing standards. If the job functions or services cannot be done remotely – or – we cannot close an office, then employees should continue to report to work. Managers will enforce social distancing policies (no meetings, limited in-person interactions, social distancing between workstations, and so on).

Directors have designated a manager to ensure employees are complying with social distancing policies, consistent with OHA.

**Am I able to work from home?**

Yamhill County implemented a temporary policy to provide telework options for employees. Please refer to the [Temporary COVID-19 Telecommuting Policy](#) for more information.

**What if I am unable to telework?**

If your job duties do not allow for remote work, you should continue to work report to work and ensure you maintain social distancing standards. If you want to stay home, you may utilize applicable FET, vacation, sick, or other leave.

**What leaves are currently available to me for use for COVID-19 concerns?**

The [YC Leave Options Chart](#) explains what leave options are available to use for different circumstances and the [Leave Options Chart Definitions](#) explain the leaves in more detail.

Yamhill County Board of Commissioners approved the [Temporary COVID-19 Paid Administrative Leave Policy](#) which provides paid leave for certain COVID-19 related circumstances. Please see the policy for more information.

The Federal Government enacted the Families First Coronavirus Response Act (FFCRA) which provides paid sick leave and expanded Family and Medical Leave for specific reasons related to COVID-19. The Yamhill County [Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy](#) has more information about these leaves.

In addition to the temporary polices put in place, you may be eligible for protected leave under the Oregon Family Leave Act or the federal Family Medical Leave Act for your own serious health condition or that of a family member. Please reach out to Human Resources with questions about your leave eligibility under both laws.

You may also utilize your sick leave, FET, vacation, or other accrued leave per Yamhill County policy and applicable collective bargaining agreement.

**If I take paid sick leave under the Temporary COVID-19 Paid Administrative Leave Policy and/or the Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy, does that count against my regular accrued leave balances available to me by law, policy, or collective bargaining agreement?**

No. Paid sick leave under both policies is in addition to other leave Yamhill County provides under Federal, State, or local law; applicable collective bargaining agreements; or existing county policy.

**Are health care workers and emergency responders eligible for paid leave under The Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy?**

Yes. Although the federal law exempts employees considered emergency responders and/or health care providers from being eligible for the paid and/or protected leaves offered under the law, Yamhill County does not exclude these employees from eligibility.

**I have been directed to quarantine by a federal, Oregon, or local quarantine/isolation order. What do I do and what leaves are available to me?**

If you have been directed to quarantine by a federal, Oregon or local entity due to COVID-19 concerns, contact your supervisor immediately and let them know. You can work directly with your supervisor about what telework options are available.

If you are unable to telework, for all or part of the quarantine/isolation order, you may be eligible for paid sick leave under the [Temporary COVID-19 Paid Administrative Leave Policy](#) or COVID-19 Paid Sick Leave as explained in the [Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy](#).

The COVID-19 Paid Administrative Leave is available through May 17, 2020. If you qualify, Yamhill County will pay your regular salary up to fourteen consecutive calendar days.

You may also be eligible to receive COVID-19 Paid Sick Leave. Eligible employees will receive up to 80 hours of COVID-19 Paid Sick Leave (pro-rated for part time employees) to a maximum of \$5,110.

The application to apply for either leave is attached to the policies. Please review the policies and provide all necessary documentation upon application. Please submit completed applications to Mikalie Moreno, Risk Manager/HR Analyst, at [morenom@co.yamhill.or.us](mailto:morenom@co.yamhill.or.us).

In addition, you may be eligible to use any accrued FET, Sick, Vacation, Comp Time, etc. per YC policy and applicable collective bargaining agreement. If you chose to use your accrued leave, please let your supervisor know.

**My family member has been directed to quarantine by a Federal, Oregon, or local order. I am responsible to take care of this family member. What do I do and what leaves are available to me?**

If a family member has been directed to quarantine by a federal, Oregon or local entity due to COVID-19 concerns, contact your supervisor immediately and let them know. You can work directly with your supervisor about what telework options are available.

If you are unable to telework, for all or part of the quarantine/isolation order, you may be eligible for paid sick leave under the [Temporary COVID-19 Paid Administrative Leave Policy](#) or COVID-19

Paid Sick Leave as explained in the [Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy](#).

The COVID-19 Paid Administrative Leave is available through May 17, 2020. If you qualify, Yamhill County will pay your regular salary up to fourteen consecutive calendar days or May 17, 2020, whichever is first.

You may also be eligible to receive COVID-19 Paid Sick Leave. Eligible employees will receive up to 80 hours of COVID-19 Paid Sick Leave (pro-rated for part time employees) to a maximum of \$5,110.

The application to apply for either leave is attached to the policies. Please review the policies and provide all necessary documentation upon application. Please submit completed applications to Mikalie Moreno, Risk Manager/HR Analyst, at [morenom@co.yamhill.or.us](mailto:morenom@co.yamhill.or.us).

You may also be eligible for protected leave under the Oregon Family Leave Act or the Family Medical Leave Act, depending on the circumstances and relationship of the family member. Please reach out to Mikalie to discuss your eligibility and options.

In addition, you may be eligible to use any accrued FET, Sick, Vacation, Comp Time, etc. per YC policy and applicable collective bargaining agreement. If you chose to use your accrued leave, please let your supervisor know.

**What leaves are available to me if my medical provider has told me to self-quarantine due to COVID-19 concerns?**

If your medical provider has recommended you quarantine due to COVID-19 concerns, contact your supervisor immediately and let them know. You can work directly with your supervisor about what telework options are available.

If you are unable to telework, for all or part of the time you were told to self-quarantine, you may be eligible for COVID-19 Paid Sick Leave as explained in the [Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy](#). Eligible employees will receive up to 80 hours of COVID-19 Paid Sick Leave (pro-rated for part time employees) to a maximum of \$5,110.

The application to apply for COVID-19 Paid Sick Leave is attached to the policies. Please review the policy and provide the necessary documentation upon application. Please submit completed applications to Mikalie Moreno, Risk Manager/HR Analyst, at [morenom@co.yamhill.or.us](mailto:morenom@co.yamhill.or.us).

In addition, you may be eligible to use any accrued FET, Sick, Vacation, Comp Time, etc. per YC policy and applicable collective bargaining agreement. If you chose to use your accrued leave, please let your supervisor know.

**I am sick and I went to my doctor and they tested me for COVID-19. What do I do now?**

If you are experiencing symptoms of COVID-19 and sought medical care you may be eligible for protected leave under Family Medical Leave Act and/or Oregon Family Leave Act. Please contact Mikalie Moreno, Risk Manager/HR Analyst, at [morenom@co.yamhill.or.us](mailto:morenom@co.yamhill.or.us) for more information and how to apply for protected leaves.

If you are tested for COVID-19 and unable to telework, you will be eligible for paid leave under the [Temporary COVID-19 Paid Administrative Leave Policy](#) while your test results are pending. If you test negative for COVID-19, paid leave under this policy would end. You will be able to utilize any accrued sick leave or FET while you are out, or you may be eligible for COVID-19 Paid Sick Leave. If you test positive for COVID-19, paid leave under this policy will continue up to a total of 14 consecutive calendar days. Paid leave under this policy is available through May 17, 2020.

You may also be eligible for COVID-19 Paid Sick Leave. If you are unable to telework, for all or part of your time off, you will be eligible for COVID-19 Paid Sick Leave as explained in the [Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy](#). Eligible employees will receive up to 80 hours of COVID-19 Paid Sick Leave (pro-rated for part time employees) to a maximum of \$5,110.

The application to apply for COVID-19 Paid Administrative Leave and COVID-19 Paid Sick Leave is attached to the applicable policies. Please review the policy and provide the necessary documentation upon application. Please submit completed applications to Mikalie at [morenom@co.yamhill.or.us](mailto:morenom@co.yamhill.or.us).

In addition, you may be eligible to use any accrued FET, Sick, Vacation, Comp Time, etc per YC policy and applicable collective bargaining agreement. If you chose to use your accrued leave, please let your supervisor know.

**I went to my doctor because I am experiencing symptoms of COVID-19. My doctor did not test me for COVID-19 but told me to self-quarantine. What do I do now?**

If you are experiencing symptoms of COVID-19 and sought medical care you may be eligible for protected leave under Family Medical Leave Act and/or Oregon Family Leave Act. Please contact Mikalie Moreno, Risk Manager/HR Analyst, at [morenom@co.yamhill.or.us](mailto:morenom@co.yamhill.or.us) for more information and how to apply for protected leaves.

If your medical provider has recommended you quarantine due to COVID-19 concerns, contact your supervisor immediately and let them know the length of time your doctor has recommended you self-quarantine.

While you are sick and unable telework (if applicable) for all or part of the quarantine, you may be eligible for COVID-19 Paid Sick Leave as explained in the [Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy](#). Eligible employees will receive up to 80 hours of COVID-19 Paid Sick Leave (pro-rated for part time employees) to a maximum of \$5,110.

If your job duties allow you to telework, contact your supervisor when you are feeling better to discuss your telework options while you are still quarantined per your doctor's orders.

The application to apply for COVID-19 Paid Sick Leave is attached to the policies. Please review the policy and provide the necessary documentation upon application. Please submit completed applications to Mikalie at [morenom@co.yamhill.or.us](mailto:morenom@co.yamhill.or.us).

In addition, you may be eligible to use any accrued FET, Sick, Vacation, Comp Time, etc. per YC policy and applicable collective bargaining agreement. If you chose to use your accrued leave, please let your supervisor know.

### **What happens if I or my family member tests positive for COVID-19?**

If you or a family member tests positive for COVID-19, you may be eligible for protected leave under Family Medical Leave Act and/or Oregon Family Leave Act. Please contact Mikalie Moreno, Risk Manager/HR Analyst, at [morenom@co.yamhill.or.us](mailto:morenom@co.yamhill.or.us) for more information and how to apply for protected leaves.

While you are sick and unable telework (if applicable) for all or part of the time you are out, you may be eligible for COVID-19 Paid Administrative Leave per the [Temporary COVID-19 Paid Administrative Leave Policy](#) and/or COVID-19 Paid Sick Leave as explained in the [Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy](#). If eligible, COVID-19 Paid Administrative Leave will provide up to 14 consecutive calendar days of your regular salary. This leave is effective until May 17, 2020. If you are eligible for COVID-19 Paid Sick Leave, you will receive up to 80 hours of pay (pro-rated for part time employees) to a maximum of \$5,110.

If your job duties allow you to telework, contact your supervisor when you are feeling better to discuss your telework options while you are still recovering and/or quarantined per your doctor's orders.

The application to apply for COVID-19 Paid Administrative Leave and/or COVID-19 Paid Sick Leave is attached to the relevant policy. Please review the policy and provide the necessary documentation upon application. Please submit completed applications to Mikalie at [morenom@co.yamhill.or.us](mailto:morenom@co.yamhill.or.us).

In addition, you may be eligible to use any accrued FET, Sick, Vacation, Comp Time, etc. per YC policy and applicable collective bargaining agreement. If you chose to use your accrued leave, please let your supervisor know.

**What if I am just afraid of getting sick with COVID-19 and want to stay home and not come in to work?**

Employees are expected to report to work as schedule. If you are afraid to come to work out of fear of being exposed, please talk with your supervisor. Your supervisor will work with you to determine if there are telework options available.

If no teleworking options are available or only part of your job duties can be completed remotely, you may utilize any accrued leave. If you exhaust or are getting close to exhausting your accrued leave and still do not want to report to work, Yamhill County will follow the [Leave of Absence \(Unpaid\) Policy](#). Reach out to your supervisor to discuss options.

**My child's school or day care is closed or unavailable due to COVID-19. What do I do?**

If your child's school or day care is closed due to the public health emergency related to COVID-19 and you are needed to care for your child, contact your supervisor and discuss teleworking options. If your job duties do not allow for a telework option, you may be eligible for protected and/or paid sick leave.

The federal government enacted an expansion to FMLA leave called the Emergency Family and Medical Leave Expansion Act (EFMLEA). Yamhill County refers to this leave as "School Closure Leave". This provides eligible employees protected leave if you are required to care for a child whose school and/or childcare provider is unavailable due to the COVID-19 public health emergency. In order to be eligible, the child must be under 18 years of age or if over 18 years of age "incapable of self-care because of a mental or physical disability."

Under FMLA law (not related to COVID-19), an employee is eligible for up to 12-weeks of protected leave on a rolling calendar year basis. This means if your FMLA protected leave begins in March 2020, you are eligible to use 12-weeks of protected leave through February 2021. School Closure Leave does not provide an additional amount of leave (over 12-weeks) but it does expand the qualifying reasons to be eligible for protected leave under FMLA law.

As explained in the [Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy](#) the first 10 days of School Closure Leave are unpaid. After that, Yamhill County will provide paid leave of two-thirds of your regular rate of pay for the hours you are absent, not to exceed \$10,000. You can supplement the two-thirds paid leave with any accrued FET, PEL, Compensatory time, or vacation/sick leave under Yamhill County policies, or COVID-19 Paid Sick Leave (as described in next paragraph).

You may also be eligible for COVID-19 Paid Sick Leave. If you are unable to telework, for all or part of your time off, you may be eligible for COVID-19 Paid Sick Leave as explained in the [Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy](#). If eligible, you will receive up to 80 hours (prorated for part-time employees) paid at two-thirds of your regular rate of pay to a maximum of \$2,000. You may apply this leave towards the 10-day waiting period before School Closure Leaves begins.

The application to apply for School Closure Leave or COVID-19 Paid Sick Leave is attached to the policy. Please review the policy and provide the necessary documentation upon application. Please submit completed applications to Mikalie Moreno, Risk Manager/HR Analyst, at [morenom@co.yamhill.or.us](mailto:morenom@co.yamhill.or.us).

**My child’s school or place of care has moved to online instruction or to another model in which my child is expected or required to complete assignments at home. Is it still considered “closed”?**

Yes. If the physical location where your child received instruction or care is now closed, the school or place of care is “closed” for purposes of paid leave under the [Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy](#). This is true even if some or all instruction is being provided online or whether, through another format such as “distance learning,” your child is still expected or required to complete assignments.

**Can COVID-19 Paid Sick Leave and School Closure Leave be taken intermittently?**

Yes, in certain circumstances. The updated [Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy](#) which was issued on April 10, 2020, added language for both COVID-19 Paid Sick Leave and School Closure Leave to be able to be taken on an intermittent basis.

Requests for intermittent use of both paid leaves under this policy will be assessed on a case by case basis. Requests for intermittent use of COVID-19 Paid Sick Leave due to quarantine, self-quarantine, diagnosis, care for a quarantined individual or substantially similar care, will only be approved if work can be done via telework. The purpose for this limitation, if you are sick or possibly sick with COVID-19 or caring for an individual who is sick or possibly sick with COVID-19 is to prevent the virus from spreading to others in the workplace.

Any agreement regarding intermittent leave may be revoked if, in Yamhill County’s determination, the arrangement is not meeting Yamhill County needs. If intermittent leave is revoked, the employee would then be allowed to take any remaining time in a continuous block.

**Am I eligible for paid sick leave based on a “substantially similar condition” as outlined in the [Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy](#)?**

Currently, no. The U.S. Department of Health and Human Services (HHS) has not yet identified any “substantially similar condition” that would allow an employee to take paid sick leave. If Department of HHS does identify any such condition, the Department of Labor will issue guidance explaining when you may take paid sick leave on the basis of a “substantially similar condition.”

**What if I don’t use all of the leave I am entitled to under the [Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy](#)?**

If you no longer have a qualifying reason for taking paid sick leave before you exhaust your paid sick leave entitlement, you may take any remaining paid sick leave at a later time, until December 31, 2020, if another qualifying reason occurs.

For example, if you are approved for 80 hours of COVID-19 Paid Sick Leave due to a diagnosis of COVID-19 and your doctor releases you back to work after 7 days, you would have used 40 out of the 80 hours available to you. If you experience another qualifying reason at a later date (prior to December 31, 2020) you will be able to use the remaining 40 hours.

**If I elect to take COVID-19 Paid Sick Leave, School Closure Leave, and/or Temporary COVID-19 Paid Administrative Leave, will Yamhill County continue my health coverage? If I remain on leave beyond the maximum period of expanded family and medical leave, do I have a right to keep my health coverage?**

If you are enrolled in group health coverage, Yamhill County will continue your group health coverage during your use of COVID-19 Paid Sick Leave and School Closure Leave on the same terms as if you continued to work as long as you continue to make your normal monthly contributions to the cost of your health coverage.

If you do not return to work at the end of your use of COVID-19 Paid Sick Leave and School Closure Leave, your insurance will continue as long as you remain in a paid and/or protected status. If you go into an unprotected leave without pay status and you become no longer eligible to continue coverage under the group health plan, you may be able to continue your coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Please contact Human Resources for questions about COBRA and cost of continuing your benefits under COBRA.

**What COVID-19 resources are available through my medical insurance?**

**Providence Health Plan enrollees**

Specific to COVID-19, the Providence Health Plan site includes information on how to protect oneself, a link to an assessment tool, as well as links to the Center for Disease Control and Prevention (CDC) and links to the local state Health Authority.

<https://coronavirus.providence.org/>

**Kaiser Permanente Health plan enrollees**

The link for Kaiser Permanente contains similar information (no assessment tool but information about exposure and risk) and includes Kaiser Permanente delivery system preparedness and office closures.

<https://healthy.kaiserpermanente.org/oregon-washington/health-wellness/coronavirus-information>

**Regence Blue Cross Blue Shield plan enrollees (Teamsters only):**

<https://www.regence.com/member/health-lifestyle/coronavirus-covid-19>

**If I am diagnosed with COVID-19, am I eligible for to receive Short Term Disability (non-Teamsters)?**

COVID-19 claims are being evaluated on a case by case basis and will be based on the Short-Term Disability definition. In general, a diagnosis of COVID-19, a requirement to quarantine, or less serious indications by themselves or in combination do not necessarily equate to a Short-Term Disability allowed claim.

If you want to apply for Short Term Disability benefits, please see the [Short-Term Disability Claim Packet](#). Reach out to Human Resources for any questions and for assistance with completing the packet.

The Standard has COVID-19 information on their website which includes frequently asked questions (FAQ) for more detailed information for COVID-19 potential STD claims, as well as information about their business accessibility for non-STD claims. <https://www.standard.com/covid-19>

**Can my supervisor send me home if I come to work sick?**

Yes. If your supervisor makes reasonable observations that you are ill, your supervisor may ask you if you are feeling well, and if not, encourage you to go home.

If your supervisor believes it is in the best interest of the workplace and safety of other employees, or if you are unable to perform the essential functions of your job due to illness, your supervisor may require you to leave the workplace. Your supervisor will consult with Human Resources or County Administration prior to requiring you to leave the workplace.

**If I am sent home, how will I be compensated?**

You may use any accrued sick leave or FET to cover your absence. If you are sent home and believe you may be eligible for paid sick leave under the [Temporary COVID-19 Paid Administrative Leave Policy](#) and/or [Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy](#), you may apply by filling out the application which is attached to the policy. Please review the policy and provide the necessary documentation upon application. Please submit completed applications to Mikalie Moreno, Risk Manager/HR Analyst, at [morenom@co.yamhill.or.us](mailto:morenom@co.yamhill.or.us).

**If I take leave under the [Temporary Novel Coronavirus/COVID-19 Emergency Leave Policy](#) and/or [Temporary COVID-19 Paid Administrative Leave Policy](#) can the county require me to provide a medical release to return to work?**

Yes, if you provide a doctor note that states you are unable to work, for any reason, you will be required to provide a medical release prior to returning to work.

If you use School Closure Leave and/or COVID-19 Paid Sick Leave for reason #5, Child Care, you will not be required to provide a medical release to return to work.

**What happens if I think that I was exposed to COVID-19 as part of my job duties, for example because I entered a residence where someone was ill with COVID-19?**

Contact your supervisor immediately for any injury or exposure to communicable disease that may have occurred as part of your job duties.

Supervisors should then ensure that workers' compensation notification procedures are followed by contacting Human Resources. Oregon's workers' compensation law may provide for wages that would otherwise be lost due to workplace injury or exposure to disease. Compensability decisions will be made on a case-by-case basis for employees who are possibly exposed to people with COVID-19 as part of their regular job-duties.