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# MONTEREY COUNTY

Emergency Response Manual  
and COVID-19 Prevention  
Program

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MARCH 2020

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# Purpose, Overview and Updates

## **PURPOSE:**

This manual serves to provide guidance to Department Heads, Elected Officials, managers, supervisors and employees to assist in maintaining essential functions and services during a Pandemic event and/or other catastrophic emergency. This manual should be used to supplement departments' Continuity of Operations Plan (COOP).

Department Heads and Elected Officials shall continue to exercise authority to determine appropriate business and operations for their respective departments.

## **OVERVIEW:**

The County of Monterey is responsible for providing services to the approximately 446,000 citizens of the County. Potential catastrophic emergencies (such as earthquakes and Pandemic communicable disease events and/or other catastrophic emergencies) could disrupt the continuity of operations for provision of critical and other community services, including governmental and business functions. Should that occur, the County Administrative Officer (CAO) or Health Officer may proclaim a County emergency. County departments must be prepared to respond appropriately in catastrophic emergencies. This Manual provides guidance and direction for County departments, but is not intended to supplant departmental responsibilities, policies and procedures, in particular with respect to routine statutory obligations of departments. Specific guidance for employees who have tested positive or believe they have been exposed to COVID-19 is available in Section 10 COVID-19 Positive Diagnosis or Exposure and Sick Employees.

If a Pandemic event and/or other catastrophic emergency were to strike the County, a substantial absentee rate may be anticipated. This may include sick employees, employees who are caring for sick family members and employees who do not come to work out of fear of becoming sick. In addition, there may be a significant need for social distancing (a reduction of the number of persons in the workplace), necessitating that employees work, but do not report to the workplace.

Emergency staffing and backfill of existing positions will be of primary concern in order to provide mission critical and other services to the public. Non-mission critical services may be staffed, to the extent possible. The Human Resources Department will assist departments with emergency staffing needs.

The majority of County employees are represented by various labor unions. In the event that a Pandemic event and/or other catastrophic emergency is proclaimed, it may be necessary to temporarily modify or suspend provisions of the Memoranda of Understanding (MOU) or the Personnel Policies and Practices Resolution (PPPR) No. 98-394.

This manual may be revised and republished as necessary. Possible changes may include the incorporation of new policy direction, County ordinance or state and federal law.

This manual provides staffing strategies, tools, advice and directives that departments should follow in the event that the CAO proclaims a County emergency and/or other catastrophic emergency. As a result, human resources processes may be simplified, and the administration of collective bargaining provisions temporarily modified or suspended in order to meet exigent operational needs.

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The effect of the provisions of this manual confer no new privilege, right of appeal, right of position, transfer, demotion, promotion or reinstatement for any County employee, intern, County temporary employee or volunteer. This manual does not constitute an express or implied contract. It provides general guidance that cannot form the basis of a private right of action.

**MANUAL UPDATES:**

In response to emerging situations, and as necessary to ensure compliance with changes in State or federal law and State or federal directives, protocols outlined in this Manual may be modified or adjusted by the Director of Human Resources, with the approval of the County Administrative Officer (CAO). The Director of Human Resources will promptly notify Department Heads, Elected Officials, managers, supervisors and employees of modifications to these protocols if and when they are made.

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# Section 1: Communication and Consistent Messaging

One of the key elements in responding to any disaster, including a Pandemic event emergency, is effective and timely communication. County departments must plan their internal communications strategies now, before the crisis. Sound and thoughtful communications will be required before, during and after Pandemic event and/or other catastrophic emergencies. This section provides guidance on internal communications planning and strategies.

When communicating to their employees, departments should coordinate closely with their departmental public information officer (if available) and the County Administrative Officer's Public Information Officer (PIO) to ensure that countywide and department messages align.

- A.** Understanding the core values of communications is a fundamental goal of the County's response to a Pandemic event and/or other catastrophic emergency. This goal is to provide clear, consistent, candid communications to employees and agencies. This goal applies to communications at every level, from the County Administrative Office (CAO) to departments and divisions.
  - 1.** As departments contemplate and develop communications, they should adhere to these guidelines:
    - There will be a great demand for accurate and timely information that will provide guidance and ease anxiety. There will be a need to build and maintain trust.
    - Know your stakeholders and develop a communications strategy for each one. Different types of information will need to be communicated to different audiences.
    - Basic messages may change over the duration of the emergency. Departments will need to develop a phased communications plan that can be partially or fully implemented as needed.
    - There may be a need to counteract the circulation of conflicting information, misinformation and rumors.
- B.** Assessing department communications resources and needs -- Before a potential Pandemic event and/or other catastrophic emergency strikes, departments shall assess their communications strengths and weaknesses.
  - 1. Communications resources**
    - Determine whether adequate human resources are available during all phases of a Pandemic event emergency. Remember, a Pandemic event emergency may last for several months. Departments must ensure that they will have the people available to implement a sustained communications plan. Prepare for resource contingencies by training extra staff for emergency communications responsibilities.
    - Identify and communicate to others which employees have authority to communicate directly with employees about the emergency.
    - Communicate which employees who have authority to issue news releases or communicate with the media.
    - Schedule appropriate training for all employees who will have a communications role.

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- Establish procedures that will ensure technology such as networks and servers are readily available, tested, and backed up. Ensure access to laptops, RightFax/fax and other hardware for appropriate personnel. Provide emergency communications priority over standard business use.

## **2. Communication needs**

- Develop and regularly review a Pandemic event and/or catastrophic emergency communications plan.
- Develop policies to implement the communications plan and to deploy resources during a Pandemic event and/or catastrophic emergency.
- Familiarize key management with available communications resources.
- Prepare basic templates and other communications materials in advance and update them during a Pandemic event and/or catastrophic emergency as needed.

**C.** By educating employees through early and ongoing communications, departments can reassure their employees and assist in protecting their health.

1. The County Administrative Office and departments should tell employees about the threat of a Pandemic event and/or other catastrophic emergency and describe the steps they are taking to prepare for it.
2. The County Administrative Office and departments should communicate potential changes to personnel policies located in this manual in response to a Pandemic event and/or other catastrophic emergency and must emphasize that these changes apply only to the emergency response, not for routine operation.
3. Departments should communicate changes in business culture in response to a Pandemic event emergency. Potential changes may include social distancing, increase in telework or suspension of non-mission critical functions.
4. Departments should communicate the importance of staying home if employees are sick or have Pandemic event symptoms.
5. Departments should distribute County information on maintaining a healthy work environment. For example, the State Department of Public Health and the Centers for Disease Control may provide materials that would be forwarded by the Health Officer to demonstrate the simple steps employees can take to protect themselves and their families. Materials are also available that illustrate good respiratory hygiene and describe the signs and symptoms of the flu. Additional information is available at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. To reach the Health Department Covid-19 page on your phone text **Covid19** to 211211.

Departments should recognize that a Pandemic event and/or other catastrophic emergency may provide physical, social, and emotional challenges to employees. Morale building communications will be essential.

**D.** In order to maintain business continuity and to ensure efficient communications, departments COOP should:

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1. Identify and communicate the department's critical functions and the employees who can perform them. Build depth through cross-training.
  2. Ensure that authority (such as hiring or purchasing) is delegated to appropriate employees and that such authority is fully communicated.
  3. Update employee phone lists and make sure management has access to up-to-date data.
  4. Ask employees to update their emergency contact information.
  5. Ask for feedback and plan for disability accessibility requirements that may be necessary due to a Pandemic event and/or other catastrophic emergency. These requirements may include additional disability access services or translation services.
  6. Ensure that essential reporting can be maintained. For example, departments should make sure that staff absenteeism can be monitored and reported.
- E.** When developing a communication plan, departments should identify their key internal stakeholders and the methods that will be used to communicate with them. For most departments, these stakeholders will include
1. Employees. As detailed earlier in this section, departments must establish on-going and frequent communications with employees. Plan to implement two or more communications methods which may include an Internet web site, main telephone number with pre-recorded information, main telephone number staffed by informed communications personnel, e-mails or hard copy (print) materials.
  2. Department management. Departments will need to communicate business continuity issues and any changes to policies and procedures. Again, plan to implement two or more communications methods to ensure the messages are received.
  3. County management. In addition to the "business as usual" communications required, departments may need to provide the CAO's Office or other agencies with a record of decisions made during a Pandemic event emergency and other information such as employee absence rates.
- F.** When developing a communication plan, departments should identify their external stakeholders and the methods that will be used to communicate with them concerning business continuity and changes.
- G.** Staffing Levels. County departments will follow their Continuity of Operations Plan (COOP) on a daily basis to identify staffing levels, lines of successions, service levels and supports needs. Each department will identify who will be responsible for reporting staffing levels, and this key position will be three levels deep in succession.

Through this daily reporting, an assessment on staffing levels and effects on continuity of operations by department and County government as a whole, can be made.

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## Section 2: Disaster Service Worker

- A. All County employees are disaster service workers and may be called upon to provide emergency-related services to the County and its residents. Following is the citation from the California Code governing this provision.

**Excerpted from the California Government Code (CGC):**

*3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.*

*3101. For the purpose of this chapter the term "disaster service worker" includes all public employees and all volunteers in any disaster council or emergency organization accredited by the Office of Emergency Services. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.*

*3102. (a) All **disaster service workers** shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by this chapter.*

*(b) In the case of intermittent, temporary, emergency or successive employments, then in the discretion of the employing agency, an oath taken and subscribed as required by this chapter shall be effective for the purposes of this chapter for all successive periods of employment which commence within one calendar year from the date of that subscription.*

*(c) Notwithstanding subdivision (b), the oath taken and subscribed by a person who is a member of an emergency organization sanctioned by a state agency or an accredited disaster council, whose members are duly enrolled or registered with the Office of Emergency Services, or any accredited disaster council of any political subdivision, shall be effective for the period the person remains a member with that organization.*

**B. Disaster Service Worker Mileage Reimbursement**

Effective January 26, 2021 employees reassigned as Disaster Service Workers will be eligible to be reimbursed for additional mileage at the designated IRS rate as follows:

1. Mileage eligible for reimbursement shall be comprised of mileage from the employee's normal/customary County worksite to the disaster service worker assignment location if it is greater than the employee's normal/customary commute.
  - a. For example, if an employee's normal/customary commute consist of ten miles to their regularly assigned worksite, and the new disaster service worker assignment location consists of a twenty mile commute the employee shall be eligible for mileage reimbursement for the additional ten miles traveled.
  - b. However, if an employee's normal/customary commute consists of ten miles to their regularly assigned County worksite, and the new disaster service worker assignment location consist of a five-mile commute, this employee will not be eligible for mileage

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reimbursement under this provision.

- c. Employees who are riding/carpooling with someone who will be claiming mileage reimbursement will not be eligible for reimbursement under this provision.

- C. Temporary COVID-19 Extra Help- Effective March 2, 2021, the Social Services and Health Departments, Natividad and the Emergency Operations Center are authorized to hire temporary staffing using the Temporary COVID-19 Extra Help classification to address critical COVID-19 staffing needs at the discretion of the County Administrative Officer or designee. The Temporary COVID-19 Extra Help classification shall not be eligible for any County benefits or special pay provisions as provided in this manual.

The Temporary COVID-19 Extra Help classification is non-exempt (overtime eligible), covered under the County's workers' compensation insurance and the base pay will be established as a broad range of \$20.00 to \$30.00 per hour with placement dependent upon the duties being performed as follows:

- Alternate Housing Site Worker- \$20-\$25 per hour
- General COVID-19 Extra Help Worker- \$20 per hour
- Alternate Housing Site Lead Worker- \$25- \$30 per hour

If a department determines there are duties that need to be performed outside of those listed above, they shall submit a request, detailing the duties, to the Director of Human Resources, or designee, who will determine the base pay within the broad range for the position.

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## Section 3: Mission Critical Functions, Lines of Succession and Delegation of Authority

The following section provides guidance and direction to assist all departments, divisions and work units to develop plans for identifying mission critical functions, lines of management succession and delegation of authority in the event of a Pandemic event and/or other catastrophic or other catastrophic emergency.

- A.** Departments shall identify the conditions that activate their Continuity of Operations Plan (COOP). For example, if the CAO has proclaimed an emergency; or although a County emergency has not been proclaimed, a department head or elected official has received authority from the CAO to activate their COOP because the Pandemic event and/or catastrophic emergency has negatively impacted the business continuity of his or her department.
- B.** Departments shall predetermine first responder functions, mission critical functions and non-mission critical functions; including critical times of year when certain functions must be performed (the discharge of certain mission critical work may be specific to the time of season, year or month or dependent on other factors directly affecting the function).
  - 1.** Departments shall predetermine personnel who perform first responder functions, mission critical functions and non-mission critical functions and the minimum number of staff necessary to perform the functions. Some departments may have mission critical functions that cannot be provided by employees offsite, including, but not limited to, law enforcement, emergency communications, emergency services and healthcare personnel.
  - 2.** Departments shall identify functions that may be suspended while personnel are assigned to more critical roles. Departments should identify the time period that the function can be suspended and the functions that may be done on a less frequent basis than would occur under normal conditions.
  - 3.** Departments should identify secondary personnel that have the skills and abilities to perform other functions. Such personnel may be:
    - a.** Employees in the same classification series as those who normally perform similar functions;
    - b.** Employees who have previously performed the work and are currently employed elsewhere in organizations within the county; and
    - c.** Employees who can be trained either in advance of the need or on-the- job when the need arises.
  - 4.** Departments should identify other personnel who may be available to perform the mission critical functions. Such personnel may include County temporary employees including, but not limited to; retired annuitants (subject to the limitations on service by retired annuitants), Limited Term and agency temporary employees.
  - 5.** Departments with decentralized Human Resources (HR) personnel shall predetermine the

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human resource management function as a mission critical function and shall have a plan of succession and cross-training for the human resource management function. There should be *at least* 3 employees who are trained to perform the human resource management function.

6. Departments with centralized HR personnel shall predetermine the HR liaison as a mission critical function and shall have a plan of succession and cross-training for the HR liaison function. There should be *at least* 2 employees who are trained to perform the human resource liaison function.
7. Each department shall predetermine the timekeeping function as a mission critical function and shall have a plan of succession and cross-training for the timekeeping function. There should be *at least* 3 employees who are trained to perform the timekeeping function.

C. Departments, divisions and work units shall establish a management line of succession plan. A line of succession provides a list of predetermined alternates for key leadership positions in each department, division or work unit.

1. The succession plan should be 4 to 5 employees deep, where possible. The personnel identified for the line of succession should know the operations of the work unit; have the confidence of the leader to act in his or her absence; clearly understand the scope of the powers and duties delegated to him or her; and clearly understand the constraints, if any, of the powers and authorities she or he will be delegated.
2. The succession plan should clearly identify the names of designated personnel and their regular titles and how they can be contacted (the phone number, work cellphone, and email shall be forwarded to the person who assumes the powers and duties of the leadership role).
3. The names and order of succession of designated personnel shall be communicated to division and work unit personnel.
4. The plan should clearly set forth the powers and duties that will be performed and by whom. The departments shall predetermine the individuals who will have the delegated authority to make decisions and communicate that these individuals will have that authority to division and work unit personnel.
5. If all of the personnel identified for the line of succession are unavailable (which may be the case in small work units where there is a limited number of leadership personnel), the department should provide for alternate lines of succession that identifies other personnel who can assume the powers and duties outside of the work unit. The line of succession plan should be updated whenever a pertinent staff change occurs.
6. Departments should determine if those in the line of succession may need to be cross trained in advance and provide such training where needed. Advance cross training for mission critical functions, such as the timekeeping function, is imperative. The department may provide resources which may be accessed to train employees to perform other functions (outside trainers, procedures manuals, videoconferencing, teleconferencing, podcasts, YouTube videos).
7. Departments should construct a method by which those in the line of succession will have access to information and needed items (i.e. computer passwords, calendars for employee

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approved time off, office keys, file cabinet keys, etc.) should they take over leadership responsibilities.

8. Succession plans shall be documented by divisions and/or work units and forwarded to the department head or elected official. Copies of those plans shall be provided by the department head or elected official to the CAO and the HR Director.

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## Section 4: Rescission of Approved Leave/Time Off and COVID-19 Emergency Vacation/ Annual Leave/ Paid Time Off Cash Out

### A. Rescission of Approved Leave/Time Off

Because the Pandemic event and/or other catastrophic emergency may cause significant staffing shortages, previously approved leaves such as annual, paid time off (PTO), vacation, ECO recess hours, and compensatory time off may be rescinded in order to provide staffing coverage for County services. The ability to rescind previously approved leaves exists in the event of a business need.

#### **Supervisors, managers and directors should note the following:**

1. Managers and supervisors should keep an updated calendar of all approved time off and provide access of that calendar to those in their line of succession.
2. Approved leaves should only be rescinded where the supervisor is unable to adequately staff a work unit or project.
3. Approved leaves should be rescinded as soon as the supervisor believes that a potential staffing shortage will require that the employee report to work.
4. Prior to rescinding previously approved leaves, the supervisor should attempt to staff the unit or project through other available means (*e.g.*, seek available staff to volunteer for the work or staff with other available employees or contract workers).
5. Rescission of an employee's leave shall be reasonably based upon the employee's ability to report to work.

For example, it would be reasonable to require that an employee who is on annual or vacation at home report to work but unreasonable to require that an employee who is on annual or vacation out of the country report to work.

6. When rescinding leave, the supervisor shall have actual contact with the employee to ensure that the employee received the directive to report to duty. Rescission should be made in writing, including email/text if possible.
7. Employees eligible for leave may accrue up to the approved maximums reflected in the PPPR or the appropriate MOU. However, should the need for an employee to work during Pandemic event and/or other catastrophic emergency result in the employee going beyond the maximum accrual amount, the appointing authority may submit a recommendation to the HR Director that the employee be allowed to carry over.

### B. Emergency Vacation/Annual Leave/Paid Time Off Cash Out

The County Administrative Officer or authorized designee may approve an Emergency Vacation/Annual Leave/Paid Time Off Cash Out process for calendar year 2021 for employees who are assigned to perform duties directly associated to the County's COVID-19 response efforts in accordance with the following requirements:

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- The employee has been assigned to perform duties directly associated to the County’s COVID-19 response efforts for at least 6 months;
  - Due to critical departmental and operational needs directly related to COVID-19, the employee was not afforded the opportunity to utilize available accrued leaves in calendar year 2020;
  - A maximum of one hundred (100) hours of Vacation/Annual Leave/Paid Time Off may be cashed out once in calendar year 2021;
  - Employees must have a remaining minimum Vacation/Annual Leave/Paid Time Off balance of forty (40) hours after the emergency buy back;
  - Employee did not qualify for normal cash out conditions; and
  - Employee submits an irrevocable election of the number of hours to be cashed out in calendar year 2021 by way of submitting the completed COVID-19 Emergency Vacation/Annual Leave/ paid Time Off Cash Out Request form to the Human Resources Department by December 31, 2020.
  - For employees who have elected to cash-out leave accruals and who have not requested actual payment(s) of the entire designated “cash out amount” by December 1, 2021, the County will automatically pay out the elected amount of leave accruals by the last paycheck of calendar year 2021.

The COVID-19 Emergency Vacation/Annual Leave/Paid Time Off Cash Out Request Form may be found at: <https://www.co.monterey.ca.us/government/departments-a-h/human-resources/employee-resources/emergency-response-manual-and-forms>. The request form will be reviewed and approved by the Director of Human Resources, or designee, and forwarded to the Auditor-Controller’s Office for processing.

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## Section 5: Labor Relations – Emergency Administration

In the event that the CAO proclaims an emergency, it may be necessary to implement an *Emergency Authority* order to staff and administer the functions of a department, division and/or work unit. Emergency Authority should be exercised only when narrowly tailored for the emergency situation.

*Emergency Authority* provisions may include but are not limited to those which deal with:

- Scheduling
- Notification procedures
- Assignment of work

MOU compensation provisions may be streamlined in order to administer payroll in a timely manner.

The following provides guidelines for the administration of MOU, in the event an emergency is proclaimed:

### A. Guiding Principles

1. Should an emergency be proclaimed, emergency administration of MOUs may be implemented where:
  - a. The CAO has proclaimed a temporary emergency
  - b. The emergency threatens to impair county operations
  - c. *Emergency Authority* provisions are limited to the duration of the emergency.
2. Managers and supervisors should follow the provisions of the MOUs to every extent possible, without causing too much difficulty in administering a work unit during the emergency.
3. Managers and supervisors should provide as much notice to employees as possible, given the circumstances, of any change affecting employees.
4. In the event that an emergency is proclaimed, managers and supervisors should refer to the list of County Labor Relations personnel who will be available to assist in using these guidelines.

***The HR Department - Labor Relations Division contact information is located at the end of this section.***

### B. Examples of possible impact on MOU provisions:

1. A Pandemic event and/or other catastrophic event may result in high absentee rates resulting in the loss of the necessary number of employees to perform the identified functions of the work unit. The employee absentee rate may reach a point where, in order to perform the functions of the work unit, it may be necessary to use employees outside of the bargaining unit to perform the work.
2. Previously approved annual or vacation, compensatory time, leave of absences (other than for

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sick or family leave purposes) may be rescinded with minimal notice.

3. Employees may be required to report for work with minimal notice.
4. Employees' work schedules and/or hours of work may change with minimal notice.
5. Employees may be required to telework with minimal notice.
6. Employees may be assigned overtime with minimal notice.
7. Employees may be assigned duties which fall outside their job classification with minimal notice.
8. Employees may be assigned to other work units or locations with minimal notice.

### **C. Pay and Break Periods**

1. Compensation will be paid in accordance with the respective MOUs or personnel policies, as appropriate, for all work performed.
2. Rest and Meal Periods will be administered in accordance with the employees' MOU and the Personnel Policy and Practices Resolution (PPPR). Should exigent circumstances exist where rest and/or meal periods cannot be taken, employees will be paid for any missed rest and/or meal period.

### **D. Contract Negotiations and Administration**

During the period of the emergency, the County may temporarily suspend collective bargaining negotiations, grievance processing and labor-management committee meetings.

Labor representatives should contact the HR Department - Labor Relations Division with any questions or concerns about these guidelines or how they are being applied.

***Actions implemented during the emergency do not construe a precedent or obligation upon the County to modify the MOU or otherwise modify the relationship existing prior to the emergency.***

### **LABOR RELATIONS CONTACTS**

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## Section 6: Alternative Work Schedules, Location/Assignment Changes and/or Work Hour Reductions

Employee work schedules, location/assignment and/or Full Time Equivalent (FTE) can be modified during a proclaimed Pandemic event emergency and/or local emergency to enhance social distancing or business continuity as follows:

- A. In addition to regular full-time employees, regular part-time and temporary employees may be required to work alternative schedules and/or location/assignment.
- B. During the declared local emergency only, employees responsible for dependent care due to COVID-19 may request to temporarily decrease their total bi-weekly work hours with the understanding that, if approved at the discretion of the Department Head. Employees who are approved to temporarily reduce their regular work schedule and work at least .5 FTE (40 hours per pay period) will not have an impact on their pre-COVID-19 annual leave/vacation/paid time off accruals, holiday pay, seniority hours and will not have a change to their pre-COVID-19 step advancement eligibility date. Employees who are approved to temporarily reduce their regular work schedule to less than .5 FTE (working less than 40 hours per pay period), will have a prorated reduction in annual leave/vacation/paid time off accruals, holiday pay, seniority hours and their step advancement eligibility date.

Employees in certain bargaining units who temporarily reduce their work hours below 64 hours per pay period may experience a decrease to the County's flex credit contribution towards their health insurance premiums. Employees should consult with their department benefit coordinator and review applicable Memorandum of Understanding provisions or County personnel policies for further information regarding the County's flex credit contributions. Employees interested in submitting a request to reduce their FTE should complete the Reduced Work Schedule (Full Time Equivalent) Request Form found on the Human Resources Department website at: <https://www.co.monterey.ca.us/government/departments-a-h/human-resources/employee-resources/emergency-response-manual-and-forms>

- C. Departments shall review their normal business hours and work schedules to determine if they can be modified in a manner that best promotes social distancing, business continuity or other Pandemic event response goals during an emergency.
- D. Departments will identify first responder functions, mission critical functions and non-mission critical functions that may be staffed with personnel on alternative schedules and/or location/assignment.
- E. If feasible, supervisors should first ask for employees to volunteer to work hours other than their usual schedule. Where certain work schedules cannot be staffed with volunteers, department heads, elected officials or designee may direct staff to work the schedules necessary.
- F. Regular work schedules and/or location/assignment may be changed by a department head, elected official or designee upon the proclamation of a Pandemic event and/or other catastrophic emergency.

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- G.** Alternative work schedules may be changed by a department head, elected official or designee subject to a 24-hour cancellation notice upon the declaration of a Pandemic event and/or other catastrophic emergency, when possible. If less than a 24-hour notice is necessary, department management may make such changes.
- H.** Departments are encouraged to work with staff to minimize the impacts of decisions affecting schedule changes. Rest and meal period requirements continue regardless of the type of work schedule that is assigned. Overtime is probable and should be expected.
- I.** Alternative work schedules and/or location/assignment may be imposed by the appointing authority. A department head or designee shall complete the Emergency Authority Alternative Work Schedule Form and/or Change in Work Location/Assignment Form and submit to HR for processing.
- J.** If an employee makes a request for an alternative work schedule and the request is denied, no written explanation of why the request has been denied is required during the proclaimed emergency.
- K.** When appropriate, management may assign an employee back to the employee's regular schedule.
1. If an employee is assigned back to his or her regular schedule during a Pandemic event and/or catastrophic emergency, the assignment is subject to a 24-hour cancellation notice, when possible; if less than a 24-hour notice is necessary, department management may make such changes as necessary.
  2. The implementation of alternative work schedules is at the discretion of the department head or designee. Alternative work schedules may include a combination of telework, in accordance with Section 7 of this manual, or reporting to the regular worksite. Alternative work schedules must commence at the beginning of a pay period (12:00 am on Saturday) and may include, but are not limited to the following:
    - Split Schedule for example, 7:00 am to 12:00 pm then 2:00 pm to 5:00 pm telework for an 8-hour schedule.
    - Early or Late Schedule for example, 6:00 am to 3:00 pm with a one-hour meal period, or 3:00 pm to 11:30 pm with a half hour meal period.
    - Combination Arrangement for example, Monday, Wednesday and Friday regular hours at the regular worksite and Tuesday and Thursday telework.
    - Weekend Work Combination (telework or at regular worksite) for example, 12:00 pm to 5:00 pm Monday through Friday and Saturday/Sunday a total of 15 hours.

Employees interested in an alternative work schedule should complete the Reduced Work Schedule (Full Time Equivalent) Request Form found on the Human Resources Department website at: <https://www.co.monterey.ca.us/government/departments-a-h/human-resources/employee-resources/emergency-response-manual-and-forms>.

3. If an employee is returned to his or her regular schedule after the Pandemic event and/or catastrophic emergency is declared over, the assignment is subject to notification periods contained in applicable MOU.

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## Section 7: Temporary Teleworking/Work from Home

During these unprecedented times, the County is providing temporary teleworking/work from home opportunities for employees. Temporary telework is subject to the approval of the Department Head, or designee. The temporary telework/work from home provisions found in this section are separate from the County's Telework Policy adopted on July 28, 2020. The provisions in this section shall be applicable during the COVID-19 emergency.

Teleworking means that an employee is working one or more days each workweek from home instead of commuting to his or her centrally located worksite. Teleworking is not appropriate for all employees and no employee is entitled or guaranteed the opportunity to telework. Employees approved for temporary telework/work from home shall complete the mandatory Telework During COVID-19 Employee Training and the Temporary Teleworking/Work from Home Request, Authorization and Agreement Form. This form is located on the Human Resources Department's website at: <https://www.co.monterey.ca.us/government/departments-a-h/human-resources/employee-resources/emergency-response-manual-and-forms> .

The Information Technology (IT) Department can assist departments in designing, implementing and maintaining a program that will help departments prepare to direct employees to work from home; however, any mandate, guidance, or direction regarding teleworking falls within the authority and purview of the CAO and HR.

The purpose of modifications to the policy is to provide support for social distancing or other Pandemic event response goals as necessary to respond to a Pandemic event emergency. These modifications apply only to Pandemic event planning and response for employees that have been identified as appropriate personnel for temporary teleworking.

- A.** Departments should identify possible temporary teleworking employees as soon as possible and make the necessary technological arrangements in advance of a Pandemic event emergency. Some departments have mission critical functions that cannot be provided by employees offsite, including, but not limited to, law enforcement, emergency communications, emergency services and healthcare personnel; such employees will not be eligible for temporary teleworking/work from home.
1. Departments shall consider a broader use of temporary teleworking than they would for normal operations or other types of emergencies to accomplish social distancing for a Pandemic event emergency.
  2. Departments shall identify mission critical functions that may be accomplished remotely and whether the person performing the function needs access to all systems and applications or only email and/or voice communications.
  3. Departments shall identify employees who are qualified for the provision of mission critical functions and determine their ability to telework temporarily using existing technologies (i.e. internet access) or if they have special needs.
  4. Departments shall ensure that employees in identified mission critical functions have at least an Internet connection and a browser on their home computer or laptop.

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5. Employees authorized for temporary teleworking may be allowed to provide limited dependent/childcare during a Pandemic event emergency if providing care does not impact the ability of the employee to accomplish assigned tasks.
  6. Departments should prepare an appropriate number of laptop computers with VPN capability for issue on an emergency basis to employees who do not already have the necessary equipment to telework temporarily. Equipment is limited and employees should not expect to be provided a laptop.
  7. Temporary teleworking assignments may be processed via email or telephone.
- B.** With appointing authority approval, supervisors may require that an employee telework temporarily during a Pandemic event emergency. A requirement to telework shall be documented by email, memorandum, fax or other documented method.
- C.** Employees request a temporary teleworking arrangement by submitting a written Temporary Teleworking Request Form to their immediate supervisor. Temporary teleworking may be approved by the appointing authority for set periods during the declared emergency. If the request is denied, the employee need not be provided with a written explanation of why the request has been denied.
- D.** There are a number of technical planning methods that may be available to accomplish temporary teleworking as follows
1. All Office 365 products (Outlook, SharePoint, OneDrive, Teams, Microsoft Office applications, etc.) as well as the ESS timecard system are available on all devices with internet access and do NOT require VPN.
  2. **Virtual Private Network (VPN)** – employees can access their work computer from their home computer through software that must be loaded on the home computer and settings on the work computer. Before an employee VPN connection will function, the employee must have a VPN account setup, and provided instructions for the installing the VPN software, using their two-factor authentication (either a phone call or a mobile app) and connecting via VPN. There is no cost to use VPN services, though the employee must have Internet access, preferably a high-speed connection. The use of VPN connections should be regularly exercised in order to assure a ready state of equipment functionality and user familiarization.
  3. **Videoconferencing** – allows for audio/video meetings to be held with multiple attendees at different sites. The County utilizes Zoom for video and audio conferencing. Training on how to use Zoom is available on the LMSLEARN system.
- E. Alternative Work Schedule**
- During a declared local emergency, department heads are encouraged to implement alternative work schedules and hours to ensure continued service delivery to the public as well as addressing needs of impacted employees. The implementation of alternative work schedules is at the discretion of the department head or designee. Alternative work schedules may include a combination of telework or reporting to the regular worksite. Alternative work schedules must commence at the beginning of a pay period (12:00 am on Saturday) and may include, but are not limited to the following:
- Split Schedule for example, 7:00 am to 12:00 pm then 2:00 pm to 5:00 pm telework for an 8-hour schedule.

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- Early or Late Schedule for example, 6:00 am to 3:00 pm with a one-hour meal period, or 3:00 pm to 11:30 pm with a half hour meal period.
  - Combination Arrangement for example, Monday, Wednesday and Friday regular hours at the regular worksite and Tuesday and Thursday telework.
  - Weekend Work Combination (telework or at regular worksite) for example, 12:00 pm to 5:00 pm Monday through Friday and Saturday/Sunday a total of 15 hours.

Employees interested in alternative work schedules should complete the Alternative Work Schedule Request Form found on the Human Resources Department website at: <https://www.co.monterey.ca.us/government/departments-a-h/human-resources/employee-resources/emergency-response-manual-and-forms>.

#### **F. Telework Productivity Goals/Standards**

Departments shall develop productivity goals/standards for employees authorized for temporary teleworking. These goals/standards should set forth expectations and measurable goals on a daily or weekly basis and provide employees with a mechanism to track/measure the completion of productivity goals/standards as necessary. Productivity should be reviewed by the supervisor on a weekly basis, or more frequently if appropriate. The following technological tools can be used when reviewing productivity goals/standards with employees:

- Microsoft Teams
- Zoom
- Skype

Productivity goals/standards shall be developed at the discretion of the department head or designee based on the operational needs of the department and set within the scope of work of each employee's classification specification.

#### **G. Full Time Equivalent (FTE) Reduction**

During the declared local emergency only, employees responsible for dependent care due to COVID-19 may request to temporarily decrease their total bi-weekly work hours with the understanding that, if approved at the discretion of the Department Head, the reduction in work hours will reduce their FTE. Employees who are approved to temporarily reduce their regular work schedule and work at least .5 FTE (40 hours per pay period) will not have an impact on their pre-COVID-19 annual leave/vacation/paid time off accruals, holiday pay, seniority hours and will not have a change to their pre-COVID-19 step advancement eligibility date. Employees who are approved to temporarily reduce their regular work schedule to less than .5 FTE (working less than 40 hours per pay period), will have a prorated reduction in annual leave/vacation/paid time off accruals, holiday pay, seniority hours and their step advancement eligibility date.

Employees in certain bargaining units who temporarily reduce their work hours below 64 hours per pay period may experience a decrease to the County's flex credit contribution towards their health insurance premiums. Applicable Memorandum of Understanding should be reviewed for further information regarding the County's flex credit contributions. Employees interested in submitting a request to reduce their FTE should complete the Alternative Work Schedule Request Form found on the Human Resources Department website at:

<https://www.co.monterey.ca.us/government/departments-a-h/human-resources/employee-resources/emergency-response-manual-and-forms>

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## Section 8: Temporary Special Assignment Pay or Emergency Pay for Natividad Nursing Staff

### Temporary Special Assignment Pay

Administration of Special Assignments will continue in accordance with PPR Section A.9.14. Completion of the Personnel Action form is currently required for all temporary special assignments involving higher pay.

A temporary special assignment is defined as a temporary assignment of an employee to an existing higher-level classification when the higher-level duties and responsibilities comprise more than a majority of the work performed.

- A. In the event that an employee is assigned to higher-level duties they may receive special assignment pay. Special assignment pay is not appropriate where an employee is assigned different duties that are not higher-level duties or where an employee is assigned to work in a different work unit if the work performed there are not higher-level duties.
- B. Should a Pandemic event and/or other catastrophic emergency be declared, assignments to special assignment involving higher pay will continue to be made prospectively but approvals and notification to the employee may be made prior to the commencement of the assignment either via e-mail or using the Special Assignment Form. If the email process is used, then routing the Special Assignment Form will not be required.
  1. An assignment to temporary special assignment may be made via e-mail, memorandum or RightFax/fax only for the duration of the proclaimed emergency.
  2. Where an email, memorandum or RightFax/fax is used:
    - A request for temporary special assignment pay shall be completed and signed by the department head or designee and forwarded for review and approval by HR Director or designee.

### Emergency Pay for Natividad Nursing Staff and Respiratory Therapists

A. Natividad Staffing Incentive- Effective January 4, 2021, qualified Registered Nursing staff, to include Staff Nurse II-Per Diem, and Respiratory Therapists at Natividad who work more than three (3) twelve (12) hour shifts in a seven (7) day work week (Saturday to Friday) shall be compensated a stipend of \$500 per additional shift, over three (3) shifts, who work in the Intensive Care Unit (ICU), Medical Surgical (Med Surge) and Emergency Department (ED). Registered Nursing staff and Respiratory Therapists who work partial shifts shall not be eligible for the \$500 stipend unless they are called off. This provision shall terminate when ordered by the County Administrative Officer upon consultation with the Natividad CEO.

A1. Effective March 2, 2021, qualified Registered Nursing staff at Natividad who work more than three (3) twelve (12) hour shifts in a seven (7) day work week (Saturday to Friday) shall be compensated a stipend of \$500 per additional shift, over three (3) shifts. Registered Nursing staff who agree to work a full twelve (12) hour extra shift shall be eligible for the \$500 stipend

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if they work a partial shift and are called off. Registered Nursing staff who agree to work a partial extra shift shall not be eligible for the \$500 stipend. This provision shall terminate on the earlier to occur of June 30, 2021, or the Governor's termination of the Proclamation of a State of Emergency issued on March 4, 2020.

B. **Unscheduled Shift Pay-** Effective December 3, 2020, vacant shifts in the Intensive Care Unit (ICU), Medical Surgical (Med Surge) and Emergency Department (ED) at Natividad shall be disseminated to staff via email and/or the Everbridge system 48-hours in advance. Qualified Natividad Registered Nursing staff, to include Staff Nurse II-Per Diem, who voluntarily sign up to cover a vacant shift in the Intensive Care Unit (ICU), Medical Surgical (Med Surge) and Emergency Department (ED) shall receive **Unscheduled Shift Pay** of one and one-half (1 1/2) times their base rate of pay for all hours worked during that vacant shift. This provision shall terminate when ordered by the County Administrative Officer upon consultation with the Natividad CEO. B1. Effective March 2, 2021 vacant shifts shall be disseminated to staff via email and/or the Everbridge system 48-hours in advance. Qualified Nursing Assistants and Environmental Services Aides (permanent or temporary), who voluntarily sign up to cover a vacant shift shall receive **Unscheduled Shift Pay** of one and one-half (1 1/2) times their base rate of pay for all hours worked during that vacant shift. This provision shall terminate on the earlier to occur of June 30, 2021, or the Governor's termination of the Proclamation of a State of Emergency issued on March 4, 2020.

C. **Staff Nurse II-Per Diem COVID-19-** Effective January 12, 2021, Natividad is authorized to hire temporary per diem staff nurses using the Staff Nurse II- Per Diem COVID-19 classification to address critical COVID-19 staffing needs at the discretion of the Natividad CEO. The Staff Nurse II- Per Diem COVID-19 classification shall not be eligible for any special pay provisions as provided in this manual. Effective August 28, 2021, the hourly base rate for the Staff Nurse II- Per Diem COVID-19 classification will be \$151.

D. Effective January 25, 2021, Hospital Trauma Nurse Practitioners at Natividad who work over three (3) twenty-four (24) hour shifts in a fourteen (14) day work period shall be compensated a stipend of \$500 per additional twelve (12) hour shift worked in the Intensive Care Unit (ICU) and Medical Surgical (Med Surge) . Nurse Practitioners who work additional shifts less than twelve hours shall not be eligible for the \$500 stipend. This provision shall terminate when ordered by the County Administrative Officer upon consultation with the Natividad CEO.

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## Section 9: Temporary Workers and Volunteers

### A. County temporary workers fall into one of three general categories as follows:

1. County Temporary Employees – an individual who is hired as a temporary, PERS retired annuitant or Limited Term. Any County temporary employee may only be hired with the approval of HR.
2. Agency Temporary Employee – an individual who is the employee of an authorized vendor who has a contract with the County to provide temporary workers.
3. Volunteers – individuals who perform services for the County for civic, charitable or humanitarian reasons. During a Pandemic event and/or other catastrophic emergency, departments may wish to utilize the services of volunteers.

B. Monitoring the hours worked of PERS retired annuitants and agency temporary employees is a joint responsibility of the hiring department and HR. It is the responsibility of the department to obtain any necessary approvals prior to hiring a temporary worker.

C. Preplanning applies to Pandemic event and/or other catastrophic emergency planning and response for backfilling regular employees.

#### 1. During the planning phase for a Pandemic event and/or catastrophic emergency:

- a. Departments shall identify the classifications of staff needed to accomplish needed functions and notify HR of these classifications.
- b. HR will compile the classifications submitted by departments into a master list. This list will be provided to temporary employee agencies to identify the classifications that will be needed for Pandemic event and/or other catastrophic emergencies. This will allow the agencies to acquire the resources necessary in advance for a 24-hour response to a request.

#### 2. During a Pandemic event and/or catastrophic emergency phase:

- a. Agency temporary employees - Departments may go directly to the temporary employee agency to hire the classifications identified.
- b. County temporary employees - Departments shall contact HR in the event they seek to hire temporary staff during the period of a declared Pandemic event and/or other catastrophic emergency or until otherwise instructed.
- c. Volunteers –
  1. Departments should first attempt to utilize County employees to perform needed work and then look to volunteers.
  2. Departments should identify areas where volunteers might be utilized in advance and identify the type of skills that volunteers will need to be useful in that area. Departments should then compile a list of possible volunteers.
  3. The volunteer must sign a waiver and release prior to performing volunteer services.

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## Section 10: Positive COVID-19 Diagnosis or Exposure and Sick Employees

The Human Resources Department, in collaboration with the Public Health Office, have developed protocols to address COVID-19 exposures in the workplace. Leave provisions available to impacted employees shall be applied in accordance with applicable federal, State or local statute, regulation, ordinance or other rule of law, as may be amended from time to time.

All County employees are required to complete the COVID-19 Workplace Exposure Mandatory Training and self-disclose to their supervisor/manager or confidential departmental HR professional (1) their exposure to a person with COVID-19 or (2) their own positive diagnosis for COVID-19. The employee's department will work with the Director of Human Resources, in collaboration with the CDU as appropriate, to address the potential workplace exposure.

If an employee receives a positive COVID-19 diagnosis, believes they have been exposed to COVID-19 or is sick the following provisions apply.

- A.** Employees shall self-disclose to their supervisor/manager or Human Resources professional (1) the employee's presentation of COVID-19 symptoms; (2) the employee's possible COVID-19 close contact exposures; and (3) possible COVID-19 hazards at County worksites or facilities immediately.
- Reporting employees should refrain from reporting to work until receiving further guidance from the appropriate confidential departmental HR professional.
  - If a supervisor/manager receives a report of employee potential exposure (a potential exposure is defined as a firsthand exposure to a person diagnosed with COVID-19) or an employee's positive diagnosis, the supervisor/manager should immediately refer the matter to the appropriate confidential departmental HR professional.
  - To avoid a potential HIPAA/CMIA violations, any report to a supervisor/manager should not be shared with anyone except the appropriate confidential departmental HR professional.
  - Employees who disclose diagnosis or exposure are protected against retaliation.

**B.** Protocols for Potential Exposure of COVID-19 in the Workplace

With authorization from the CDU, the Director of Human Resources, or designee, will provide preliminary direction to authorized confidential departmental Human Resources (HR) professionals, on a need to know basis only, to address reported potential workplace exposures. A workplace exposure may be caused by an employee who has been positively diagnosed with COVID-19 or identified as a close contact. The CDU has provided the Director of Human Resources, and appropriate designee, with direction on how to determine infectious periods as appropriate and apply preliminary quarantine/self-isolation protocols.

- A COVID-19 close contact can be defined as someone sharing the same indoor airspace, e.g., home, clinic waiting room, airplane etc., for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during an infected person's (laboratory-confirmed or a [clinical diagnosis](#)) infectious period.

**C.** The County will follow California Department of Public Health (CDPH) and California

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Department of Industrial Relations (CalOSHA) guidelines regarding COVID-19 testing requirements for County employees.

The County will also inform County employees of the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that employees not report to the worksite during the infectious period and satisfying the minimum criteria to return to work.

The County will make COVID-19 testing available to employees who are experiencing COVID-19 symptoms to the extent possible. The County will also make COVID-19 testing available to all employees in an identified exposed group as a result of a limited outbreak once per week. During major outbreaks, all employees in the exposed group will be offered testing regardless of vaccination status, twice per week. For free testing locations and additional employee testing information, Departments can utilize the Health Department website:

<https://www.co.monterey.ca.us/government/departments-a-h/health/diseases/2019-novel-coronavirus-2019-ncov/2019-novel-coronavirus-2019-ncov-testing-treatment-care>

When COVID-19 testing is offered or provided the County has adopted policies and procedures that ensure the confidentiality of employees and comply with the Confidentiality of Medical Information Act (“CMIA”). Specifically, the County will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as otherwise permitted or required under the law.

- D.** Sick employees need to stay home and adhere to their departmental policies/procedures for calling in sick.
- As a safety consideration, management should look to the physical well-being of its employees and whether the health of fellow employees is endangered by the health of a symptomatic employee. Such is the case where an employee is exhibiting COVID-19 symptoms because a sick employee may endanger the health of fellow employees.
  - Prior to sending a sick employee home, supervisors should consult with the appropriate confidential HR professional and must obtain approval of their manager or appointing authority.
- E.** The County will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting a worksite COVID-19 case to the following individuals and institutions as required based on the individual circumstances: **(1)** the Health Department; **(2)** Cal/OSHA; **(3)** employees who were present at a County worksite or facility when the COVID-19 case was present; **(4)** the employee organizations that represent employees at the County worksite or facility; **(5)** the employers of subcontracted employees who were present at the County worksite or facility; and **(6)** the County’s workers’ compensation plan administrator.
- F.** If an employee is directed to isolate/quarantine due to COVID-19, the appointing authority has the authority to require the employee to leave the workplace and stay home.
- G.** Managers and supervisors are not to make judgments as to medical diagnosis in making a recommendation to send home an employee who appears sick. Further instructions will be provided by the Health Officer as appropriate. Examples of COVID-19 symptoms may include the following new symptoms not associated with any other health conditions including seasonal allergies:
- Congestion or runny nose
  - Cough, shortness of breath or difficulty breathing

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- Nausea, vomiting or diarrhea
  - Fatigue
  - Fever or chills
  - Headache, muscle or body aches
  - Loss of taste or smell
  - Sore throat

- H.** This Section notwithstanding, an employee may use leave accruals for the employee's bona fide illness or incapacitating injury or the employee's exposure to contagious diseases.
- I.** During the period of the emergency declaration, up to 80 hours of paid special leave (at base pay rate) may be granted by the Department Head for full-time employees who are quarantined by the County Public Health Officer or authorized State or federal official due to the Pandemic event, sick or with the Pandemic event symptoms, or excused by the appointing authority, and unable to temporarily telework/work from home. The 80 hours of paid special leave shall be pro-rated for less than full-time employees based on their FTE. The Human Resources Department worked with the Auditor Controller's Office to provide guidelines for proper timesheet processing.
- J.** Pursuant to PPR Section A.33.2 the CAO may authorize up to an additional twenty (20) days of leave with pay.
- K.** Employees are encouraged to apply for disability benefits as appropriate. In the event that an employee applies and is approved for disability benefits, leave accruals will be integrated as appropriate.
- L.** When a sick, non-COVID-19 related, employee's condition improves to the point where the employee no longer poses a health risk to fellow employees, the employee shall contact his or her supervisor and arrange for the employee's return to work. Employees who are positively diagnosed or COVID-19 exposed should adhere to isolation/quarantine directives provided by the appropriate confidential departmental HR professional.

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## Section 11: Alternatives to Going to the Emergency Room

During a Pandemic event outbreak, local urgent care facilities and hospital emergency rooms are overwhelmed with patients. You now have alternatives to visiting your medical provider's office, an urgent care facility or the ER.

Employees are encouraged to visit the Center for Disease Control (CDC) website to review recommendations for people who are sick at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.

The CalPERS Anthem Blue Cross plans offer Live Health Online and a 24/7 Nurse line as part of the health plan coverage.

***CalPERS Anthem Blue Cross plans offer Live Health Online and a 24/7 Nurse line as part of the health plan coverage.***

The doctors you see using LiveHealth Online can prescribe medication based on their clinical expertise and the medical conditions presented during the time of your visit. If necessary, the doctor can send prescriptions electronically to the pharmacy you select.

Convenient high-quality urgent care is available, and you can connect with participating doctors instantly from just about anywhere and you can live online video chat with licensed doctors without the waiting room.

LiveHealth Online is faster, easier and more convenient than a visit to an urgent care center. You can access the LiveHealth Online on the App Store for your iPhone or iPad or you can locate the phone numbers on the back of your insurance identification card.

**<https://livehealthonline.com/>**

***24/7 Nurse Line – 1-800-700-9185***

***LiveHealth Online – 1-888-548-3432***

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## Section 12: Family Medical Leave and Sick Leave

The provisions of this section shall be applied in accordance with and subject to any applicable federal, State or local statute, regulation, ordinance or other rule of law, as may be amended from time to time.

County employees may use medical leave pursuant to their current rights under:

- Family Medical Leave Act (FMLA)
- California Family Rights Act
- California Kin Care
- California Pregnancy Disability Leave Act
- California Disability and Paid Family Member Leave laws
- Monterey County Personnel Policies and Procedures Resolution 98-394

During the Pandemic event, the necessity for supporting employees seeking medical assistance will be crucial.

Employees will continue to be able to use accrued sick or annual leave for the care of family members, in keeping with the provisions of the PPPR, applicable MOU and relevant state and federal regulations.

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## Section 13: Employee Assistance Program

Should a Pandemic event and/or other catastrophic emergency occur, referral to the County's Employee Assistance Program (EAP) through the vendor, *fei workforce resilience*, may be recommended to address personal problems that interfere with work performance. In particular, a crisis such as a Pandemic event may cause stresses.

Normally, employee appointments for EAP are allowable, if approved, during work time. Referral appointments to EAP through *fei workforce resilience* during a Pandemic event may be allowed during regular working hours during the course of the emergency (even if the department does not normally allow use of work time for such appointments), as long as this does not interfere with the operations or functions of the workplace.

### A. Employee Assistance Program (EAP)

The EAP is a service provided through HR Department – Employee Benefits Division for all County employees, regardless of benefits eligibility, career service or temporary employment status. The program's primary purpose is to assist employees with personal challenges, issues and concerns. Employees and their household members may contact the EAP directly for assistance.

For more information, please call 1-800-638-3327 or visit [www.feieap.com](http://www.feieap.com); username: monterey.

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## Section 14: Donated Leave Bank

Administration of accrued leave donations will continue in accordance with the Monterey County Catastrophic Leave Donation Program and Donated Leave Bank Policy, except as indicated below:

### A. Eligibility

1. In accord with the Monterey County Catastrophic Leave Donation Program and Donated Leave Bank Policy, employees may be eligible to receive donated leave if as a result of a medical emergency they have exhausted all of their own accumulated leave time and have submitted the required documentation to the HR Department – Employee Benefits Division. This documentation includes completed application with medical certification and disability income certification.

### B. Special Provisions Regarding Accrued Leave Hours

1. For purposes of this Section, any non-probationary employee eligible for leave benefits may donate a minimum of four (4) hours of his or her accrued leave to the leave bank. Such donation will occur upon written request to and approval of HR Department – Employee Benefits Division.
2. For purposes of this Section, the number of hours donated shall not exceed 200 hours (5 weeks) of leave in any fiscal year. Donating employees must retain at least forty (40) hours of accrued leave.

C. All donations of accrued leave are strictly voluntary.

D. All accrued leave hours donated shall be converted to a dollar value based on the donor's straight time hourly rate at the time of donation. Such dollar value will then be divided by the receiving employee's hourly rate to determine the actual number of hours received.

E. Employees donating leave accruals will submit the leave donation form to their Department HR for verification and then forward to the HR Department – Employee Benefits Division for processing the donated hours to the general leave bank.

F. Employee requesting leave donations will submit request to their Department HR for processing and forwarding to the HR Department – Employee Benefits Division. HR Department – Employee Benefits Division will review the application and if approved transfer hours from the general bank to the employee's leave bank and inform the departmental timekeeper of the number of hours to be entered for the appropriate pay period.

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## Section 15: Return to Work Authorization

In the event the CAO declares a Pandemic event emergency, the following procedures will be in effect for the duration of the emergency.

In the event that an employee is ready to return to work from a leave (paid, unpaid, or military) the following procedures shall apply:

- A.** The employee who is ready to return from leave shall contact his/her supervisor (or a person acting in his/her capacity) for instructions on when and where the employee should return for assignment, provided an assignment is available prior to the day that the employee proposes to return. Contact shall be made in the manner deemed appropriate by the work unit.
- B.** The supervisor shall inform the employee as to whether or not the employee's return to work is authorized. If it is authorized, the employee should be informed of his/her work location (or whether the employee will be assigned to work from a remote location or telework), work schedule and shift, and specific work assignments, if different from the employee's regular assignment.
- C.** In administering this section, medical certifications may not be required.
- D.** After the emergency, the requirements for the employee to provide a medical release/return to work verification form from a health care professional will be restored, unless otherwise notified by the employee's supervisor.

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## Section 16: What to do in the Event of the Death of an Employee Due to COVID-19

### A. Contact Information

In the unfortunate event of the death of an employee the department or next of kin should notify the Human Resources Department (HRD) as soon as practicable. HRD must immediately contact the Safety Officer and Workers' Compensation Manager.

For an employee who is covered by County benefits, the survivor should contact HR Department – Employee Benefits Division at:

- Phone: (831) 755-5456
- Email: [clarkpj@co.monterey.ca.us](mailto:clarkpj@co.monterey.ca.us) or [benefitshelp@monterey.ca.us](mailto:benefitshelp@monterey.ca.us)
- Fax: (831) 751-9597

The survivor should provide the Employee Benefits representative with the decedent's name, date of death, Social Security Number, address and who to contact for more information.

Employee Benefits will contact the survivor to explain the applicable benefits and the claims process.

### B. Life Insurance

In order to process a life insurance claim, Employee Benefits will need one (1) certified copy of the decedent's death certificate, which may be sent to:

Human Resources Department – Employee Benefits Division  
168 W. Alisal Street, 3<sup>rd</sup> Floor,  
Salinas, CA 93901

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## Section 17: School/Daycare Facility Closures and Mandated Distance Learning

The provisions of this section shall be applied in accordance with any applicable federal, State or local statute, regulation, ordinance or other rule of law, as may be amended from time to time.

Any number of catastrophic emergencies, including earthquakes, floods and pandemic events, could result in school and daycare facility closures and mandated distance learning. In order to minimize the effect of any disease outbreak, the Health Officer is authorized to order disease control measures that include a broad array of actions. Isolation and quarantine orders and social distancing measures are likely to be used in a pandemic event and/or other catastrophic event. In addition to closing large social gatherings, such as sporting events, theater shows, concerts and others, the Health Officer may close schools and large day care centers as a social distancing strategy and school districts may mandate distance learning. It is anticipated that this action would occur in coordination with any emergency proclamation that may emanate from the CAO.

School and daycare facility closures and mandated distance learning are expected to have a significant cascading effect on staff absenteeism in both the private and public sectors. If schools and daycare facilities are closed, employees will not be allowed to bring their children to work. The County is prepared to offer telework (where operationally feasible) for caregivers staying home to take care of children or other dependents whose school/daycare facilities are closed or are providing distance learning only, due to COVID-19.

In the event that this occurs, staff should be informed of expectations depending upon their department designation as first responders, mission critical personnel and all other personnel. Departments should be prepared to consider flexible options for impacted employees.

### A. Alternative Work Schedule

During a declared local emergency, department heads are encouraged to implement alternative work schedules and hours to ensure continued service delivery to the public as well as addressing needs of employees impacted by school/daycare facility closures or mandatory distance learning. The implementation of alternative work schedules is at the discretion of the department head or designee. Alternative work schedules may include a combination of telework, in accordance with Section 7 of this manual, or reporting to the regular worksite. Alternative work schedules must commence at the beginning of a pay period (12:00 am on Saturday) and may include, but are not limited to the following:

- Split Schedule for example, 5:00 am to 9:00 am then 6:00 pm to 10:00 pm for an 8-hour schedule.
- Early or Late Schedule for example, 6:00 am to 3:00 pm with a one-hour meal period, or 3:00 pm to 11:30 pm with a half hour meal period.
- Combination Arrangement for example, Monday, Wednesday and Friday regular hours at the regular worksite and Tuesday and Thursday split schedule.
- Weekend Work Combination (telework or at regular worksite) for example, 12:00 pm to 5:00 pm Monday through Friday and Saturday/Sunday a total of 15 hours.

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Employees interested in alternative work schedules should complete the Alternative Work Schedule Request Form found on the Human Resources Department website at:

<https://www.co.monterey.ca.us/government/departments-a-h/human-resources/employee-resources/emergency-response-manual-and-forms>

**B. Full Time Equivalent (FTE) Reduction**

During the declared local emergency only, employees responsible for dependent care due to COVID-19 may request to temporarily decrease their total bi-weekly work hours with the understanding that, if approved at the discretion of the Department Head, the reduction in work hours will reduce their FTE. Employees who are approved to temporarily reduce their regular work schedule and work at least .5 FTE (40 hours per pay period) will not have an impact on their pre-COVID-19 annual leave/vacation/paid time off accruals, holiday pay, seniority hours and will not have a change to their pre-COVID-19 step advancement eligibility date. Employees who are approved to temporarily reduce their regular work schedule to less than .5 FTE (working less than 40 hours per pay period), will have a prorated reduction in annual leave/vacation/paid time off accruals, holiday pay, seniority hours and their step advancement eligibility date.

Employees in certain bargaining units who temporarily reduce their work hours below 64 hours per pay period may experience a decrease to the County's flex credit contribution towards their health insurance premiums. Applicable Memorandum of Understanding should be reviewed for further information regarding the County's flex credit contributions. Employees interested in submitting a request to reduce their FTE should complete the Reduced Work Schedule (Full Time Equivalent) Request Form found on the Human Resources Department website at:

<https://www.co.monterey.ca.us/government/departments-a-h/human-resources/employee-resources/emergency-response-manual-and-forms>

**C. First Responders:** are those employees who protect lives, property, evidence and provide for the restoration of order. Examples of first responders are law enforcement, emergency communications, emergency services officials and healthcare personnel. County of Monterey first responders must report to work, notwithstanding school and daycare closures.

1. All first responders should have a family care succession plan in place.

**D. Mission Critical Personnel:** are those employees who provide for and maintain the mission critical functions of County services. Examples of mission critical personnel are human resources and payroll staff. Mission critical personnel should make every effort to report to work in the event of school and daycare closures.

1. All mission critical personnel should have a family care succession plan in place.

2. In the event that child and dependent care coverage may become impossible, arrangements may be made in advance for approval from the appointing authority to telework, in accordance with Section 7 Temporary Teleworking/Work from Home above, if appropriate. If teleworking is not appropriate upon approval, mission critical personnel will use available leave. Otherwise, mission critical employees must report to work.

**E. Non-Mission Critical Personnel:** Are those employees with skills and abilities to perform non-mission critical functions regarding the day-to-day work of the County. In the event of school and daycare facility closures or mandatory distance learning, non-mission critical personnel are expected to work their regular schedule unless department authorization is provided for telework or an alternative work schedule.

1. All non-mission critical personnel should have a family care succession plan in place.

2. In the event that non-mission critical personnel have exhausted their options for child and dependent care coverage available leave will be used for such an approved absence.

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## Section 18: Facility Closure/Reduction in Force

County offices and operations will remain open during emergency situations that do not pose an immediate life, health, or safety risk to its occupants unless directed otherwise by the CAO or the appointing authority.

Because of potential staffing shortages, employees may be deployed to provide support for varied county operations in alternative worksites and should expect to come to work.

In the case of closure of specific offices, employees will be sent home as a last resort. Should employees be sent home, employees will be paid in accordance with the established emergency processes as follows:

- A.** If a facility is closed by order of the CAO and no alternative site is designated for the employee to report to, the Appointing Authority may designate an excused absence for regular, probationary and temporary employees scheduled to work but unable to do so.
  - 1.** If the shutdown extends for more than one week, the status of displaced workers may be reviewed by the CAO to determine whether a reduction in force is appropriate.
  - 2.** Employees who, prior to a facility closure, have previously requested and have been approved for time off (*e.g.*, annual leave, sick leave, compensatory time off, leave of absence) may have hours deducted from their accruals.
  - 3.** If the facility closes after the start of an employee's shift, employees who are scheduled to report to work but do not report to work and do not contact the appointing authority or designee prior to a facility closure are considered to have been absent without leave and will be subject to leave without pay for the full day. However, the appointing authority may at his or her discretion authorize the use of accrued leave for the absence as individual circumstances warrant.
- B.** When a department closes operations during the workday or orders employees to leave the premises because of safety concerns, employees scheduled to work will be paid for the normally scheduled workday.
- C.** Departments should make every reasonable effort to allow employees who have reported to work to check on the status of their families, providing that doing so does not compromise emergency response functions.

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## Section 19: Potential Disciplinary Actions

The County's commitment to public service will be the foundation for holding our community together and maintaining the public trust. This commitment includes all employees' obligations to take necessary steps to ensure the safety and wellbeing of other employees and the public. To fulfill the County's obligations of service to the public, all able employees are expected to work proficiently and effectively perform assigned duties.

There may be occasions during the COVID-19 emergency when employee misconduct will need to be addressed. In some cases, that will mean that discipline is appropriate. Certain conduct by employees during a declared local emergency will require prompt attention and appropriate action. Examples of such conduct may include, but are not limited to failure to wear face covering/PPE when required while on duty, failure to adhere to prescribed physical distancing requirements when required, knowingly reporting to work with symptoms associated with COVID-19 (and not attributed to any other health condition) or with the knowledge of a positive COVID-19 test result, failure to follow supervisor/manager direction, neglect of duty, inaccurate time reporting, unauthorized absence, and willful violation of safety protocols to include symptom screening, temperature checks when required, and COVID-19 vaccination requirements as found in [Section 25](#).

The type and level of any proposed corrective/disciplinary action may range, to include possible termination, and will be determined by the nature and severity of the conduct and/or performance deficiency. Upon learning of violation of these protocols and/or prior to proposing or implementing disciplinary action, managers/supervisors and their department head shall first consult their department Human Resources Analyst, Employee Relations Manager and Deputy County Counsel who will assist the department in the evaluation of pertinent facts, merits and recommendations regarding the proposed disciplinary action.

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## Section 20: Guidelines for Returning Employees to Worksites

The County continues to be committed to the well-being and safety of all our employees. As the COVID-19 pandemic evolves, the County continues to monitor the situation closely and receive guidance and requirements from the Centers for Disease Control and Prevention, California Department of Public Health, Cal/OSHA and local health authorities. The following guidelines have been established to provide guidance and direction to assist all departments, divisions and work units to develop return to the workplace plans for employees. Departments have developed Return to the Worksite Plans, which may be updated as appropriate, utilizing the template provided by the Risk Management Division.

Department Heads should adhere to orders/directives issued by the Monterey County Public Health Officer when identifying a timeframe in which to implement their corresponding return to work plans. The Human Resources Department defers to each Department Head for the development of appropriate return to the workplace plans for their facilities since each department may have different operational and facility needs. The following should be considered when developing their plans:

### A. Identification of COVID-19 Hazards

- Departments will conduct and document an initial evaluation and identification of COVID-19 hazards and current protocols at each of their worksites using the Return to the Worksite Plan. This evaluation will be an assessment of all interactions, areas, activities, processes, equipment and materials that could potentially expose employees to COVID-19 hazards.
- Departments will conduct and document periodic inspections of their worksites as needed to identify unhealthy conditions, work practices and procedures related to COVID-19 and to ensure compliance with County COVID-19 policies and procedures. Departments will use the [COVID-19 Workplace Inspection](#) form to conduct the inspections.

### B. Measures to Protect Employee Health

- Keeping sick employees out of the workplace- As a safety consideration, management should look to the physical well-being of its employees and whether the health of fellow employees is endangered by the health of a quarantined or symptomatic employee. Such is the case where an employee is exhibiting COVID-19 symptoms because a sick employee may endanger the health of fellow employees; employees exhibiting COVID-19 symptoms must stay home and notify their supervisor immediately. Other employees who are sick should not come to work and should notify their supervisor immediately.
  - Please consult the **COVID-19 Exposure in the Workplace Protocols** when an employee reports exposure or COVID-19 confirmed diagnosis.
- Provide for an accommodation process for employees who have a medical or other condition identified by federal or State agencies or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.
- **(This provision is suspended effective March 21, 2022 except for worksites/worksettings where a CalOSHA or California Department of Public Health requirement applies.)** Symptom checks- The Human Resources Department, in collaboration with the Health Department and Natividad, have developed and implemented self-screening tools to be conducted before employees may report for work [outlined in Section 21](#) of this manual.

- Supplemental Cleaning Supplies- Cleaning and related supplies may be made available to all employees to include:
  - Hand sanitizer effective against COVID-19.
  - Hand washing station(s) for employees in outdoor worksites.
  - Disinfecting wipes that are effective against COVID-19 will be made available where appropriate.
- Departments will develop protocols for interacting with visitors/members of the public in accordance with the Monterey County Public Health Officer's Orders as appropriate.
- Personal Protective Equipment (PPE)- Departments shall provide guidance to employees regarding appropriate levels of PPE to be worn during the course of their work. All PPE worn by staff shall follow Cal/OSHA COVID-19 ETS, CDC, CDPH and product manufacturer guidelines.
  - Face coverings- Per the requirements in [Section 22](#) of this document and Health Department recommendations
  - Gloves- If gloves are required for any specific work function, the department shall provide guidance to the employee. The use of gloves is not a substitute for frequent hand washing with soap and water or the use of hand sanitizer.
  - Upon request by employees working indoors or sharing a County vehicle with another employee, Departments shall provide approved respiratory protection (N95 or similar), encouraging the use and ensuring correct size. Respiratory protection training shall be conducted prior to use, including the topics for how to put on, perform a seal check and ensure proper fitment of the provided mask.
  - Other forms of PPE are subject to Department Head approval.
- Required Training- Employees are required to complete the Human Resources Department COVID-19 training through the Learning Management System. This training is intended to provide employees general information regarding COVID-19 precautions, the County's return to the worksite plans and COVID-19 related resources.
  - Departments will develop and implement additional training on an as needed basis, capturing changes in their worksite specific COVID-19 Prevention Program.

### **C. Recommendations to Keep Employees Safe**

- Alternate staffing plans- Departments should evaluate a staged or rotating return of employees to worksites.
- Teleworking- Where operationally practical, departments should consider the continuation of temporary teleworking/work from home in accordance with [Section 7](#) of this manual during the transition period of returning employees to the worksite.
- COVID-19 Outbreaks- For guidance related to a COVID-19 outbreak situation, departments should refer to the COVID-19 Exposures in the Workplace Protocols.

### **D. Vendor Access**

- Departments should develop internal protocols specifically for vendors accessing the worksite to include:
  - Consider the identification of specific access points (entrance/exit) to be used by vendors.
  - The same symptom check requirements utilized for employees.
  - Face covering requirement while accessing the worksite and any other applicable PPE requirements consistent with requirements for employees.

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**E. (This provision is suspended effective March 21, 2022 except for worksites/worksettings where a CalOSHA or California Department of Public Health requirement applies.) Signage: Departments should ensure County sanctioned signage is clearly visible at their facilities to direct all employees that they must:**

- Not enter the facility if they have a cough or fever over 100 degrees;
- Adhere to face covering requirement;
- Utilize additional personal protective equipment (PPE) as required;

**F. County Vehicle Use**

- **Assigned County Vehicles-** If a vehicle is assigned to a single employee user, the employee should continue to clean the vehicle appropriately. Hand sanitizer and related supplies should be made available for each vehicle.  
**Shared County Vehicles-** To the extent feasible, Departments shall reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation and during work activities. Hand sanitizer and related supplies should be made available for each vehicle.

**G. Facility Maintenance**

- **Maximization of Indoor Ventilation:** For indoor worksites, evaluations of the ventilation systems will be coordinated by the Department. During this evaluation, departments will evaluate how to maximize the quantity of outdoor air, if it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units would reduce the risk of COVID-19 transmission.

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## Section 21: Self-Screening Assessment for New Symptoms Associated with COVID-19

**The provisions in this section are suspended effective March 21, 2022 except for worksites/worksettings where a CalOSHA or California Department of Public Health requirement applies.**

The provisions of this section shall be applied in accordance with guidelines and regulations from State and federal agencies and the County’s Public Health Officer for the purpose of maintaining health and safety in the workplace by screening employees and members of the public for COVID-19 related symptoms prior to entering a County facility or worksite. Employees include volunteers, interns and agency temporary employees.

The County intends to fully comply with any and all applicable laws, including, but not limited to, the Americans with Disabilities Act (“ADA”) and the Rehabilitation Act of 1973, and the Fair Employment and Housing Act (“FEHA”) in the administration of this protocol.

The protocols for temperature testing and self-screening for new symptoms associated with COVID-19 are subject to adjustment based on operational needs of individual departments and in accordance with applicable State requirements. Temperature testing and self-screening stations shall make the following materials/supplies available:

- Hand sanitizer and appropriate cleaning/disinfecting supplies
- Touchless infrared thermometer (if conducting temperature screening)
- Gloves as necessary
- Signage listing COVID-19 symptoms
- Paper symptom self-screening assessment forms

### **A. Background**

In accordance with guidelines and regulations from State and federal agencies employers, including public entities, shall develop and implement measures to prevent or reduce the transmission of the virus that causes COVID-19 at the workplace. One method for doing so is to require employees and members of the public to certify the absence of new symptoms associated with COVID-19 prior to entering a County facility/worksite.

Consistent with guidance provided by the Equal Employment and Opportunity Commission (“EEOC”) and the Department of Fair Employment and Housing (“DFEH”), the County of Monterey is authorized to adopt this COVID-19 screening protocol.

### **B. Scope of Coverage**

These provisions apply to all employees and members of the public accessing County facilities.

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**C. Effective Dates**

These provisions shall be effective immediately and shall remain in effect until the County Administrative Officer or designee advises that these provisions are no longer operative due to the end of the COVID-19 public health emergency.

**D. Notice**

The County will provide notice of these mandatory provisions by signage at all County facilities.

**E. Expectations of Employees with Respect to the Presentation of Symptoms Associated with COVID-19**

The County expects and requires that all employees complete a self-screening assessment prior to commencing their workday and immediately contact their supervisor/manager if they are presenting COVID-19 related symptoms. Employees may select any of the following options to complete the self-screening assessment:

- Monterey County Connect Mobile App. self-screening assessment or online at <https://apps.co.monterey.ca.us/selfassessment>.
- Online by accessing the self-screening assessment on the County's Infonet page at: <https://www.co.monterey.ca.us/Home/ShowDocument?id=92322>, completing the self-screening assessment form on-line and emailing the completed form to their supervisor/manager.
- Hard-copy (paper) by downloading the self-screening assessment form on the County's Infonet page at: <https://www.co.monterey.ca.us/Home/ShowDocument?id=92322>, completing the form in advance, printing it, bring it to work and submit it to their supervisor/manager upon their arrival.
- At a County facility or worksite by completing the self-screening assessment form (paper copy) in the designated area in any County facility or worksite and submitting to their supervisor/manager upon their arrival to work.

No employee who presents new symptoms associated with COVID-19 prior to the start of the workday may report to work.

Employees may be compensated for up to five (5) minutes to complete the self-screening assessment by extending either their rest or meal periods by up to five (5) minutes. Alternative methods may be identified based on operational needs of the department.

Employees who develop symptoms after beginning their workday may be directed to leave work. Employees who are directed to leave work will be compensated in accordance with State and Federal regulations and may be required to use their accrued leave for the remainder of their scheduled shift.

Employees who are teleworking are highly encouraged to monitor their symptoms and may utilize the tools made available by the County.

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**F. Expectations of Members of the Public Accessing County Facilities with Respect to the Presentation of Symptoms Associated with COVID-19**

The County expects all members of the public presenting COVID-19 related symptoms will be provided information regarding access to County services without entering the County facility. Departments will develop protocols to meet the needs of their public customers/clients.

**G. Procedure**

In accordance with applicable federal and State public health guidance, and in order to help prevent or reduce the transmission of the virus that causes COVID-19 between and among employees, the County will implement the following:

**1. Self-Screening Assessment for Employees Prior to Beginning the Workday**

As appropriate and as determined by Department Heads, on a daily basis employees will be required to take their own temperature and complete a self-screening assessment to attest to the absence of any new symptoms associated with COVID-19 prior beginning their workday.

**a. Temperature Protocols at a County Facility or Worksite**

- An employee who presents a temperature of 100.4 degrees Fahrenheit or higher should be instructed to leave the County facility or worksite and contact their supervisor/manager for further direction.

**b. Self-Screening Assessment Options**

- Self-Screening Assessment (Monterey County Connect Mobile App): Employees can use the Monterey County Connect Mobile App and elect to download the self-screening assessment app from the Apple Store or Google Play to complete the self-screening assessment and take their temperature at home. Employees will receive an on-line certificate of completion which is date stamped. Employees may be asked to show proof of an on-line certificate prior to entering a County facility or worksite. Supervisors/Managers and Department Safety Representative(s) will receive daily notifications. Employees may also access the self-screening assessment at <https://apps.co.monterey.ca.us/selfassessment>.
- Online Self-Screening Assessment (County's Infonet page): Employees can access the County's Infonet page at: <https://www.co.monterey.ca.us/Home/ShowDocument?id=92322> and complete the self-screening assessment form on-line. Employees will email the completed form to their supervisor/manager.
- Self-Screening Assessment Form (Paper copy): Employees can download the self-screening assessment form from the County's Infonet page at: <https://www.co.monterey.ca.us/Home/ShowDocument?id=92322>, complete it in advance, print it, bring it to work and submit to their supervisor/manager upon their arrival to work.

Supervisors/managers may verify that employees have completed the self-screening assessment at the beginning of each workday.

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**In compliance with State law and/or Board of Supervisors directive, members of the public and employees are required to wear face coverings at all times when in County facilities. Members of the public who are exempt from wearing a face covering, in accordance with State law, may be asked to wear a provided face shield when in County facilities. Members of the public who do not adhere to these protocols as outlined above will not be permitted access to the County facility and be asked to wait in a designated location. County departments will make arrangements to provide alternate methods of service to such members of the public.**

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## Section 22: Employee Responsibilities in the Workplace

The provisions of this section serve to set guidelines in the workplace to promote safe working conditions for all employees through adherence to best practices. Promoting the health and safety of our employees is our utmost priority and the County is seeking employee cooperation and compliance with these provisions.

The County will fully comply with any and all applicable laws, including, but not limited to, the Americans with Disabilities Act (“ADA”), the Rehabilitation Act of 1973, the Fair Employment and Housing Act (“FEHA”), and the California Confidentiality of Medical Information Act (“CMIA”) in the administration of these provisions.

### A. **Scope of Coverage**

These provisions will apply to all employees as preventing the transmission of COVID-19 in the workplace.

### B. **Effective Date**

These provisions shall be effective immediately and shall remain in effect until the County Administrative Officer advises employees that these provisions are no longer operative due to the end of the present public health emergency.

### C. **Reducing the Number of Employees in Workplace**

To reduce the spread of COVID-19, at the direction of the County Administrative Officer, Department Heads are authorized to allow, encourage, or require remote work as appropriate for any employee. Employees may be required, for example, to work remotely one day and report to the workplace the next day. Department Heads are further authorized to implement flexible, or staggered work hours, including staggered breaks, as needed.

### D. **Meetings**

Where appropriate, in-person meetings may be replaced with other means of communication, including but not limited to telephone calls, e-mails, or video conferences.

### E. **Facial Coverings**

**This provision is suspended effective March 21, 2022 except for worksites/worksettings where a CalOSHA or California Department of Public Health requirement applies.**

The County may provide face coverings to employees and requires that face coverings are worn by employees and individuals while inside all County worksites and facilities, including members of the public, sub-contractors, vendors and visitors.

When employees are required to wear face coverings, the following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart.

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3. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
  4. When all individuals in a County facility office or meeting room are fully vaccinated and show proof of vaccination. Please note, this exception does not apply to employees and members of the public in open space and common areas, and does not apply to employees covered by a more restrictive requirement from the California Department of Public Health (generally in the healthcare, and correctional facility/detention center settings, see <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>).
  5. When an individual is alone in a County cubicle and is fully vaccinated and shows proof of vaccination if requested. Once an individual in a cubicle moves to leave the cubicle, they must wear a face covering. Please note, this exception does not apply to employees and members of the public in open space and common areas, and does not apply to employees covered by a more restrictive requirement from the California Department of Public Health (generally in the healthcare, and correctional facility/detention center settings, see <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>).

Employees and individuals wearing face coverings shall ensure the face coverings are worn over the nose and mouth when indoors. A face covering is defined as a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. (i.e. fabrics that do not let light pass through when held up to a light pass through when held up to a light source) that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

A face covering that no longer covers the nose or mouth; has stretched out or damaged ties or straps; cannot remain securely attached to an employee's face; has holes or tears in the fabric; and/or obstructs an employee's vision do not comply with these provisions. An employee must immediately replace their face covering under these circumstances or leave the facility.

The County adheres to face covering requirements and exceptions in accordance with the following CDPH guidelines, as may be updated from time-to-time:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

Per CDPH guidelines individuals who are exempt from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

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**F. Hand Washing**

Employees are expected to wash their hands (for a minimum of 20 seconds), or use hand sanitizer when a sink is not available and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering or leaving the facility, going on break, and before and after their work shift.

**G. Sanitizing Supplies**

Hand sanitizer, soap and water, or effective disinfectant shall be made available near the entrance of any County facility and in other appropriate areas for use by employees, and in locations where there is high-frequency employee interaction with members of the public (e.g., cashiers.). Effective disinfectants, such as disposable wipes, shall be provided so that frequently touched surfaces (e.g., doorknobs, keyboards, remote controls, desks, staplers, copiers, other work tools and equipment) can be wiped down by employees before each use.

**H. Rideshare Program**

The Monterey County Rideshare Program shall resume upon the determination of the County Administrative Officer.

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## Section 23: Travel During COVID-19

The wellbeing and health of our County workforce and customers we serve is our priority, therefore it is critical that all employees adhere to Centers for Disease Control (CDC) travel guidance. Travel increases the chance of being exposed to and spreading COVID-19.

Based on operational and staffing needs, Department Heads may require a quarantine period for employees who have traveled to another U.S. State, County or Country where COVID-19 transmission rate is higher. Employees may be required to use available accruals for such quarantine periods if temporary telework is not approved by the Department Head.

CDC domestic travel guidance is located at:

[https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Ftravelers%2Ftravel-in-the-us.html](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Ftravelers%2Ftravel-in-the-us.html)

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## **Section 24: Release Time for COVID-19 Vaccinations and Mandatory COVID-19 Testing**

### **COVID-19 Vaccination**

All employees who are scheduled to receive a COVID-19 vaccine (to include booster COVID-19 doses) during their regularly scheduled hours, shall be eligible for no more than up to two hours of paid work time depending upon the actual time required given the location, wait time, and applicable travel time to and from the vaccine appointment.

In order to ensure appropriate staffing coverage, all employees (including those teleworking) are required to provide their supervisor/manager a minimum of a 48-hour notice of the scheduled appointment.

In the event an unexpected appointment becomes available, employees shall consult with their supervisor/manager and receive prior approval for the unexpected appointment.

### **Mandatory COVID-19 Testing**

Beginning July 5, 2022, the County will transition to at-home COVID-19 testing in lieu of in-person COVID-19 testing. The County will provide at-home COVID-19 test kits as available in lieu of in-person COVID-19 testing.

Employees with approved vaccination requirement exemptions, in accordance with Section 25, shall be eligible for no more than up to two hours of paid work time, during their normally scheduled work hours, only if required to submit to in-person COVID-19 testing to fulfill County requirements. The actual amount of paid work time provided shall depend upon the actual time required given the location, wait time, and applicable travel time to and from the designated County testing locations.

In order to ensure appropriate staffing coverage, all employees (including those teleworking) are required to coordinate the date and time when the employee is planning to use the paid work time provided by this provision, if submitting to the mandatory weekly COVID-19 testing during their normally scheduled work hours. Employees who submit to testing outside of their normally scheduled work hours shall not be eligible for the paid work time provided by this provision.

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## Section 25: COVID-19 Vaccination Requirements and Booster Doses

### COVID-19 Vaccination Requirements

The County of Monterey is committed to providing a healthy workplace, in accordance with COVID-19 public health guidance and legal requirements and protecting County employees and the public.

The federal Centers for Disease Control (CDC), the California Department of Public Health and the County of Monterey Health Officer have determined that COVID-19 continues to pose a significant risk, especially to individuals who are not vaccinated, including children and other vulnerable members of our community. Therefore, additional safety measures have become necessary to protect against COVID-19 cases, hospitalizations and deaths. Experts have determined that vaccination is the most effective way to limit COVID-19 cases, hospitalizations, and deaths.

To promote the health and safety of County of Monterey employees and the public, the Board of Supervisors has taken action to require all employees, volunteers, and interns to be vaccinated or provide certification of an authorized medical or religious exemption no later than October 31. In addition, employees are required to report their vaccination status on [the Monterey County Connect Mobile App - Certification of COVID-19 Vaccination Status](#), or complete the [Employee Certification of COVID-19 Vaccination Status Form no later than October 15, 2021](#). These provisions apply to all County employees, including full-time, part-time, temporary, per diem, and teleworking employees whether working indoors or outdoors. Proof of vaccination can include a copy of the CDC COVID-19 Vaccination Record Card, or documentation issued by the State of California by going to: <https://myvaccinerecord.cdph.ca.gov/>

For the purposes of this Section, vaccinated means the employee or impacted persons received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine protocol. Vaccines must be either FDA approved or have an emergency use authorization from the FDA. For persons fully vaccinated outside the United States, the vaccination must be listed for use by the World Health Organization (WHO).

For employees or impacted persons requesting a medical or religious exemption from the COVID-19 vaccine requirement, the individual must complete the [Request for COVID-19 Vaccination Exemption Form](#), and provide supporting documentation (i.e. [COVID-19 Vaccination Exemption – Medical Professional Certification](#), or [COVID-19 Vaccination Exemption -- Religious Officiant Certification](#)) to their identified departmental Human Resources Professional. These forms are also located on the Human Resources Department website: <https://www.co.monterey.ca.us/government/departments-a-h/human-resources/employee-resources/emergency-response-manual-and-forms>.

Employees who are granted an authorized medical or religious exemption must submit to weekly COVID-19 testing, as outlined in Section 24 above, and wear appropriate Personal Protective Equipment (PPE) as required. Employees working in healthcare and correctional facilities should consult with their departmental Human Resources Professional for additional guidance.

Unless granted an authorized exemption request, all employees or impacted persons must comply with the requirement to have the final dose of the COVID-19 vaccination no later than October 31, 2021.

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Departments shall also adhere to and enforce any provisions of State or federal requirements as they apply to their personnel with relation to vaccination requirements.

### **COVID-19 Booster Doses**

Some employees may be subject to COVID-19 booster dose requirements in accordance with State and Federal law. Employees may report their COVID-19 booster doses on [the Monterey County Connect Mobile App - Certification of COVID-19 Booster Vaccination Status](#), or complete the [Employee Certification of COVID-19 Vaccination Status Form](#) and provide supporting documentation to their identified departmental Human Resources Professional. These forms are also located on the Human Resources Department website: <https://www.co.monterey.ca.us/government/departments-a-h/human-resources/employee-resources/emergency-response-manual-and-forms>.