

## **POLICY 109**

### **PANDEMIC POLICY**

*Approved 10-22-09*

#### PURPOSE:

The purpose of this policy is to provide guidance and direction for County employees and supervisors on workplace issues anticipated to occur in the event of imminent pandemic conditions or the threat of pandemic conditions. The guidelines and direction are intended to minimize the spread of illness in the workplace; to provide for the efficient continuity of essential County services; and to provide supportive assistance to County employees as they face personal and family needs as well as public service responsibilities.

#### POLICY:

It is the policy of Johnson County Government that all County employees and officials, whether appointed or elected, exercise the highest degree of responsibility to ensure that the County Government is prepared and capable of performing its services for the benefit and protection of the public at or during times of extreme urgency and in situations of local, state or national emergency, including a public health emergency.

For the purpose of this policy, a public health emergency may exist when known and declared pandemic conditions or the imminent threat of pandemic conditions are considered likely to severely and negatively impact County Government operations unless immediate action is taken to remediate the situation. Emergency situations determined to exist under this policy may be related to but are not the same as a County declared local disaster emergency under state law.

In the event of an emergency situation, as determined under this policy, Johnson County Government, at the direction of the County Manager, shall invoke those parts of the preparedness and/or continuity of government plans that are determined to be appropriate for the situation, and County employees shall be an emergency work force that may be redeployed from their normal duties to assist other areas of County government with the emergency situation. All employees of the County have a duty to follow proper direction and to perform vital services necessary to be responsive to the emergency and to maintain public safety, and they are expected to exercise prudent care and safety to protect themselves and others from unnecessary risk, including proper health measures necessary to prevent the spread of illness or communicable disease.

Upon invoking an emergency condition under this policy, the County Manager shall have the authority to:

1. direct and supervise all County employees, including authorizing or directing the redeployment of employees to other duties or operations;

2. adopt and implement human resources practices and procedures for activities during the emergency, which are consistent with state and federal law and acceptable personnel management, whether or not they are consistent with the established policies of the Board; and
3. establish and approve procedures for the granting and usage of sick leave, vacation, or other forms of leave during the pendency of the emergency conditions, including the credit and/or advancement of leave, whether such leave conditions are consistent or not with the established leave policies of the Board.

In a public health emergency, the County Manager, in consultation with the Director of Public Health, the Director of Emergency Management, and based upon guidance from the Center for Disease Control or the Kansas Department of Health and Education, shall issue guidelines and other recommendations to advise County employees of actions that the employees should take to protect their health and the health of their families, while, at the same time, providing essential services to the public. In a public health emergency, County employees are expected to be at work and perform their assigned duties if they are well; however, County employees who are sick or exhibiting symptoms of illness related to the emergency condition are expected to follow protocol guidelines, which would include using sick leave or vacation and not reporting to work under conditions that could expose the workplace to further illness. In a public health emergency, the County may direct individuals who exhibit symptoms of illness related to the emergency to leave the workplace. Avoiding the spread of illness related to pandemic conditions in the workplace and in the community is a responsibility of all County employees, and the County Manager will implement personnel practices to assist employees in meeting that responsibilities.

Emergency actions taken in accordance with this policy will be documented in writing through the issuance of an Executive Order by the County Manager, and they are temporary in nature and intended only for the duration of the emergency. The County Manager will rescind the order(s) when the conditions no longer exist or the order(s) are no longer needed, whichever occurs first. The Board of County Commissioners, by official action, may revoke or rescind any action or directive of the County Manager if it determines that the action or directive was unnecessary, inappropriate, or contrary to good public management practices.