

# **Kent County Levy Court Policy**

## **§ 8-3 Epidemic/contagious disease response.**

[Adopted 9-22-2009 (P09-04)]

This Policy establishes provisions for the maintenance of County business operations during an epidemic, such as an especially virulent influenza or similar contagious disease/virus, and prevention of transmission of such diseases between employees and/or the public.

**A.** In order to protect the health of employees and the public, the County may offer annual seasonal influenza vaccinations to employees, when vaccine is available. Priority for such vaccinations shall be given to employees working in public safety, wastewater processing, facilities management, and directly with the public. Any remaining vaccine will be offered to other employees on a first-come-first-served basis and then to County retirees and employee family members. If vaccine for virulent influenzas or other communicable diseases is available, the County may offer vaccinations to eligible and interested employees/retirees in the priority order referenced above. Such vaccinations shall be provided to employees at no cost or reduced cost.

**B.** Employees exhibiting symptoms of influenza or similarly contagious diseases/viruses are encouraged to remain at home and, if necessary, to seek medical attention. Supervisors, after consultation with their respective department head, are authorized to direct sick employees to leave the workplace in order to avoid the transmission of a communicable disease to coworkers and/or the public. Employees are responsible for treating or seeking treatment for the illness and keeping their supervisor informed about the seriousness of their health condition and their anticipated return-to-work date.

**C.** Whenever a serious influenza or contagious disease outbreak occurs, the County Administrator, in consultation with the President of Levy Court and affected department heads, may initiate a Business Continuity Response, which affords him/her maximum flexibility to maintain County government operations with limited available staff. At a minimum, the response plan authorizes building closures or reduced operating hours, suspension of absence verification provisions, reassignment of work duties and personnel, authorization for overtime, establishment of alternative work environments, cancellation of nonessential business travel, implementation of employee health assessments, extension of compassionate leave provisions, waiver of limitations for

care of sick family members, acquisition of supplies necessary to reduce contamination, mandated use of protective devices, etc.

**D.** The Personnel Director shall be responsible for coordination of the staffing components of this Policy and development of implementation guidelines.