

Email from Charlette A. Stout, SPHR Director, Human Resources County of Lancaster and Lawrence George Chief Clerk County of Lancaster:

County of Lancaster leadership has determined the following regarding travel, large gatherings, and school closings in response to COVID-19:

- No out-of-county travel for County business unless determined mission critical by department head or elected official.
- Postpone hosting or participating in large meetings, conferences, trainings or community events unless approved by the Board of Commissioners or the President Judge.
- Consider virtual gatherings as an alternative.

The County will follow CDC guidance on employees returning from personal travel:

- Until further notice, any employee returning from a specified Level 3 country (which now includes most countries in Europe, China, Iran & South Korea):
- Employee must stay home for 14 days after returning from travel, monitor their health and practice social distancing (self-quarantine).
- If employees that must quarantine have jobs that enable them to work from home and are approved by their department head to do so, they may continue to work and be paid accordingly.
- If during the quarantine period the employee is ill, use of sick leave is required.
- If the employee cannot work from home and is not sick, the employee will be paid for the quarantine period.
- CDC guidance regarding travel to Europe may be found here:
<https://wwwnc.cdc.gov/travel/notices/warning/coronavirus-europe#countries>
- CDC COVID-19 travel FAQ's may be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html>

- The CDC is currently not requiring quarantine due to travel to non-Level 3 countries (which includes the Caribbean and Mexico) or any travel within the United States. The County will follow that guidance. However, employees are expected to practice precautions to prevent spreading COVID-19 which includes self-quarantine if employee has been exposed to COVID-19 or is exhibiting any symptoms of COVID-19. CDC guidance for travel within the United States may be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

Although school closings have been announced, County business will continue. If an employee is affected by a school closure, they may work from home if they are approved to do so by their department head. The following aspects of the telecommuting policy will be waived for this purpose:

- Eligibility requirement of being employed at least six months.
- Eligibility requirement of having no documented corrective actions for the last 12 months.
- Caring for dependents while teleworking.

County leadership will continue to respond to the fluid situation due to COVID-19. Changes to the above requirements may be made as deemed necessary.

Thanks everyone for your cooperation and understanding during this challenging time.