

As you are all aware, Judge Blackburn issued a 3rd directive yesterday afternoon which was followed up with an e-mail to all employees regarding COVID. The memo attached to the e-mail gives guidance regarding who will be eligible for paid leave under COVID temporary sick leave.

The following are guidelines regarding what documentation will be necessary for paid leave.

- Documentation we will need from the employee in order to receive paid leave for illness:
 - Documentation from a health care provider that clearly states the employee has tested positive or is in the process of being tested and is awaiting results.
 - Documentation that the employee has been in 'close contact' with someone that has tested positive. This will only be accepted if the 'close contact' meets the definition established by Bell County Public Health Department.
 - Anyone absent due to the reasons listed above will not be allowed to return to work until they are cleared by a health care provider and have turned in that documentation to their supervisor.
 - The pay code COVID should be used when logging their time in Kronos along with the reason documented in the remarks field.

- The following is documentation we will need from the employee in order to receive paid leave for absences due to being a care provider:
 - Sole care provider for a household with high risk individual(s)
 - A request explaining the need to be off to care for the high-risk individual(s) and why there isn't an alternative for providing care to this individual(s)
 - This request must be approved by their supervisor and then sent to HR to be forward to the County Judge for approval
 - The request must be approved by the County Judge to be eligible for paid leave
 - Sole care provider for school age children
 - A request explaining which ISD and/or daycare facility is closed and why there isn't an alternative for providing care to the children
 - This request must be approved by their supervisor and then sent to HR to be forward to the County Judge for approval
 - The request must be approved by the County Judge to be eligible for paid leave
 - If approved, the pay code COVID should be used when logging their time in Kronos along with the reason documented in the remarks field.
 - If not approved, the employee will need to use one of their other paid leave categories, i.e. sick leave.

- The following is documentation we will need from the employee in order to received paid leave for being in a high-risk category:
 - The following If the employee falls in the category of being over 65 and requests to be off work in writing, please send request and payroll will verify date of birth.
 - If the employee has a serious underlying health condition that places them in a high-risk category and request to be off work in writing, then we will need their request and documentation from a health care provider. We realize that the health care providers are extremely busy so if they can't get this information from them, give us a call and we can work through what documentation would be acceptable. We DO NOT want specific

information regarding their condition, just that they have a condition that places them in the high-risk category as defined by CDC and the Bell County Public Health Department.

- The pay code COVID should be used when logging their time in Kronos along with the reason documented in the remarks field.