



EXECUTIVE ORDER 2020-2

WHEREAS, New Castle County has taken several steps to prepare for potential impacts of Coronavirus, also known as COVID-19; and

WHEREAS, New Castle County employees may need to be absent from work as a result of illness from or exposure to COVID-19; and

WHEREAS, New Castle County employees may need to miss work due to an immediate family member requiring quarantine as a result of COVID-19; and

WHEREAS, New Castle County employees may need to miss work due to a school, dependent care or eldercare facility closure due to a COVID-19 outbreak; and

WHEREAS, in such cases, it may be necessary for the department general manager, Chief Human Resources Officer, and/or Chief Administrative Officer, in his or her judgment, to take appropriate action, to reduce the risk of exposure to COVID-19.

NOW THEREFORE, I, the County Executive, direct that the following policy be implemented:

1. All employees are required to disclose to Human Resources travel to a foreign country within the last 30 days. An employee may be required to self-isolate for safety purposes before returning to work.
2. The County may provide up to 30 calendar days of Paid Emergency Leave for employees who are directly impacted by COVID-19. Paid Emergency Leave is defined as paid leave available to all employees whose absences are due to COVID-19. Employees may be required to provide written documentation from your health care provider or a public health official of the requirement to be absent from work. Employees may also be required to provide a letter from the Delaware Division of Public Health (DPH) indicating that the employee has completed the required monitoring, isolation or quarantine period as well as provide medical documentation releasing you to full duty prior to returning to work.
3. County employees, with the exception of part-time/seasonal/temporary employees, who need to be absent from work beyond 30 calendar day due to COVID-19, are entitled to utilize leave as provided for in Personnel Policy 2.03 (Administrative Leave with Pay).
4. Part-time/seasonal/temporary employees who are directly impacted by COVID-19 may receive pay for up to 30 calendar days of their regularly scheduled hours per Personnel Policy 2.03

(Administrative Leave with Pay). Employees may be required to provide written documentation from their health care provider or a public health official of the requirement to be absent from work. Employees may also be required to provide a letter from DPH indicating that the employee has completed the required monitoring, isolation or quarantine period as well as provide medical documentation releasing you to full duty prior to returning to work.

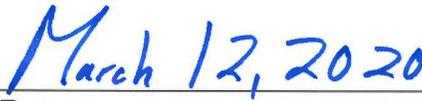
5. If the County Executive closes any County office or facility due to concerns related to COVID-19, the policy provided for in the Personnel Policy 1.03 (Emergency Conditions) would apply. Under these circumstances, Paid Emergency Leave would not be applicable unless an employee is already being monitored by DPH for symptoms of or exposure to COVID-19. During the closure, County employees will be compensated with Paid Administrative Leave per Personnel Policy 1.03.
6. If the County Executive closes any County office or facility due to concerns related to COVID-19, essential employees are required to report to work for their regularly scheduled shift, unless instructed otherwise by their employing departments. An essential employee who is required to work but cannot report to work due to exposure or is showing symptoms of COVID-19 shall immediately notify his or her supervisor.
7. Employees may be eligible for up to 14 calendar days of Paid Emergency Leave if they are required to stay home due to closure of a school, childcare or eldercare facility in connection with the monitoring or management of the coronavirus, or as a result of a declared public health emergency by the County Executive. County employees, with the exception of part-time/seasonal/temporary employees, who need to be absent for more than 14 calendar days for this purpose, are entitled to utilize leave as provided in Personnel Policy 2.03.
8. Part-time/seasonal/temporary employees may be eligible for up to 14 calendar days of Paid Emergency Leave if they are required to stay home due to closure of a school, childcare or eldercare facility in connection with the management of the coronavirus, or as a result of a declared public health emergency by the County Executive. Departments are encouraged, whenever operationally feasible, to allow part-time/seasonal/temporary employees to rearrange their work hours within the pay period so that their paycheck is minimally impacted. You may be required to provide documentation.
9. Telecommuting is a voluntary work alternative that may be appropriate for some employees under limited circumstances. The option to work from home (telecommute) for employees who need to be absent from work due to COVID-19 may be approved, but will depend on several factors including, but not limited to: job function, essential status, operational requirements of the agency, and ability to access required technology. Telecommuting is not an entitlement and may be approved consistent with operational needs and on a case by case basis solely at the discretion of the employee's General Manager.

10. This Executive Order shall become enforceable immediately upon signature by the New Castle County Executive. This Executive Order will remain in effect until and unless rescinded by subsequent order of the New Castle County Executive.

So Ordered:



Matthew Meyer
New Castle County Executive



Date