

**RESOLUTION FOR CORONAVIRUS (COVID-19)**  
**Otter Tail County Resolution No. 2020 -**

WHEREAS, the County recognizes that Governor Tim Walz declared a state of emergency in response to the Coronavirus (COVID-19); and

WHEREAS, at a minimum, the County will follow recommendations provided by the Minnesota Department of Health and Otter Tail County Public Health to protect the public's health and slow rate of transmission of COVID-19; and

WHEREAS, the Center for Disease Control and Prevention (CDC) is providing guidelines for strategies to follow to slow the spread of COVID-19 in Minnesota and Otter Tail County; and

WHEREAS, residents are encouraged to postpone any non-essential travel during this state of emergency; and

WHEREAS, as necessary, the Board may initiate emergency meetings during this state of emergency; and

WHEREAS, the County is committed to working with the public and private sectors to mitigate the County's experience and exposure to COVID-19; and

WHEREAS, generally, all county policies, procedures and contracts for personnel will be in effect and followed but temporary processes and policies may be effectuated to better deliver essential services and continued operation of critical systems of the County.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. That the County will follow, at a minimum, recommendations provided by the Minnesota Department of Health and Otter Tail County Public Health during the declaration of the state of emergency.
2. That Emergency Meetings may be called as necessary in accordance with Minn. Stat. Sec. 13D.04, Subd. 3, to give immediate consideration for mitigating the impact COVID-19 on the County.

Upon the motion of \_\_\_\_\_, is seconded by \_\_\_\_\_, and passed on a \_\_\_\_\_ vote, the above resolution is hereby adopted by the Otter Tail County Board of Commissioners.

Adopted at Fergus Falls, Minnesota, this 17th day of March 2020:

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Leland R. Rogness, Board of Commissioners Chair

Attest: \_\_\_\_\_  
Nicole Hansen, Clerk

**RESOLUTION DECLARING A LOCAL STATE OF EMERGENCY**  
**Otter Tail County Resolution No. 2020 - 27**

WHEREAS, Novel Coronavirus Disease (COVID-19), a new strain of coronavirus respiratory disease not previously identified in humans can result in serious illness or death and can spread from person-to-person, has been identified in the United States and State of Minnesota; and

WHEREAS, the U.S. Department of Health and Human Services Secretary declared a Public Health Emergency for COVID-19 on January 31, and the President of the United States declared a National Emergency for COVID-19 on March 13; and

WHEREAS, the Governor of the State of Minnesota issued Executive Order 20-01, declaring a Peacetime State of Emergency to authorize all necessary resources to be used in support of the COVID-19 response, and issued subsequent Executive Orders 20-02 (Temporary Closure of Schools), 20-03 (Protecting Veterans Homes Residents), 20-04 (Temporary Closure of Bars, Restaurants and Other Place of Public Accommodation), and 20-05 (Relief to Employers and Unemployed Workers); and

WHEREAS, the COVID-19 pandemic will cause significant disruption to public services and subject matter experts have determined that protective measures must be taken to reduce the impact of COVID-19 and activity will be beyond the usual resources of Otter Tail County; and

WHEREAS, the Otter Tail County Emergency Management Director recommends that the Otter Tail County Board of Commissioners declare that a local state of emergency exists in Otter Tail County,

NOW THEREFORE BE IT RESOLVED, that the Chair and members of the Otter Tail County Board of Commissioners declares a state of emergency exists under the authority given under Minnesota State Statute 12.29 due to the ongoing and expected response to and recovery from COVID-19;

BE IT FURTHER RESOLVE, the Board of Commissioners further direct:

1. The County Administrator and County Emergency Management Director to coordinate such actions and request such further local/state/federal assistance as may be needed to protect lives and public and private property in Otter Tail County and the recovery of the County from the impacts of this situation to the extent practical and as permitted by law and ordinance.
2. County departments to review ordinance, regulatory requirements, operations, civil and legal proceedings, events, and resources that can and should be suspended or otherwise provided in ways that promote public and employee health, or to enact emergency regulations to support Otter Tail County residents during the pandemic.
3. The County Administrator, County Emergency Management Director, and County Attorney to coordinate and implement the County's continuity of operations plans.
4. The County Administrator to implement temporary personnel policies necessary to effectively provide flexibility for employees to continue to provide services to the public during the pandemic.
5. This declaration be given prompt and general publicity, and that it be filed promptly by the Board Clerk.

Upon the motion of Huebsch, is seconded by Murphy, and passed unanimously, the above resolution is hereby adopted by the Otter Tail County Board of Commissioners.

Adopted at Fergus Falls, Minnesota, this 17th day of March 2020:

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Leland R. Rogness, Board of Commissioners Chair

Attest: \_\_\_\_\_  
Nicole Hansen, Clerk

**RESOLUTION FOR BUSINESS SUPPORT DUE TO CORONAVIRUS (COVID-19)**  
**Otter Tail County Resolution No. 2020 - 28**

WHEREAS, the County recognizes that Governor Tim Walz declared a state of emergency in response to the Coronavirus (COVID-19); and

WHEREAS, Governor Tim Walz issued Executive Order 20-04 providing for temporary closure of bars, restaurants, and other places of public accommodation; and

WHEREAS, the Center for Disease Control and Prevention (CDC) is providing guidelines for strategies to follow to slow the spread of COVID-19 in Minnesota and Otter Tail County; and

WHEREAS, these essential public health actions have created significant challenges for Otter Tail County businesses and workers; and

WHEREAS, there will be considerable recovery resources released in the coming months and communities that are prepared to access those resources will be better positioned to move towards recovery.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

The Otter Tail County Board of Commissioners directs the Community Development Agency to realign its priorities and efforts to focus on supporting businesses and workers impacted by COVID-19 in Otter Tail County, including but not limited to:

- Act as a contact point to connect area businesses with information and resources
- Form a task force that would convene regularly to provide updates on current situation and assessment of impacts to employers and the workforce in the county
- Prepare policy and program recommendations for short- and long-term policies and solutions at a local, state and federal level
- Build capacity and communication channels to be prepared to access and update impacted businesses on disaster resources from State and Federal programs as they are deployed

Upon the motion of Lindquist is seconded by Johnson, and passed unanimously, the above resolution is hereby adopted by the Otter Tail County Board of Commissioners.

Adopted at Fergus Falls, Minnesota, this 17th day of March 2020:

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Leland R. Rogness, Board of Commissioners Chair

Attest: \_\_\_\_\_  
Nicole Hansen, Clerk

# OTTER TAIL COUNTY - MINNESOTA

---

## HUMAN RESOURCE POLICIES

### Utilization of Paid Leave During a Public Health Emergency Policy

#### POLICY

Conditions may occur where a disease, such as influenza, respiratory illness or other contagious disease, has been declared by the World Health Organization (WHO), Centers for Disease Control (CDC), or Minnesota Department of Health (MDH) to be a public health emergency, indicating widespread human infection. When one or more of the above declarations have been enacted, the County Administrator shall have discretion to declare this policy as active.

If the County Administrator declares this policy to be active, exceptions to the collectively bargained paid leave benefits and related county policies would be permitted to the benefit of part-time and full-time regular employees who accrue vacation and sick leave, as follows:

- › An employee, including an employee on a probationary status, who has exhausted all paid leave including sick leave, vacation and compensatory time would be allowed to receive an advance of the equivalent of up to a maximum of 80 hours of sick leave, which is pro-rated for part-time employees, for absence from work due to the public health emergency.
- › Employees will also be required to exhaust federal and state paid leave resources during a public health emergency prior to receiving an advance of sick leave under this policy.
- › The County Administrator will make any final decisions about whether an employee is eligible for advance sick leave under this policy.
- › The advance of sick leave may be used in accordance with the policy as described below under Procedures.

All other provisions of the collective bargaining agreements remain intact, including but not limited to those pertaining to paid leave benefits.

#### SCOPE

This policy applies to all County employees and is only in effect upon declaration by the County Administrator and it will remain in effect until the County Administrator declares it to be inactive. In making the decisions to invoke and end this policy, the County Administrator will consult with the Public Health Director and Human Resources.

#### RESPONSIBILITIES

Employees will receive a copy of this policy at the time that a declaration is made by the County Administrator that the policy is being activated. Supervisors will be asked to discuss the policy with their employees.

#### BACKGROUND

Among prevention strategies associated with influenza and respiratory illnesses, one of the best ways to prevent infection is to avoid being exposed to the virus that causes it. The Minnesota Department of Health

strongly encourages people to stay home if they are feeling sick, especially if they are experiencing influenza-like or respiratory symptoms associated with widespread transmission.

Unique circumstances may exist during a declared public health emergency that our collectively bargained agreements and policies do not provide adequate guidance. An example of this may be an immediate family member's school or care provider being closed due to a declared public health emergency.

## PROCEDURES

The equivalent of up to 80 hours of sick leave will be advanced to employees who meet the criteria below. The actual number of sick leave hours advanced will be based on the employee's usual work schedule exclusive of overtime and may not exceed 80 hours, unless a higher level is approved by the County Administrator.

### **Criteria to Receive Advanced Sick Leave:**

- County Administrator has declared activation of this policy consistent with a public health emergency declaration by the World Health Organization, Centers for Disease Control and Prevention or by the Minnesota Department of Health; and
- Employee has an immediate family member affected as a result when a school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member; or
- Employee is experiencing symptoms consistent with the public health emergency, or is caring for an immediate family member experiencing these symptoms; or
- Employee has been exposed to the public health emergency and is required to quarantine in accordance with public health guidelines; and
- Employee is within the time period the County Administrator has declared this policy to be active; and
- Employee has exhausted all his/her accumulated sick leave, vacation, and compensatory time; and
- Employee has not already received the maximum accrual advance allowed under this policy; and
- Employee has exhausted all available federal and state leave resources; and
- Employee has completed a form to request the advance of sick leave.

The advanced hours will automatically be reduced from the employee's future sick leave and vacation accruals. Once the advanced hours are paid back, sick leave and vacation accruals will again be credited to the employee's balance at their full accrual rate. The accruals will be added to each bank in accordance with the accrual. For example, if an employee accrues 4 hours of sick leave and 3.34 hours of vacation in a pay period, those accruals will be paid back to each bank until the negative leave balance is zero.

In the event the employee separates from Otter Tail County before the advanced hours have been repaid, the county will deduct the value of the remaining hours (number of hours owed times the employee's hourly rate of pay at separation) from the employee's last pay check. If the employee's last paycheck is insufficient to cover the advanced hours, the employee will reimburse the county the amount of money equal to the unreturned leave hours.

# Request for Sick Leave Advance During A Declared Public Health Emergency

Name \_\_\_\_\_ Department \_\_\_\_\_

Position \_\_\_\_\_

I am requesting an advance of sick leave hours because:

- I am experiencing symptoms consistent with the declared public health emergency, am needed to care for an immediate family member experiencing these symptoms; or have been exposed to the public health emergency and am required to quarantine in accordance with public health guidelines; or do not have childcare for an immediate family member due to the closure of school or daycare because of the public health emergency; *and*,
- I am within the period the County Administrator has declared this policy to be active; *and*
- I have exhausted all my accumulated vacation, sick leave, and compensatory time; *and*
- I have exhausted any federal or state resources available for paid leave; *and*
- I have not already received the maximum advance of 80 hours based on my regular work schedule.

The number of advance sick leave hours I am requesting is:

- Part-Time Employees:** A maximum of \_\_\_\_\_ hours because I usually work \_\_\_\_\_ per pay period, exclusive of overtime.
- Full-Time Employees:** A maximum of 80 hours because I usually work 80 or more hours per pay period, exclusive of overtime.

I agree that the actual number of hours within the maximum specified above will be limited to the actual number of hours needed for this purpose and that they may not be accumulated or used for any other purpose.

I agree that if sick leave hours are advanced to me, the equivalent number of hours I used will be deducted from future sick leave and vacation accruals and that I will not have new accrued hours added to my sick leave and vacation balance until the advanced hours have been fully paid back. The accruals will be added to each bank in accordance with the accrual. For example, if an employee accrues 4 hours of sick leave and 3.34 hours of vacation in a pay period, those accruals will be paid back to each bank until the negative leave balance is zero.

I agree that if I separate from Otter Tail County employment before the advanced hours are fully paid back, the County Auditor-Treasurer will deduct the value of those hours (number of hours owed times my hourly rate of pay at separation) from my last paycheck. I also agree that if my last paycheck is insufficient to cover the advanced hours, I will reimburse the county the amount of money equal to the unrestored leave hours.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPROVALS

**Supervisor**     Approved     Denied-Reason: \_\_\_\_\_

**Dept. Head**     Approved     Denied-Reason: \_\_\_\_\_

**County Administrator Signature** \_\_\_\_\_