

**OKANOGAN COUNTY COMMISSIONERS'**

**RESOLUTION 23 - 2022**

*Resolution adopting administrative leave policy for Coronavirus exposure*

**WHEREAS**, in March 2020, the Board of County Commissioners shut down county offices due to the Coronavirus (COVID-19) pandemic; and

**WHEREAS**, COVID-19 continues to spread with various strains throughout the country including Okanogan County; and

**WHEREAS**, the Okanogan Board of County Commissioners wishes to acknowledge the need to provide leave for county employees who are exposed during the course of performing their duties while at work; and

**WHEREAS**, the following shall be an outline to determine qualification of paid administrative leave for COVID-19 exposure.

All supervisors are required to notify employees in writing if they are exposed to COVID-19 while working according to the Department of Labor & Industries. Once the notification is made, supervisors shall contact our local Public Health Department to determine the need for employees to quarantine due to the level of exposure. If Public Health determines quarantine is needed, the supervisor shall notify the employee. If it is determined through contact tracing performed by Public Health that the employee was likely exposed at work by either a co-worker or a member of the public, Human Resources shall approve the use of paid administrative leave. Human Resources will contact payroll with the approval.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Okanogan County Commissioners that paid administrative leave will be allowed at the employee's regular rate of pay and extended to Okanogan County employees who have likely been exposed to COVID-19 while at work.

**BE IT FURTHER RESOLVED**, that approval must be made by Human Resources in order to receive paid administrative leave as outline above.

**DATED** at Okanogan, Washington this 7<sup>th</sup> day of February, 2022.



**ATTEST:**

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Laleña Johns, Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

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Andy Hover, Chairman

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Chris Branch, Member

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Jim DeTro, Member