

Forman, North Dakota  
March 19, 2020

The Sargent County Board of Commissioners met at 9:04 a.m. in the Conference Room with the following members present: Bill Anderson, Lyle Bopp, Richard Ruch, and, Jerry Waswick. Also present was Jayne Pfau, State's Attorney; Wendy Willprecht, Emergency Manager; Denise Ferderer, Tax Director; Brenda Peterson, Health Unit Administrator; Alison Toepke, Treasurer/Recorder/Clerk of Court; Margie Johnson, State's Attorney Legal Assistant; Travis Paepfer, Sheriff; Merrill Engquist, Road Supervisor & Pam Maloney, Sargent County Auditor. Present via technology were: Jason Arth, Commissioner; Cindy Klapperich, Extension; Melissa Seykora, Extension; & Mary Engst, Sargent County Teller.

Ms. Pfau had set up a GoToMeeting for those unable to attend in person.

The commissioners reviewed the Coronavirus (COVID-19) policy that the department heads had put together the day before pulling information from a few other counties' policies. There were some questions answered and changes made to the policy. Motion to adopt the Coronavirus (COVID-19) policy as amended. (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

**Sargent County Personnel Policies – Coronavirus (COVID-19)**  
**EFFECTIVE 03/19/2020**

The Sargent County Board of Commissioners has adopted the following policies effective immediately and until further notice. The policies adopted are to protect the health of our workforce and the general public.

**The Sargent County Commission declared an Emergency Health Declaration and made a motion to close the doors of the courthouse, county office buildings, and shops until further notice.**

Employees will still report to work and patrons may come in to conduct business by appointment for essential business only. Patrons will be encouraged to utilize other resources (primarily online) whenever possible. Signs will be posted on the doors with numbers for each department. Patrons must be screened prior to entry. The following questions may be asked:

1. Have they had a known exposure to anyone who has tested positive for Coronavirus?
  - a. Yes-Suggest they call their medical provider. Access to the building will be denied.
  - b. No-allow access for essential business only.
2. Does the person have signs or symptoms of fever, cough, or shortness of breath, or have they had known exposure to anyone who has had these symptoms?
  - a. Yes- Suggest they call their medical provider. Access to the building will be denied.
  - b. No-allow access for essential business only.

It is ultimately the discretion of each individual department to determine if a patron is granted entry. Employees are urged to exercise caution in making these decisions. Patrons must be escorted within the building at all times.

The County will continue to follow the general direction of the Sargent County District Health and the North Dakota State Health Department and CDC. If circumstances change, further and updated communication will be available.

**Immunocompromised Employees**

Department heads are responsible for identifying employees who are immunocompromised due to an underlying health condition, chemo-therapy, prescription medications or other factors.

Immunocompromised employees are allowed to not report to work until further notice while still receiving regular pay and benefits. Employees may be asked to work from home if possible.

**If You Are Sick**

Employees who are exhibiting fever of 100.4 (or greater) or respiratory symptoms are asked to stay home and notify their supervisor that they are ill, or go home immediately if they are already in the workplace. Employees are expected to stay out of the workplace until they are free of fever for at least 24 hours without taking fever-reducing medication. Employees should consult their healthcare provider immediately if they have symptoms and believe they have been exposed to someone diagnosed with COVID-19.

If you are diagnosed with COVID-19 and/or notified that you must quarantine or self-isolate, you should comply with your doctor's and/or public health recommendations. In the event of a diagnosis of COVID-19 return to work guidance will be provided by public health.

### **COVID-19 Employee Absences**

Employees that are isolated or in quarantine because of the COVID-19 will be paid their regular working hour wages during the time that they are not at work. Absences will not be charged against the employee's accrued Annual or Sick Leave balances. Using guidelines established by Sargent County Public Health and/or the North Dakota Department of Health (NDDoH), the county, in conjunction with medical providers will confirm, approve and document the need for an employee to be isolated or quarantined.

### **COVID-19 Employee Absence Assessment**

If an employee learns they have been potentially exposed to the COVID-19 virus, please:

- Contact your supervisor to complete a COVID-19 Management Assessment Form and;
- Upon approval from the Shared Leave Committee, you will be provided guidance on how to proceed and report your absence, depending on your individual situation.

### **Precautionary Measures within our Facilities**

- Our maintenance department is implementing extra sanitation measures during the day to ensure heavily used items and high traffic areas are disinfected. Maintenance employees will disinfect all common area surfaces twice daily.
- All employees are encouraged to frequently clean and disinfect touched objects and surfaces, two to three times a day. Employees are encouraged to continue to clean keyboards, mice, laptops, phones, etc.

### **How to Protect Yourself and Others**

- Wash your hands for 20 seconds, especially after using sneezing or coughing into a tissue, after using the bathroom before eating, and after being in a public setting.
- If you can't wash, then use hand sanitizer as directed.
- Cough and sneeze into your elbow or a tissue. Wash hands after discarding the tissue.
- Avoid touching your eyes, nose, and mouth.
- Limit close contact with those who are sick.
- Stay away from others if you are sick, including staying home from work.
- Clean surfaces that are touched often, including your mobile phone.
- If you have not received your flu shot yet, it's not too late; annual flu shots are the best protection from flu, which still sickens and kills thousands of people in the US every year.
- If you know you are at a greater risk due to underlying health issues please speak to your direct supervisor as soon as possible.

### **Travel**

Employees must follow CDC recommended travel guidelines. Annual Leave will not be approved if your intention is to travel to restricted areas. Also any isolation or quarantine due to travel in restricted areas will not be paid.

The following links will provide you the CDC travel guidelines and the current US case counts and map. Check back frequently – it changes OFTEN!

Travel Information: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

US Case Counts and Map: <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>

### **Meetings**

Meetings are to be conducted in accordance with current CDC guidelines. In nearly all instances the general public is not allowed to attend meetings in person. Please utilize the county's conference call service; contact the State's Attorney's Office for information.

### **Employee Assistance Program**

We understand that you and your families may be feeling anxious, fearful or stressed by the Coronavirus outbreak. The County's Employee Assistance Plan has resources available 24/7 by phone at (800) 627-8220 or email at [vbi@thevillagefamily.org](mailto:vbi@thevillagefamily.org).

As we continue to monitor developments, our priority is first and foremost the safety of our Sargent County citizens, employees, and their families. If you have a fever, cough, and difficulty breathing, seek medical care early and **call in advance**. Stay home if you feel unwell. Follow directions of your local health authority. The following link is a great source of updated information on the Coronavirus in North Dakota: <https://www.health.nd.gov/diseases-conditions/coronavirus>

Motion to cover the expenses incurred in relocating computers for off premise use, the GoToMeeting expense for remote services, and any COVID-19 related expenses department heads deem necessary for their individual departments, up to \$100. These expenses should be tracked to be possibly reimbursed by federal or state dollars. (Anderson/Bopp) Upon roll call vote, motion carried unanimously.

Meeting recessed at 10:30 a.m. until Tuesday, March 24 at 10:00 a.m.

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JERRY WASWICK – CHAIRMAN

ATTEST:

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PAM MALONEY – AUDITOR