



Attention Durham County Employees

Monday, March 16, 2020

Durham County and other local, state and federal states of emergency have been declared. As a result of these states of emergency and Monday morning's DCo leadership meeting, Durham County has created guidance for employees at this time. We highly recommend that all employees review those emergency recommendations, as well as written guidance from the Centers for Disease Control and Prevention (cdc.gov).

- Durham County is quickly moving to only staff essential functions. Employees will receive further guidance from their department including any telework arrangements. Any employee may be deemed essential and required to report to work.
- Effective immediately, all non-essential business travel is suspended.
- Regarding personal travel, if employees travel or have travelled to areas deemed high-risk, they must check with DCo Human Resources before returning to work and may be required to provide a doctor's clearance.
- Durham County employees will continue to get paid during the duration of this emergency. Emergency leave will be used as appropriate. For now, use of sick leave and other forms of leave will not be required. Further guidance on completing timesheets will come through departments.
- If employees believe they are experiencing symptoms of COVID-19 (fever, cough, shortness of breath) they should call Cigna Telehealth or call their physician.
- Teleworking, if available, is encouraged for people who are vulnerable to COVID-19. That includes people 65 and older. Employees should discuss their status with their supervisor.
- Employees should take all available precautions, as dictated by the CDC, to reduce their risk of infection and their risk of infecting others.
- Additional guidance and updated policies will be provided via department heads.
- Please contact the Human Resources Department at the temporary email address DcoHumanResources@gmail.com with any questions or concerns.