



COUNTY OF MENDOCINO

Executive Office

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MEMORANDUM

DATE: July 9, 2020

TO: Elected Officials and Department Heads

FROM: Carmel J. Angelo, Chief Executive Officer

SUBJECT: Directive Regarding Self-Quarantine

Directive: County Employees Should Self-Quarantine After Out-of-County Travel

The purpose of this directive is to maintain the health and safety of County employees by reducing the potential exposure to COVID-19 in the workplace due to employees who travel out of Mendocino County.

The reality is that some employees have chosen to travel outside of Mendocino County for non-essential reasons, which increases the risk of exposure to COVID-19 for themselves and their coworkers. It is incumbent upon the CEO to ensure County employees are protected from potential exposure as much as possible, regardless of the source.

Accordingly, the CEO directs County employees to self-quarantine and work from home for seven days if at all possible if they travel outside Mendocino County (subject to the below). The intent of this directive is to ensure employee safety and prevent employees from unnecessarily losing compensation and using leave balances during the self-quarantine period.

This directive is applicable when:

1. An employee travels out of the county for a period longer than 24 hours.
 - a. This applies to employees when taking leave from work (a vacation) and on regular days off such as the weekend.
 - b. This applies to employees who travel out of the county on required county business.

Exceptions to out-of-county travel direction:

1. Safety employees may return to the workplace with the following requirements:
 - a. Vigilant following of social distancing, facial covering, hand washing/sanitizing, and other applicable safety precautions in the performance of their duties as much as possible.
 - b. Monitoring self for onset of COVID-19 symptoms.
 - c. Isolating as much as possible from in-person interactions, including, with management permission, moving the employee into a private office or secluded workspace if available.
2. Employees who live in another county and travel to Mendocino County for work may return to the workplace. However, if such an employee travels out of the county in which they live to Counties other than Mendocino County for non-work purposes (e.g. lives in Sonoma County and travels to Napa County) for a period longer than 24 hours, the employee is directed to self-quarantine and work from home for seven days if at all possible.

Directive on Returning to the Workplace:

Upon return from the out-of-county travel described above, the employee should not return to the workplace until completing an asymptomatic 7-day self-quarantine at home. It is highly recommended that such employees obtain a COVID-19 test on the 7th day of the self-quarantine. Specific directives are as follows:

1. Self-quarantine for 7 days, starting on the day returned from out-of-county travel.
 - a. The employee will telework at home during the self-quarantine.
 - b. Teleworking should not include in-person (e.g. client) interaction.
 - c. A completed and signed Temporary Telework Program Agreement is required.*
2. The employee should be asymptomatic for the entire 7-day self-quarantine period.
 - a. Regardless of this directive, employees who are symptomatic for COVID 19 are not to report to work and should follow the required policies regarding work absences.
3. Upon the 7th day of asymptomatic self-quarantine, it is highly recommended the employee obtain a test for COVID-19.
 - a. The results of the COVID-19 test need not be received prior to returning to the workplace.

If it is not possible for the employee to work from home:

1. Supervisors will make every attempt to find an isolated space for the employee to work from in the department or ask assistance from another department for possible space to work in isolation for 7 days.
2. Supervisors will work to find alternate means to allow the employee to work in isolation as much as possible to include assigning a sole county vehicle and providing work assignments that eliminate or reduce in-person contact.
3. Employees should be vigilant in following social distancing, facial covering, hand washing/sanitizing requirements, and other applicable safety precautions.
4. Employees may take available vacation, compensatory time, and/or personal leave if the employee so desires during their self-quarantine.
5. Employees who are symptomatic for COVID-19 are not to report to work and should follow the required policies regarding work absences.**

Reasons the employee is NOT to return to the workplace after the 7-day self-quarantine period:

1. If the employee shows symptoms of COVID-19.
2. The employee has tested positive for COVID-19.
3. The employee is identified as a close contact to a person who tested positive for COVID-19.***

Department Heads are responsible for implementation of the Directive:

1. Department heads are responsible for ensuring this directive is communicated to all department employees and that all department employees adhere to this directive.
2. Department heads are responsible for providing the necessary equipment and supplies for employees to work from home and that the employees are assigned appropriate work.
3. Department heads are responsible for providing a safe working environment as possible in order to protect other employees if it is not possible for the employee to work from home.

* [Temporary Telework Policy](#)

** [Supervisor/Manager Guidance on COVID-19 Employee Leave Scenarios](#)

*** [Information on COVID-19 Positive Employees and Potential Exposure to Other Employees](#)

This is a temporary measure to address critical health and safety concerns for County employees, issued pursuant to the County's Emergency Declaration for COVID-19 and the applicable State and County Health Orders related to COVID-19.