

Greetings,

Below is a brief update on recent activities within Arapahoe County in response to COVID-19, the corona virus. Additional guidance also has been issued for employees to help provide direction in an ever-changing environment, while providing residents needed programs and services.

RECENT ACTIVITIES

The Board of County Commissioners (BOCC), in cooperation with our Office of Emergency Management (OEM) and sheriff's office, are managing the county's response and communication efforts to citizens and employees. COVID-19, the coronavirus, continues to [spread statewide](#) and within Arapahoe County, which now has 10 cases. Colorado also has experienced its first fatality from the virus.

On Friday, Governor Polis issued [statewide community mitigation and large event guidance](#), and President Trump declared a [national state of emergency](#). The BOCC also issued an [emergency declaration](#), which is an administrative tool that unlocks resources, organizes county response strategies and provides additional assistance for municipalities, special districts, public and nonprofit entities. The declaration is authorized for seven days, at which point the BOCC could extend it for a set time period. The Arapahoe County Fairgrounds & Event Center canceled all events through April 2020, consistent with state guidance. The Finance Department implemented cost-tracking guidance to support response efforts. The Information Technology Department also released new tools for remote working options.

Finally, a second virtual telephone town hall has been scheduled to answer community questions. It will run from 7– 8:30 p.m., Thursday, March 19, 2020. You'll be able to watch live via the [county website](#), [Facebook](#) and [YouTube](#), or listen via telephone at 1-855-436-3656.

HOW TO GET INFORMATION

There are a variety of information resources available:

- Employee Information:
 - [SharePoint site](#) (accessible via your home or mobile device. This is a pared down website with only essential information for employees. You will be asked to authenticate when logging in using your county/PC network login).
 - [Intranet](#) (on network)
 - 303-795-4441, building closure hotline (This will have limited information but can direct you to appropriate resources)
- Public Information
 - [County Website](#)
 - [Tri-County Health Department](#)
 - [Centers for Disease Control & Prevention](#)

ADDITIONAL CORONAVIRUS (COVID-19) EMPLOYEE GUIDELINES

What should I do if my child's school is closed?

Due to recent school closures some employees may find themselves in the position of needing to stay home to take care of children who require supervision, which is generally children under the age of 13. If you find yourself in this situation despite having tried to find appropriate child care, you have the following options:

- 1) you may work from home if your supervisor has authorized you to do so;
- 2) you may use sick time, vacation time and/or comp time, or
- 3) if you are currently out of leave time, you will be advanced sick leave, which will be deducted from your future sick leave allotment once earned.

Regardless of which option you select, you need to contact your supervisor in advance, let your supervisor know that you will not be at work, and which option you will be choosing. Additional policy guidance will be forthcoming.

What if I Don't Want to Come to Work?

The county is not accommodating employees who would prefer not to come to work at this time and don't have any other extenuating circumstances. The County does have a process to accommodate high-risk and vulnerable populations as defined by the [CDC](#). Please refer to that specific [policy guidance](#).

Are there any restrictions on personal travel?

The county encourages employees to be sensitive to the impact their travel plans may have on others. Employees who conduct personal travel to [known hot spots](#) may be required to self-quarantine and use their leave to do so before returning to work.

I live with someone who is defined as high-risk – what should I do?

If you have a high-risk family member or individual within your household, follow the same protocol established for high-risk employees. Reach out to your director, office deputy and HRBP. The county will determine whether high-risk employees serve an essential function and/or whether these employees can:

- Work from home
- Complete an alternative assignment (e.g., front-facing vs. back office)
- Take a temporary leave of absence (unpaid or paid via vacation or compensatory time).

ADDITIONAL QUESTIONS

Questions about the county's response or guidance can be submitted via the existing [online form](#). Responses will be posted to the [intranet](#) and [SharePoint](#) sites.

Thank you for all you do on behalf of our communities.