All Boulder County employees,

Stay tuned for regular emails from **COVID19info@bouldercounty.org**.
We will be reaching out to you through email and through the COVID19 Info page on inBC for updated guidance, information, and tips.

If you have any questions, concerns, or feedback on any of this information, please use the COVID19info@bouldercounty.org email – monitored daily.

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Quick note for all remote employees:
You are allowed to return to your on-site work site for the sole purpose of picking up items, supplies, and equipment necessary to accomplish your work. Come in, gather what you need, and return home.
If you come in to retrieve supplies or work, please do not stay, even to 'get a couple of things done.'

IMPORTANT EMPLOYEE GUIDANCE

Boulder County employees,

As more members of our community are diagnosed with COVID-19, the county continues to take steps to help slow down the spread of the virus. We know we can't stop this virus; but by slowing down its transmission, we can reduce the number of people infected at one time, helping prevent an exhaustive and overwhelming strain on our healthcare system. Your use of social distancing, along with frequent hand-washing and disinfecting surfaces, are our best weapons against COVID-19.

If you are working on-site, visit our COVID19 Info page on inBC for information and guidance for employees on remote work, reduced access, what to do when sick, how to address those who are sick, and more.

If you are a remote worker, you may view the same guidance below and on the main inBC page through the Employee Access Portal:

Boulder County Government will not close, however, we are implementing the following practices:

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Remote work

- Effective immediately, **employees who have already been authorized to work remote must work remote**. You are allowed to return to your work site for the sole purpose of picking up items necessary for your work only**.** Some work groups are making

arrangements to deliver equipment and supplies to staff. Please check with your supervisor to understand the plan for your work group.

- **Do Not Use VPN to log in unless you are authorized to do so.**
  - Our VPN capacity will quickly be overwhelmed if all remot workers use VPN.
  - ShouldIf you are working remote, view the [Technology Resources for Working Remotely page](#) for guidance, tools, and strategy. This site contains information on when and when not to use VPN, so it is important that all employees, including those that already do some remote work, review this page.
  - Instructions on how to access the Employee Access Portal are listed below under COVID-19 Employee Info.

Employees reporting to work

- Because we must continue to provide some services that address this emergency, enhance public safety, or are statutorily required, **some employees are required to report to work**.
  - Supervisors have been encouraged to discuss schedules and flexible work situations with employees.
  - Please understand that during this time, your job duties may shift.
  - We understand you may feel nervous about coming to work. Remember, we, and the public we serve, absolutely need you now. Practice social distancing in the workplace, follow the guidance on asking sick clients/customers/co-workers to leave the workplace, and take care of yourself and your fellow co-workers. By limiting the number of county employees in the building, we are aiming to impact the rate of transmission of COVID-19.

Employees who cannot work remote and are not required to report work

- Employees who fall into this category are eligible for paid pandemic leave as outlined in the [Local Public Health Emergency Policy, item 7](#). You can find the policy below in the COVID-19 Employee Info section. Employees who qualify can use up to six weeks of paid pandemic leave.
  - Part-time employees may use leave based on their normal work schedule, for up to six weeks.
  - Contract and hourly employees are eligible.
  - EODH approval is required.
  - HR is working with payroll coordinators to ensure employees who qualify for this leave get paid.

Reduced access to county buildings and facilities

Boulder County is reducing the number of buildings that are open to the public and limiting access to those with appointments in buildings open to the public.

- A list of building closures will be updated and shared as soon as available.
- Signage discouraging sick people from entering buildings, and informing people they will be asked to leave if they exhibit symptoms are being placed on county buildings.
- Please follow guidance on what to say to clients/customers/co-workers who are sneezing or coughing.

Stay home when sick

- The most important thing is, **at the first symptoms of illness, stay home**. Managers and supervisors, please continue to remind employees they are not to come to work if they are ill.

- **If employees come to work with a cough, fever, runny nose, or other cold or flu-like symptoms, send them home.** This will help us decrease the rate of transmission of this virus.
- Visit Boulder County's COVID-19 page for prevention tips, and advice on what to do if you have COVID-19 symptoms.
- Please review 'What You Can and Can't Ask' in COVID-19 Employee Info below, for what to do when you suspect or have heard an employee has been exposed or is exhibiting symptoms of COVID-19.
- The CDC has issued guidance on what to do if someone you live with has COVID-19

How to address people who are exhibiting symptoms of sickness:

Below is guidance for our employees on how to address customers/clients and co-workers who may be exhibiting symptoms of illness: fever, cough, shortness of breath. This guidance is also useful for dealing with friends and extended family members exhibiting symptoms.

If a visitor or someone in their care is exhibiting symptoms of COVID-19 (fever, cough, shortness of breath), tells you they are sick, or thinks they have been exposed:
  - Practice social distancing: make sure you are six feet away if possible.
  - Gently let them know in light of COVID-19 and it's high infection rate, they should return home and contact their health care provider.
  - Assure them we are all taking COVID-19 seriously and following recommendations from public health authorities including Boulder County Public Health, Colorado Dept. of Public Health and Environment (CDPHE) and the Centers for Disease Control and Prevention (CDC).
  - Please let your supervisor know if an employee who is exhibiting symptoms, tells you they are sick, or thinks they have been exposed, refuses to return home.

If a visitor to your office thinks they have been exposed to COVID-19:
  - Instruct them to return home and contact their health care provider.
  - Ask them to wear a mask, if available.
    - If they refuse to wear a mask, ask them to leave.
    - If they refuse to leave, contact security, close your service window if available, and/or isolate yourself and your team away from the client while security responds.
  - Be aware of discrimination, stigma and bias. COVID-19 doesn't recognize race, nationality or ethnicity. Having Chinese ancestry – or any other ancestry – does not make a person more vulnerable to this illness.
- If one or more members in a group is displaying symptoms of COVID-19 all members displaying symptoms should wear a mask. Groups should be kept together. If the symptomatic group member refuses to wear a mask, ask the group to leave. If they refuse, follow the above protocol.
    - **Before seeking care,** they should call their healthcare provider to notify their doctor they may be sick.
    - Share CDC resources, what to do if you are sick in English and Spanish
- We are not currently testing clients for COVID-19. Direct clients to the community testing center in Denver.
  - Drive up testing center at 8100 E. Lowry Blvd, Denver, CO 80230, open from 10am to 2pm Wednesday through Friday.
  - In order to be tested at the state's community testing center individuals must have an order from their providers (written or electronic) confirming they meet the testing criteria to be tested, and photo ID that matches the name on the provider's order.

Prevent COVID-19 overload

We live in a world of information overload. It comes in too fast for us to process whether it's reliable, and the coronavirus pandemic is covered 24/7. Here are a few tips to avoid feeling overwhelmed:

- **Know you're not alone.** Everyone, everywhere is impacted, and we're all working hard to do what we can to slow the spread down. Take the time to reach out to others and provide support. Find new ways to connect such as Microsoft Teams, group chats, email, etc.
- **Limit your media**. Research shows that the more media exposure increases, the more distress increases. Slow down on the 24/7 news and social media cycle. Pick a few trusted sources such as our own [Boulder County site](), the [Colorado Department of Public Health and Environment,]() and the [Centers for Disease Control](), along with a trusted media site. Give yourself breaks from social media.
- **Set a new routine.** Many of our work schedules, commutes, and daily habits have been disrupted. Set a new routine with scheduled breaks for exercise and meals.
- **Stay virutally connected to friends and family.** Social isolation is a real issue during times like these. Although we are practicing social distancing, you are encouraged to remain in frequent contact with your friends and family through calls and video chats. Take extra time to do this if you live alone or if you have friends or family members who live alone.

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COVID19 Information
[Covid19info@bouldercounty.org]()