



# COVID-19

Response and Continuity of Operations Plan

Fannin County, TX

for March 2, 2021

*(This report can change daily)*

## **Public Health Report**

- For the most up to date statistics in Texas, please visit:  
<https://txdshs.maps.arcgis.com/apps/opsdashboard/index.html#/ed483ecd702b4298ab01e8b9cafc8b83>

## **Emergency Declaration**

- Fannin County has issued a State of Emergency and Public Health Emergency to help lower the curve of infection and to protect our citizens.
- Texas is currently under a State of Disaster Proclamation by Governor Abbot.

## **Individual Business Operations**

- As of October 13, 2020, Fannin County is following Governor Abbott's Executive Orders [GA-19](#), [GA-24](#), [GA-25](#), [GA-26](#), [GA-26 Amendment Proclamation](#), [GA-28](#), [GA-28 Amendment Proclamation](#), [GA-29](#), [GA-30](#), [GA-31](#) and [GA-32](#).

## **County and Court Operations**

- Most non-essential court operations in Fannin County have been moved to teleconference. Please contact your respective court for details. Essential court proceedings will continue as scheduled and are defined by the respective courts' orders. Call the appropriate court for specific information on your case.

**336<sup>th</sup> District Court and County Court at Law Covid-19 Operating Plan: [Click Here](#)**

**336<sup>th</sup> District Court and County Court at Law – No Jury Trials until 04/01/21: [Click Here](#)**

Governor Abbot's Executive Order or any Shelter in Place Order DOES NOT affect child custody orders regarding access and possession of children by trial court such as the 336<sup>th</sup> District Court and the County Court at Law. Local standing order addressing this is on file with the Fannin County District Clerk and on the Fannin County Website:

**336<sup>th</sup> District Court General Order – Child Custody: [Click here](#)**

**336<sup>th</sup> District Court Standing Order – Child Protection Cases: [Click here](#)**

**336<sup>th</sup> District Court General Order – School Holidays: [Click here](#)**

- County office operations and services shall be by call ahead appointment only. Business hours and phone numbers will be placed on the public entrances and available on the County website.
- Inmate visitation and inmate programs at the Fannin County Detention Facility have been cancelled until further notice. Attorney visits are still permitted, but the procedures for the visits have changed.

- County employees with fever or flu-like symptoms are required to stay home from work and are prohibited from returning to work until they have been fever-free without medication for 24 hours.
- If a Fannin County employee shows signs of Covid-19 and are sent home by their supervisor, they should seek medical care (ER, primary physician, Covid-19 test, etc...) in order to qualify for the Families First Coronavirus Response Act. If the employee chooses not to seek medical care, then they would not meet the Federal qualifying reasons under FFCRA to receive the emergency sick leave and therefore shall use accumulated comp time until it is exhausted followed by accumulated sick time until it is exhausted and lastly, the County will compensate any time, if needed, during the period of March 2, 2021 through March 9, 2021. In accordance with the FFCRA, an employee who is unable to work in-person or telework in order to care for a child or dependent who is subject to quarantine, that employee is eligible for two-thirds of their regular pay. The employee may choose to subsidize the remaining one-third pay by using accumulated comp/sick/vacation time or with administrative leave if approved by the Elected Official of their department. Please see Attachment A and Attachment B for additional information.
- On March 31, 2020 action was taken by the Fannin County Commissioners Court to approve H.R. 6201, Families First Coronavirus Response Act (FFCRA), regarding paid sick leave for county employees who qualify. The FFCRA Eligibility, Rights and Responsibilities Form available in the Auditor's office shall be filled out for those who want to participate.
- On March 31, 2020 action was taken by the Fannin County Commissioners Court to name all Fannin County employees as essential.
- On April 7, 2020 and May 12, 2020 action was taken by the Fannin County Commissioners Court to allow employees who are at high risk to work from home if possible.
- On May 12, 2020, the Fannin County Commissioners Court voted to approve having all employees return to their offices to work.
- On July 7, 2020, Commissioners Court approved the following guidelines per Governor Abbott's GA-29: Unless separated by a partition, County employees must wear a face covering when face to face with the public where social distancing cannot be maintained or when entering a public space. A face covering is not required to be worn at the employee's individual desk if the public is not present and social distancing can be maintained.

### **County Closures & Cancellations**

- All updates will be posted on the Fannin County website: [co.fannin.tx.us](http://co.fannin.tx.us).

### **Actions and Response relating to Commissioners Court:**



The Fannin County Commissioners Court is continuing to hold meetings in person as well as via teleconference until further notice. Information for each meeting will be placed on the agenda for that week which is available on the County website: [www.co.fannin.tx.us](http://www.co.fannin.tx.us).

## **Prevention:**

There are simple steps everyone can take to help prevent the spread of respiratory viruses like COVID-19:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer of at least 60% alcohol often
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are sick
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces

Minimizing exposure is especially important for people who are 65 or older or who have an underlying health condition like heart disease, lung disease, diabetes, high blood pressure or cancer. People in those groups have a higher risk of developing severe disease if they do get COVID-19, and the safest thing for them during an outbreak will be to stay home as much as possible and minimize close contact with other people. To get ready, they should talk to their doctor about getting additional prescription medications and have enough household items and groceries on hand to stay home as needed.

## **Links / Resources**

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

<https://www.dshs.texas.gov/coronavirus/>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>

## **What to expect from your doctor:**

### **If Mild Symptoms:**

- Ask patient to stay home and monitor their temperature and respiratory condition
- Check back with the office in 24 hours if the symptoms remain mild
- If the symptoms worsen rapidly, contact a hospital ER
- Give patient the DSHS state Coronavirus website: <https://www.dshs.state.tx.us/coronavirus/> and state Coronavirus Call Center @ 1-877-570-9779

### **If Moderate Symptoms:**

- Ask patient to come to office for evaluation
- Mark schedule clearly as a potential viral patient
- When patient arrives at clinic, ask if it is possible to wait in their car until it's time to be seen
- If patient enters the clinic, sequester them immediately to a side of the waiting room, hand them a paper towel and ask them to cough/sneeze with caution

- Take temperature immediately

Make sure that these patients do not mingle with other patients in waiting room. Each of these patients should have their temperature taken as soon as possible either in their car or in the sequestered area inside the clinic.

**If Severe Symptoms:**

- Ask patient to directly contact a hospital ER to inquire what they should do, i.e., what is the hospital's present policy on possible coronavirus infection
- Have numbers of the closest hospital's Emergency Rooms and give them to the patients

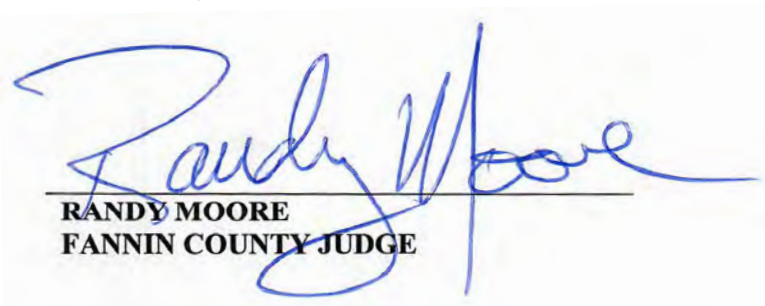
**If Other Questions:**

The Centers for Disease Control and Prevention (CDC) has posted guidance on what to do if you get sick at [www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html)

The Texas DSHS State Coronavirus website: <https://www.dshs.state.tx.us/coronavirus/>

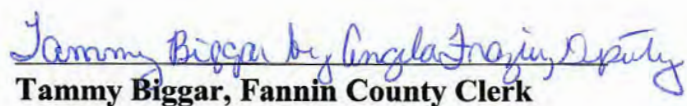
**This plan, dated March 2, 2021, supersedes any previous guidance.**

**Adopted this 2nd day of March, 2021.**



**RANDY MOORE**  
**FANNIN COUNTY JUDGE**

**ATTEST:**



**Tammy Biggar, Fannin County Clerk**





# ATTACHMENT A

## FANNIN COUNTY

### COVID-19 EXPOSURE AND RETURN TO WORK GUIDELINES

SCENARIO	PROTOCOL
<p>1. My employee is exhibiting symptoms of COVID-19 and is seeking medical treatment. – OR -- My employee tested positive for COVID-19. What now?</p> <p>How do I pay them while they are absent?</p> <p>What about my other employees?</p>	<p>You should ask the employee to seek medical attention. Consider a deep cleaning of the workspace. Without a diagnostic test (rapid or PCR), the CDC quarantine recommendations are now 10 days with no symptoms OR with a negative test result, quarantine is 7 days with no symptoms (test can be conducted up to 48 hours prior to the end of the 7th day). After they have met these criteria, they can return to work. A retest is NOT required to return to work.</p> <p>Eligible employees may receive up to 80 hours of paid sick leave under the Families First Coronavirus Response Act (FFCRA) while seeking medical diagnosis and/or treatment or as directed by a health care provider [Time sheet code: OTHER &gt; EPSLA (Emergency Paid Sick Leave Act)]. Once that time is exhausted, the employee’s regular accrued time may be used.</p> <p>If the employee &amp; coworkers were wearing masks or maintaining social distancing during exposure, the coworkers may continue working while monitoring symptoms daily.</p>
<p>2. Can I measure my employees’ temperature as a daily precautionary measure?</p> <p>(The CDC considers any body temperature of 100.4 or greater to be a fever.)</p> <p>How do I pay them while they are absent?</p>	<p>Yes. Because the CDC and State/local health authorities have acknowledged community spread of COVID-19, employers may measure employees’ body temperature. As with all medical information, the fact that an employee had a fever or other symptoms would be subject to ADA confidentiality requirements. If the employee’s body temperature does not decline as a result of retaking it or cooling off, you should ask them to seek medical attention. If the employee’s symptoms are not indicative of the symptoms of COVID-19, you may request a doctor’s release and/or 24 hours symptom-free prior to returning to work.</p> <p>If symptoms ARE NOT indicative of COVID-19, the employee should use their accrued sick hours. If symptoms ARE indicative of COVID-19, please see scenario #1 for instruction.</p>
<p>3. An employee self-reported that they came into close contact with someone who is symptomatic or tested positive for COVID-19. What should I do?</p> <p>(“Close contact” means that the employee has been within 6 feet an infected or symptomatic person for at least 15 minutes.)</p> <p>How do I pay them while they are absent?</p>	<p>If the exposure occurred while the employee was not wearing a mask or maintaining social distancing, treat the employee situation as if the suspected case is a confirmed case for purposes of sending the employee home. <b>Telework is strongly encouraged!</b> The CDC quarantine recommendations are now 10 days with no symptoms OR with a negative test result, quarantine is 7 days with no symptoms (test can be conducted up to 48 hours prior to the end of the 7th day). If masks/PPE were worn, the employee may continue working while monitoring symptoms daily.</p> <p>If working from home, the time is coded as Regular hours. However, if telework is not possible, each Elected or Appointed Official may place an employee on Administrative Leave on a case by case basis without prior approval of Commissioners’ Court. If the employee is caring for a dependent or an immediate family member with COVID-19 symptoms, they may be eligible for 2/3 salary under the FFCRA guidelines.</p>
<p>4. My employee was in close contact with someone who has been exposed to a confirmed COVID-19 patient (second-degree contact). Example: Employee’s spouse was in contact with person who tested positive. What should I do?</p>	<p>Your employee may continue working unless they or their close contact becomes symptomatic or tests positive for COVID-19. You may consider allowing the employee to telework for 14 days.</p> <p>If the close contact of the employee becomes symptomatic or tests positive (Ex: Spouse), please see scenario #3 for instruction.</p>

## ATTACHMENT B

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020. Generally, the Act provides that covered employers must provide to **all employees**.

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis;

**OR**

- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

A covered employer must provide to **employees that it has employed for at least 30 days**.

*Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay* where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

**Covered Employers:** The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees. Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision. Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.



**Qualifying Reasons for Leave:**

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or **unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
  
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

**Duration of Leave:**

**For reasons (1)-(4) and (6):** A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

**For reason (5):** A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

**Calculation of Pay:**

**For leave reasons (1), (2), or (3):** employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

**For leave reasons (4) or (6):** employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

**For leave reason (5):** employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave).