

03/20/2020 3:30pm



Houston County Employees' Guidelines and Reminders

- Beginning Monday, March 23, 2020, each employee working at the Administration and Personnel Buildings must enter through the front door of the Administration Building for a health assessment.
- If you have fever or symptoms, please notify your supervisor and call your healthcare provider.
- Our offices will discontinue in-person transactions with the public until at least April 5, 2020. Employees are expected to report to work as usual until further notice, unless you are on an approved leave of absence.
- During this public closure period, if you have any accrued time, you may submit a leave request to be approved by your supervisor.
- The only additional changes to existing leave policies are:
 - 1) Health care provider documents will not be required for approved leave used.
 - 2) Leave taken may be sick leave, annual leave, compensatory time, holidays earned or floating holidays.
- We are reviewing the Families First Coronavirus Response Act. The Act will take effect no later than 15 days after it was enacted.
- If you have been instructed to self-quarantine, this means you are confined to your home. Do not enter the building before, during, or after hours. Do not come to work.
- Please remember no family members are allowed to be present in the workplace while you are working.

[All communications are published on Houstoncounty.org/Personnel/Employee Forms & Links](https://www.houstoncounty.org/Personnel/Employee_Forms_&_Links)