


Okaloosa County Board of County Commissioners

Administrative Directive



Title: COVID-19 Department Director Responsibilities		
Special Order #: BCC CAO-20-02	Effective Date: 03/16/20	Amends: N/A
Organizational Unit: All-Countywide BCC	PDMS Index #: BCC CAO 20-02	Accreditation Standards: N/A
Approved: 		
Administrator/Deputy Administrator		Chairman of the Board

I. Purpose:

To reduce the spread of COVID-19 and implement precautions in an effort to protect employees and the public. This directive authorizes the temporary waiver of current policies, procedures, and work processes involving illness, travel, hygiene and social distancing.

II. Policy:

It is the policy of the Board during periods of pandemic disease/virus to authorize the County Administrator to vary from established policies and procedures to the extent necessary to carry on efficient operations of the county.

The practical application of this variance will be managed by the BCC Administrator during this period and will safeguard the adherence to applicable federal and state laws and guidance from the Florida Department of Health. The Administrator and/or designee will notify the Board if material changes in policy result in substantial impacts to employees or services.

III. Authority:

Okaloosa County Human Resources Policy Manual Chapter XXIV – HEALTH CRISIS MANAGEMENT POLICY, Section A – Pandemic Disease/Virus

IV: Definitions:

CDC - Centers for Disease Control and Prevention
DOH - Florida Department of Health
County POC for COVID-19 – Human Resources Generalist
CA –County Administrator
DCA – Deputy County Administrator
EM – Public Safety Director

V. Procedures:

A. Department Director Responsibilities:

- i. Ensure the employee and public bathroom facilities are cleaned and that the workplace has the necessary tools to allow employees to follow best practices.
- ii. Designate a temporary isolation location in the workplace for potentially sick individual, self-reported or observed at work. Such location should be sanitized after each use.
- iii. Ensure all information is posted to bulletin boards as provided by the EM or Human Resources.
- iv. Ensure that updated information on COVID-19 is distributed to every employee at least once weekly, preferably by email, but by meeting with employees if they do not have easy access to email.
- v. Ensure that immediate supervisors of employees who have traveled, or have household members that have traveled outside the country and that don't otherwise have to self-isolate, are overseeing the employee following the recommended self-monitoring DOH protocols.
- vi. For employees that are reporting potential COVID-19 symptoms or are observed with potential symptoms:
 - a. Immediately isolate the employee onsite for a temporary period while you work the issue, if necessary.
 - b. Follow guidance in Okaloosa County COVID-19 Q & A
 - c. Report the issue to the County POC for COVID-19
- vii. Until further notice departments shall immediately:
 - a. Eliminate all travel out of the country on County business or hosting out of country visits here on FAM trips.
 - b. Eliminate travel by air unless specifically approved by the CA or applicable DCA.
 - c. Postpone all other training and County business trips unless absolutely necessary and specifically approved by CA or applicable DCA.
 - d. Cancel convention center events until further notice.