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POLICY AND PROCEDURE	
SUBJECT/TITLE:	Emergency Work from Home Policy and Procedures
APPLICABILITY:	Administration
ORIGINALLY PREPARED BY:	Melissa Spears, R.S., Environmental Health Director
HEALTH COMMISSIONER	Dr. Michael Martin
REVISION PREPARED BY:	
EFFECTIVE DATE:	3-20-2020
REVIEW FREQUENCY:	5 years
BOARD APPROVAL REVISION DATE:	
REFERENCE NUMBER:	G - 14

## Emergency Work from Home Policy and Procedures

**Effective Date: March 20, 2020**

### Procedure

The Scioto County Health Department shall utilize the Working from Home (WFH) arrangement during times of emergency, these being natural disasters, chemical disasters, disease, or bio-terrorism. The Scioto County Health Commissioner may order employees to WFH during such events as listed above when the situation becomes a danger to the employees' health and wellness.

The Scioto County Health Commissioner shall follow directions issued by the Board of Health, Ohio Department of Health or identified lead agency during an event.

A Working from Home (WFH) arrangement is considered on a case-by-case basis for subsequent consideration and approval by the Directors and Health Commissioner. The opportunity to work from home is not an entitlement and can only occur by formal agreement between the Health Department and employee during an emergency, in which case employees will be given direct orders to work from home.

Should health department employees be given orders to work from home, it shall not be considered as time off. Employees will not be ordered to use vacation, sick or compensatory time earned during such time. The employees shall document work completed and time worked from home.

### Policy

This policy may be utilized for social distancing measures or shelter in place measures should that become necessary during a pandemic or other health event as directed by the health commissioner or their designee. This policy can be applied to other work from home situations should it be necessary.

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### **Employee Eligibility**

Candidates for WFH arrangements must:

- have worked at EMPLOYER for at least one year,
- possess good time-management and organizational skills, and
- be self-motivated, self-reliant, and disciplined.

### **Hours of work:**

- Employees are authorized to engage in work during their normally scheduled workdays and hours, or on the days/times pre-approved by their supervisor. Non-exempt employees may not work outside of those days and hours without prior supervisor approval. Non-exempt employees are responsible for accurately reporting their time worked each day.
- The workweek for all full-time regular employees is 40 hours divided into five days, Monday through Friday, with employees scheduled to work eight hours per day.

### **Communication:**

While working from home, employees must be reachable by the employer during their normal working hours and any other times designated by the employer. If the employee becomes aware of or anticipates any disruption in technological communication during their normal working hours, they are to immediately notify their supervisor.

- Arrangements for part-time employees shall be made at the discretion of the Health Commissioner in consultation with the department Director, and will depend on the nature of the employee's duties and whether those duties can be conducted effectively outside of the office environment. Part-time employees will be paid based on actual hours worked. Part-time employees are not guaranteed their normal weekly work hours during the emergency.

### **Reporting for work:**

- Employees must communicate with their supervisor via email when beginning the workday, upon leave for and returning from lunch and when they are done with work at the end of the day.
- Employees who do not work for all or a portion of the day and are expected to work from home are responsible for requesting appropriate leave.
- The Scioto County Board of Health is not responsible for paying the employee while working from home if they are unable to perform work due to operational or technological issues such as availability of an adequate internet connection.

### **Location of Work:**

Employees must notify the Employer of the physical address and telephone number of the location where the employee will be working

- The workspace must be safe and free from hazards.
- The workspace must be reasonably free from interruptions and distractions that would affect the employee's ability to work

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- The workspace must allow the employee to preserve the confidentiality of sensitive or non-public information. Any employer-provided material or equipment shall not be removed from the workspace while the employee is working from home.
- If the employee is required to verbally communicate with others as part of their duties the workspace must be quiet and allow for professional communications during those times.
- Employees shall not meet with the public or clients in their home office in any official capacity or connected with the business of the Scioto County Board of Health.
- The Scioto County Board of Health is not responsible for any injuries to the employee's family, visitors and/or others in the employee's home.
- The Scioto County Board of Health is not responsible for any loss to the employee's property whether caused by physical damage, computer virus attach or other intrusions via the internet.
- The employee using the Scioto County Board of Health's equipment must protect the equipment from damage.

#### **Pay and Benefits**

An employee's rate of pay, retirement benefits, and insurance coverage are not affected by the WFH arrangement.

#### **Leave**

A WFH employee must comply with agency call-off policies and procedures in the event of an illness. Any request for leave while participating in a WFH arrangement, either by health department order or by request, shall be made in accordance with the applicable agency policy and procedure for requesting and obtaining approval to utilize leave.

#### **Equipment/Furnishings/Office Supplies**

During a WFH arrangement the Employer may provide employees with equipment or office furnishings for their home offices. Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner. Depending on the nature of their jobs, this may require having computers, printers, computer software and other equipment available for their use.

Employees are responsible for providing office furnishings—such as desks, chairs, file cabinets, and lighting—at their own expense. Employer may supply laptop computers and common office supplies, such as paper, pencils, pens, and paper clips, for employees' use in their home offices.

#### **Worksite Visits**

While participating in a WFH arrangement, the agency shall retain the right to conduct onsite visits to the alternative work location. Visits shall only be made during the employee's scheduled work hours but the department does not have to give the employee advance notice of the visit.

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**Security and confidentiality:**

While working remotely, employees must take steps to preserve the security and confidentiality of Employer information.

- Employees must keep confidential documents and materials in a secure location.
- Employees must maintain password protection to the same extent as required at the office and keep confidential documents and records securely stored.
- If working on a personal device, the employee must have valid up-to-date anti-virus software and appropriate computer and internet security installed and activated. Any suspected hacks or breaches of security must be reported to the Employer immediately.

**Policies:**

The work from home policy does not change the basic terms and conditions of employment, including rate of pay and benefits. Employees are expected to apply with all Employer policies, procedures and performance standards.

**Special Considerations for Nursing and HIPAA-Protected Information**

- HIPAA privacy protection rules will be considered when making determinations about Nursing Department duties that may or may not be performed from home.
- The Health Commissioner, in consultation with the Nursing Director, will determine which nursing responsibilities can and cannot be performed from home. Certain programs and functions may have to be put on hold until it is safe to return to work in the office.

***The Scioto County Board of Health retains the right to investigate alleged abuse of this work from home policy and may cease or modify an employee's approval for working from home at any time.***

\_\_\_\_\_  
Health Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date




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Now therefore the Emergency Work from Home Policy and Procedures has been reviewed and adopted by the Board of Health on the 20<sup>th</sup> day of March 2020.

**Board Approval:**


  
\_\_\_\_\_  
Laura Miller,  
Board President

  
\_\_\_\_\_  
Dr. Jerod Walker

  
\_\_\_\_\_  
J.B. Marshall

  
\_\_\_\_\_  
Christy Sherman  
Christy Sherman

  
\_\_\_\_\_  
Sean Sturgill

  
\_\_\_\_\_  
Dr. Michael Martin,  
Health Commissioner

Date: 3-20-2020

3-20-2020