

KITSAP PUBLIC HEALTH BOARD SPECIAL MEETING AGENDA – Amended 3/16/2020

March 17, 2020
9:00 a.m. to 10:00 a.m.
Norm Dicks Government Center, First Floor Chambers Room
Bremerton, Washington

- 9:00 a.m. 1. Call to Order
Mayor Rob Putaansuu, Chair

INFORMATION AND DISCUSSION ITEMS

- 9:02 a.m. 2. COVID-19 Update and Discussion
Dr. Susan Turner, Health Officer & Keith Grellner, Administrator
- 9:45 a.m. 3. Health Officer Interviews Scheduled for March 27, 2020
Keith Grellner, Administrator

ACTION ITEMS

- 9:50 a.m. 4. Resolution 2020-02, Approving Temporary Exemption to Administrative Time Cap for Exempt Employees
Keith Grellner, Administrator
- 10:00 a.m. 5. Adjourn

All times are approximate. Board meeting materials are available online at www.kitsappublichealth.org/about/board-meetings.php

SUMMARY OF STATEWIDE GOVERNOR PROCLAMATIONS

March 16, 2020 (Amended March 17, 2020)

Gatherings of 49 People or Less Prohibited Except Under Certain Conditions

Until March 31, 2020, or as amended:

All gatherings of 49 people or less are prohibited unless event organizers can prove that the following social distancing measures have been taken:

- People in high-risk groups for COVID-19 (e.g., older adults and individuals with underlying medical conditions) are encouraged not to attend (including employees).
- Maintain 6 feet of space between attendees.
- Event organizers screen for and exclude people and employees with any symptoms associated with COVID-19, including fever of 100.4 degrees F or higher, cough, or difficulty breathing.
- Proper and adequate hand hygiene and sanitation must be readily available to all attendees and employees.
- High-touch surfaces are cleaned and disinfected daily or more frequently in accordance with the environmental cleaning guidelines from the US Centers for Disease Control and Prevention.

Gatherings of 50 People or More are Prohibited:

Until March 31, 2020, or as amended:

Gatherings of 50 people or more for social, spiritual, and recreational activities including, but not limited to community, civic, public, leisure, faith-based, or sporting events, parades, concerts, festivals, conventions, fundraisers, and similar activities are prohibited.

Gatherings of Any Number of People in Any Public Venue are Prohibited - Public Entertainment, Recreation, Food and Beverage Service, Theater, Bowling, Fitness and Other Similar Activities; Consumption of Food and/or Beverages in a Public Venue is also Prohibited:

Until March 31, 2020, or as amended:

No gatherings in public spaces allowed and all restaurants, bars, cafes, and other food service establishments are prohibited from operating in-person dining; only take-out and delivery service is allowed.

Public School Districts, Charter Schools, and Private Schools

Until April 24, 2020, or as amended:

All public school districts, charter schools, and private schools are prohibited from conducting in-person educational, recreational, and other K-12 school programs in their school facilities from March 17 through April 24, 2020.

Nursing Homes and Assisted Living Facilities

Until April 9, 2020, or as amended:

- No visitors allowed. End of life situations are exempt to this requirement.
- Employees and contractors are allowed to enter nursing homes and assisted living facilities only after being screened prior to entry to the facility for signs or symptoms of COVID-19, including fever of 100.4 degrees F or higher, cough, or difficulty breathing, or contact with a person with a confirmed case of COVID-19 in the last 14 days, or are under investigation for COVID-19. Precautionary measures may include, but are not limited to, wearing personal protective equipment, social distancing, or visiting in designated locations.
- Residents of nursing homes and assisted living facilities that have one or more residents, staff, contractors or volunteers subject to a Washington State Department of Health or local health department recommendation or order of isolation or quarantine for COVID-19 need to be isolated in their rooms away from other people. A resident can choose to discharge from a facility at any time.
- Owners, administrators, operators, staff, and volunteers of nursing homes licensed under RCW 18.51 and assisted living facilities licensed under RCW 18.20 are prohibited from disclosing protected and confidential health information except as otherwise provided by law or with consent from the resident.

Source: <https://www.governor.wa.gov/office-governor/official-actions/proclamations>

Prepared By: Keith Grellner, Administrator
Kitsap Public Health District

Approving a Temporary Exemption to Administrative Time Cap for Exempt Employees Due to COVID-19 Emergency Response

WHEREAS, on January 21, 2020, the Centers for Disease Control and Prevention (CDC) and the Washington State Department of Health (DOH) announced the first case of 2019 Novel Coronavirus (COVID-19) in the United States in Washington State; and

WHEREAS, on January 31, 2020, the United State Department of Health and Human Services declared a public health emergency for COVID-19, beginning January 27, 2020; and

WHEREAS, in response, on February 4, 2020, the Kitsap Public Health District (Health District), the county's local public health agency, activated its Emergency Command Center and instituted an Incident Command structure to coordinate COVID-19 response activities; and

WHEREAS, on March 8, 2020, the first two Kitsap residents tested positive for COVID-19 and public health response activities increased to include case investigation procedures and training, coordination with agency and community partners, and messaging for staff, healthcare partners, long term care facilities, local jurisdictions and agency partners, and the public; and

WHEREAS, since March 9, 2020, each of the Kitsap Public Health Board member jurisdictions issued proclamations of emergency; and

WHEREAS, the World Health Organization declared a COVID-19 pandemic on or about March 12, 2020; and

WHEREAS, COVID-19 cases and associated emergency response work are increasing and expected to continue to rise for the foreseeable future; and

WHEREAS, public health response activities are requiring many non-exempt and exempt staff to provide COVID-19 response coverage 24/7; and

WHEREAS, non-exempt staff receive compensatory pay or time at the rate time-and-a-half for hours worked in excess of the regular 40-hour workweek; and

WHEREAS, employees holding positions that have been determined as exempt are not entitled to overtime pay or compensatory time off in accordance with federal rules; and

WHEREAS, exempt employees are not salaried in that they are required to report all hours worked, only paid for hours worked, use leave time for all time off, and must complete timecards on a weekly basis, and as such, the Health District's Personnel Rules allow exempt staff to receive administrative time off on an hour-for-hour basis for hours worked in excess of their regular work hour during any workweek not to exceed a total of forty (40) hours at any time; and

WHEREAS, the Health District encourages non-exempt and exempt staff to flex hours weekly as much as possible so as to not accumulate excess leave time or overtime pay in order to be good stewards of public funds and maintain a healthy work-life balance; and

WHEREAS, the Kitsap Public Health District desires to appropriately compensate employees as outlined in the Board's compensation policy which ensures fairness and internal and external equity to the extent practicable; and

WHEREAS, the Health District does not have the staffing or funding resources necessary to adequately respond to emergencies such as COVID-19 pandemic without asking exempt employees to work overtime and be on-call 24/7 in order to protect public health in Kitsap County; and

WHEREAS, the COVID-19 pandemic response work is currently expected to last for an as yet undetermined duration for which exempt staff participation is expected and is essential.

NOW, THEREFORE, BE IT RESOLVED, that the Kitsap Public Health Board approves a temporary exemption to the administrative time cap for exempt Health District employees participating in emergency response efforts due to the COVID-19 pandemic at the discretion of the Administrator.

APPROVED: March 17, 2020

Mayor Robert Putaansuu, Chair
Kitsap Public Health Board