

# Human Resources Policy Bulletin

## Lancaster County

Number: 2020-4

Date: April, 2020

Reference:	Title:
Lincoln-Lancaster County Health Department County Health Directive 2020-10.01	ALTERNATIVE HOUSING FOR ESSENTIAL EMPLOYEES OF THE LANCASTER COUNTY SHERIFF'S OFFICE, THE LANCASTER COUNTY DEPARTMENT OF CORRECTIONS, AND THE LANCASTER COUNTY YOUTH SERVICES CENTER

### I. PURPOSE

The purpose of this policy is to establish alternative housing options for those employees at the Lancaster County Sheriff's Office, the Lancaster County Department of Corrections, and the Lancaster County Youth Services Center who are eligible for COVID-19 testing under the Lincoln-Lancaster County Health Department County Health Directive 2020-10.01 ("Health Directive 2020-10.01").

### II. APPLICABILITY

This policy applies to those employees at the Lancaster County Sheriff's Office, the Lancaster County Department of Corrections and the Lancaster County Youth Services Center who have been identified as Essential Employees for purposes of Health Directive 2020-10.01, hereinafter referred to as "Essential Employees" for purposes of this policy.

### III. POLICY

- A. An Essential Employee is eligible for alternative housing if the Essential Employee has no other shelter options and cohabitates with at least one High Risk Cohabitant. For purposes of this policy, a High Risk Cohabitant means an individual identified by the Centers for Disease Control and Prevention ("CDC") as having a higher risk for more severe complications from COVID-19 because the individual is pregnant or breastfeeding<sup>1</sup> or has one or more of the following conditions<sup>2</sup>:

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<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/pregnancy-breastfeeding.html>

<sup>2</sup> <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

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1. Over age 65;
2. Chronic lung disease;
3. Moderate to severe asthma;
4. Serious heart conditions;
5. Immunocompromised with one or more of the following:
  - i. Cancer treatment;
  - ii. Smokes;
  - iii. Bone marrow or organ transplantation;
  - iv. Immune deficiencies;
  - v. Poorly controlled HIV or AIDS;
  - vi. Prolonged use of corticosteroids and other immune weakening medications;
6. Severe obesity;
7. Diabetes;
8. Undergoing dialysis for chronic kidney disease;
9. Liver disease.

B. If an Essential Employee meets the eligibility criteria in Section III.A, an Essential Employee may elect to utilize alternative housing when:

1. The Essential Employee has been instructed to be tested for COVID-19 based on the protocol in Health Directive 2020-10.01.
2. The Essential Employee has received a positive laboratory test for COVID-19 and is self-isolating pursuant to Health Directive 2020-10.01, or subject to a Federal, State, or local isolation order related to COVID-19.

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- C. When the need arises for an Essential Employee to be tested for COVID-19 under the protocol in Health Directive 2020-10.01, an Essential Employee shall immediately inform her or his Department Head or Elected Official if she or he elects to self-isolate at home or utilize alternative housing. If the Essential Employee elects to utilize alternative housing, the Essential Employee shall report directly to the alternative housing site.
- D. If the Essential Employee's COVID-19 test is negative, the Essential Employee will no longer qualify for alternative housing.
1. When awaiting COVID-19 test results in alternative housing, the Essential Employee shall follow the CDC guidance on "Steps to help prevent the spread of COVID-19 if you are sick<sup>3</sup>."
  2. The Essential Employee may return to work once she or he has met the criteria in Health Directive 2020-10.01.
- E. If the Essential Employee receives a positive laboratory test for COVID-19, the Essential Employee may elect to utilize alternative housing or continue utilizing alternative housing.
1. When isolated in alternative housing, the Essential Employee shall follow the CDC guidance on "Steps to help prevent the spread of COVID-19 if you are sick<sup>4</sup>."
  2. The Essential Employee may return to work once she or he has met the criteria in Health Directive 2020-10.01.

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<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<sup>4</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>



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F. An Essential Employee may be reimbursed up to Thirty Dollars (\$30.00) per day for lunch and dinner for each day the Essential Employee has elected to utilize alternative housing. The Essential Employee will be required to personally pay for meals and may request reimbursement for up to the per diem amount of Thirty Dollars (\$30.00) from Lancaster County within Ninety (90) days. Reimbursement shall be processed through a form provided by the Lancaster County Clerk's Office.

G. The alternative housing provided by Lancaster County is strictly limited to the Daily Cost. For purposes of this policy, the Daily Cost includes the daily cost of the room, including any complimentary breakfast or other complimentary comfort and convenience amenities. The Daily Cost does not include any Additional Costs. For purposes of this policy, Additional Costs means additional cost amenities (e.g., long distance calls and pay per view movies), additional cost incidentals, or any other additional charges of any kind. An Essential Employee will be required to personally pay for any Additional Costs and shall not be reimbursed by Lancaster County for any Additional Costs, except as provided in Section III.F.

#### IV. DURATION

This policy is effective on April 28, 2020. This policy is temporary in nature, and the benefits described herein shall be applicable only during the period during which this policy is effective. The policy may be terminated at any time for any reason by the Lancaster County Board of Commissioners.

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Doug McDaniel  
Human Resources Director

April 27, 2020

Date



Sean Flowerday, Chair  
Board of County Commissioners

April 28, 2020

Date