Campbell County
wyoming

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Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

NOTICE OF SPECIAL MEETING OF THE BOARD OF CAMPBELL COUNTY COMMISSIONERS

PLEASE TAKE NOTICE the Chairman of the Board of Campbell County Commissioners has called a special meeting to be held **Tuesday, March 31, 2020, at the hour of 8:30 a.m. in the Chambers of the Board of County Commissioners, Campbell County Courthouse, 500 S. Gillette Ave., Gillette, Wyoming** for the purpose of considering the following matters related to the Coronavirus-19 pandemic:

1. Receipt of a COVID-19 update and re-evaluate county facility closures.

Due to the COVID-19 pandemic crisis and social distancing and orders related to the size of gatherings, the courthouse and chambers are closed to the general public, however, any interested person may view/listen to the meeting via live streaming accessed by going to the county website at www.ccgov.net and clicking on the following: "your government"; "commissioners", "agendas and minutes" and "special meetings". You will be able to watch by clicking on the media icon for March 31, 2020. Questions may be directed to 682-7283.

Dated this 30th day of March, 2020.

Carol Seeger
Administrative Director

The mission of Campbell County is to provide quality, efficient, and cost-effective services for all Campbell County residents through sound decision making and fiscal responsibility.

RESOLUTION NO. 2032.1

ESTABLISHING SPECIAL HOURS OF OPERATION OF THE CAMPBELL COUNTY LANDFILL TO THE GENERAL PUBLIC DURING THE CORONAVIRUS DISEASE 2019 (COVID-19) PANDEMIC

WHEREAS, on March 23, at 8:00 the Board of Campbell County Commissioners held a special meeting during which it adopted Resolution No. 2032 closing the county courthouse and other county facilities to the general public; and

WHEREAS, because it is unknown the length of time the community will continue to be required to remain under restrictions due to COVID-19 and the disposal of household waste is a necessary service;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF CAMPBELL COUNTY COMMISSIONERS THAT:

The Board of Campbell County Commissioners hereby approves the recommendations of the Department of Public Works in its memorandum dated March 27, 2020, wherein the Campbell County North Landfill shall be open to the general public on Saturday, April 4, 2020, and beginning in May, on the second Saturday of each month from 7:30 a.m. until 4:30 p.m. until further notice subject to conditions and restrictions as set out more fully in the attached memorandum.

ADOPTED AND APPOVED THIS _____ day of March, 2020.

BOARD OF COUNTY COMMISSIONERS
IN AND FOR CAMPBELL COUNTY

_____
D.G. Reardon, Chairman

_____
Rusty Bell, Member

_____
Robert Maul, Member

_____
Del Shelstad, Member

_____
Colleen Faber, Member

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Department of Public Works *Kevin C. King, P.E., Director*

500 S. Gillette Avenue, Suite 1400, Gillette, WY 82716 • 307-685-8061 • Building 307-682-1970 • Solid Waste/Recycle 307-682-9499

MEMORANDUM

TO: Campbell County Board of Commissioners

FROM: Matt Olsen, Environmental Services Manager MLO

DATE: March 27,2020

SUBJECT: Public Dump Days

As part of the overall response to slow the spread of the Coronavirus (COVID-19), on March 24, 2020 the Campbell County North Landfill stopped allowing the public to dump at the active face of the landfill. The decision for this course of action was largely driven by the highly contagious nature of COVID-19 and the fact that landfills act as petri dishes for disease/viruses with the consolidation of contaminated waste into one area.

The Solid Waste Division of Public Works acknowledges that this will inconvenience people that live out in the County and don't burn their trash or hire a private hauler for their waste. A plan of action is proposed as follows to allow for the public to dump at the North Landfill with measures in place to facilitate a safe environment for public dumping.

1. Public Dump Days will be conducted on Saturdays with the first being held April 4, 2020. Starting in May, Public Dump Days will be conducted on the second Saturday of the month until further notice
2. The hours will be from **7:30AM – 4:30PM**
3. Additional staff members, if available, will be called in to help direct traffic
4. Commercial haulers and contractors will NOT be allowed to dump on these days and will be notified prior to the event. No loads of shingles
5. All loads will go to the MSW active cell (aka Pit 2)
6. Appliances needing to have freon evacuated will NOT be accepted
7. Used tires will NOT be accepted
8. Loads will be weighed coming in and going out, but no interaction will take place with scale house personnel and the public. No charges will be assessed to the public during the event
9. The dump area will be graded with a suitable soil base to not have waste exposed
10. The dump area will be segregated to one predetermined area that Solid Waste staff feels is most accessible for the public and easiest to manage from a health and operations standpoint
11. The number of public allowed to dump at any given time will be predetermined and managed on a one-out, one-in basis (i.e. if 20 are allowed to dump at one time, when one leaves another will be allowed to enter)
12. Children under the age of 15 and pets are to remain in their vehicle at all times
13. A limited number of vehicles will be allowed into the pit at one time. Expect delays

Bell Nob operations discussion points.

Golf Course:

Spread Tee Times to 20 minutes, only 1 rider per cart unless family members.

No more than 9 people on the driving range or putting greens at any one time.

Arrive no more than 20 minutes before tee time

No early morning play. Goal is to keep staff and public separate

No shotgun tournaments

Adjust cups for minimal exposure on course and target pins on putting greens

No bunker rakes or ball washers on course

Drinking fountains will not be turned on

Score card and pencil boxes removed on 1 and 10

Port O Johns are open and will have a sign use at your own risk? (discussion)

Golf Cars:

Not cart season passes sold this year (discussion)

No one in the cart staging area when golf course employees are there.

Golfers are responsible for cleaning trash from their golf cars. Staff will disinfect and clean the cars

Golfers will be only be able to pick up their cars 10 min prior to tee time.

One person per car unless family members

Sundays will be for Walkers only? (discussion)

Pro Shop:

Closed to public all sales will be through a service window

Public encouraged to use online tee times

Golfers must use online handicap posting. (is this available)

Clubhouse Bar/Restaurant:

Closed to public all sales will be through service window

Outside restrooms will be open and cleaned regularly

No personal bottles will be filled with ice and water. Only bottled water will be sold

Maintenance:

There will be a reduced number of employees.

Staff will be out on course ahead of public. No early morning play

Do to the size of our break room and shop the staff schedule will be staggered to reduce exposure

We may have to look at closing the course on Monday mornings when we have to spray or Verticut greens. This will allow us to spread out the maintenance staff, so they are working a safe distance apart

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TO: **Board of Campbell County Commissioners**
DG Reardon, Chairman
Bob Maul
Del Shelstad
Rusty Bell
Colleen Faber

FROM: Brandy Elder
Executive Director of Human Resources & Risk Management

DATE: March 31st, 2020

SUBJECT: Families First Coronavirus Response Act

Purpose
To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from April 1, 2020, until December 31, 2020. Our existing FMLA leave policy still applies to all other reasons for leave outside of this policy.

Expanded FMLA Leave

Employee Eligibility
All employees who have been employed with Campbell County for at least 30 days.

Reason for Leave
Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

(A) under 18 years of age; or
(B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

"Childcare provider" means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation

- a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

"School" means an elementary or secondary school.

Duration of Leave
Employees will have up to 12 weeks of leave to use from April 2, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of FMLA leave under this policy.

Pay During Leave
Leave will be unpaid for the first 10 days of leave; however, employees may use any accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed $200 per day, and $10,000 in total. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Employee Status and Benefits During Leave
While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the HR department.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Procedure for Requesting Leave
All employees requesting FMLA leave must provide written notice, where possible, of the need for leave to the HR department or administrator as soon as practicable. Verbal notice will otherwise be accepted until written notice can be provided. Within five business days after the employee has provided this notice, the department or administrator will complete and provide the employee with any Department of Labor (DOL) required notices.

The notice the employee provides should include a brief statement as to the reason for leave, and if possible, the expected duration.

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Employee Status After Leave
Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

Emergency Paid Sick Leave

Eligibility
All full- and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID–19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
3. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID–19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

(A) under 18 years of age; or
(B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

Amount of Paid Sick Leave
All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Rate of Pay
Paid emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- $511 per day and $5,110 in total for leave taken for reasons 1-3 above;
- $200 per day and $2,000 in total for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave
The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave during the first 10 days of normally unpaid FMLA leave.

Procedure for Requesting Emergency Paid Sick Leave
Employees must notify their manager or the HR manager of the need and specific reason for leave under this policy. A form will be provided to all employees on the company intranet and/or in a manner accessible to all. Verbal notification will be accepted until practicable to provide written notice.

Once emergency paid sick leave has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

Carryover
Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Job Protections
No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

Exemptions for First Responders:
For the purposes of employees who may be excluded from paid sick leave or expanded family and medical leave by their employer under the FFCRA, an emergency responder is an employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19. This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility.

Please contact the HR department with any questions.