

COVID-19 and Idaho County Courthouse Operations

The Board of Idaho County Commissioners continues to monitor local threat for the coronavirus. We urge area residents to use prudence with regards to public interaction and to follow the basic guidelines of frequent handwashing and good personal hygiene.

We recommend and adopt the following directives:

LEVEL 1: BUSINESS AS USUAL

Under this stage, every employee who is feeling ill should stay home from work.

Effective IMMEDIATELY: Every Idaho County Employee who is symptomatic (coughing, fever, body aches, chills, sneezing, etc.) must stay home from work. Supervisors should monitor and enforce this directive. If an employee has been confirmed to have COVID-19 or show symptoms consistent with that illness he/she should stay home. Prior to return to work, the employee must either have a negative COVID-19 test result or provide a doctor's release authorizing return to work.

CONTACT WITH A CONFIRMED CASE-The Public Health department has defined close contact as "interactions that are less than 6 feet apart, for 15 minutes or longer." Generally, this is a family member, but may also be an office co-worker in situations where work situations have prevented consistent social distancing.

Employees who have had contact with a confirmed case should seek testing and wait for negative results prior to returning to work or provide a doctor's release authorizing return to work.

Employees who have had contact with a probable case should take extra precautions including, but not limited to, wearing a mask, frequently washing hands and avoiding situations where social distancing is not possible. Employees should monitor themselves for symptoms such as fever, body aches and fatigue that is out of the ordinary and stay at home should any COVID-19 related symptoms develop.

Employees who are contacts of a contact of an individual who has a confirmed case (Example: Having contact with the spouse of someone who has been confirmed to have COVID-19.), should practice good hygiene and monitor themselves as above.

COMMUNICATING A CONFIRMED DIAGNOSIS

If an employee tests positive for COVID-19, they should notify their supervisor immediately. In turn, in order to assess the need for possible contact tracing within the Courthouse, the supervisor should notify the Elected Official in charge of their department, who, in turn, should notify the Idaho County Risk Manager Kathy Ackerman. (Or her designee, if she is unavailable.) It is important that an infected employee's privacy be protected to the greatest extent possible

and their identity should not be disclosed. However, appropriate notification to other Courthouse departments will be distributed advising of the positive test.

In the event, there is a positive COVID-19 test among the inmates in the Idaho County Jail, the Jail Commander or Sheriff or their designee should notify the Idaho County Risk Manager Kathy Ackerman. (Or her designee, if she is unavailable.) Again, appropriate notification will be distributed to assure that employees are aware of the potential for increased risk.

LEVEL 2: REDUCED OPERATIONS

At this stage of operations, the public will not be permitted into the courthouse except for certain specified circumstances or by appointment only as determined by Elected Officials and Department Heads. Drop boxes for will be set up for the public to deposit paperwork for processing. After processing, documents will be returned by mail.

The District Court will carry out only 'critical court functions' as identified by the Idaho Supreme Court.

LEVEL 3: COURTHOUSE CLOSURE

Court operations will close only by order of the Administrative District Judge if: (1) the Governor orders closure; (2) the North Central Public Health Department orders closure; (3) the Board of Idaho County Commissioners request closure; or (4) the Idaho Supreme Court orders closure.

The length of closure will depend upon the reason for closure.

IDAHO COUNTY EMPLOYEE CONSIDERATIONS

The Board of Idaho County Commissioners values our employees. As such, should any employee need to self-quarantine, they may avail themselves to their available accrued leave. In the event any employee does not have sufficient accrued leave, upon the approval of their supervisor, they may be granted emergency sick leave pursuant to the Idaho County Employee Handbook. Similarly, upon the approval of their supervisor and in instances where their positions are easily adaptable to a remote work environment, the employee who needs to self-quarantine, may request to work from home.

Additionally, employees may be eligible for special FMLA consideration of up to 80 hours of paid sick leave. Employees should contact the Payroll Office to determine if they qualify.

While there is no mandate for the wearing of masks, employees are encouraged to wear masks if they desire.