

# MEMORANDUM

**TO:** All Employees  
**FROM:** Fremont County Commissioners  
**DATE:** March 17, 2020  
**RE:** Coronavirus Update

Effective at 12:00 p.m. this date, per Fremont County Commission direction, ALL COUNTY OFFICES will enter into PHASE 2 which means all offices are CLOSED TO THE PUBLIC with employees working. The public is encouraged to contact various County offices via telephone or e-mail to see if alternative options are available for their business needs. The public may also access the Fremont County website for contact information and online services at [www.fremontcountywy.org](http://www.fremontcountywy.org).

All meetings for Fremont County will be cancelled. No **work related** out of county travel will take place for Fremont County Government. As a result, the Fremont County Commissioners Regular Meeting scheduled for March 24, 2020 is cancelled and the next Regular Meeting is set for April 7, 2020.

As a reminder, please see the guidelines for the various Phases, and specifically PHASE which has been enacted:

PHASE 1 – County Government offices open for business as usual. For those who are unable to work or are uncomfortable at work, you can choose to stay home but please call in as usual to let your supervisor know. In order to be paid for this time, you will have to use vacation leave or comp leave. For those who are ill or caring for someone that is ill, you will need to adhere to the Fremont County Benefits Handbook regarding Sick Leave. For illness related to this virus, refer to Page 4, 1E “Sick Leave Uses” as illness related to this virus is being waived specifically pertaining to the clause “after three (3) days absence, a Department Head or Elected Official may request a physician’s verification of sickness.”

**PHASE 2 – County Government offices closed to public with employees working. Follow PHASE I for time off scenarios.**

PHASE 3 – County Government offices closed to public and employees other than essential staff (to be determined at a later date if necessary). If a mandated closure is directed by the State, employees will be off work with paid leave.

For all time off requests, it is imperative that managers document the reason (ill, no day care, no school in session, etc.). HR has provided a list of codes to use for this purpose. This information will be critical if reimbursement is available as part of the disaster

declaration. HR will also be distributing colored vouchers for any COVID-19 expenses for this same reason.

Please be aware that all of the above is subject to change from either state or federal law directives. All phases listed above will be adhered to in order that uniformity and fairness to all County employees is adhered to.

All County Offices will remain CLOSED TO THE PUBLIC until April 5, 2020 when the closure status will be reviewed.