



**Agenda
Harper County
Board Of County Commissioners
Harper County Courthouse**

Monday, July 6, 2020

A. Call To Order

B. Pledge Of Allegiance

C. Public Comment

Citizens are encouraged to speak to items on the agenda when recognized by the Chairman. Citizens desiring to speak to matters not on the agenda may do so at this time. Comments are limited to five (5) minutes and the Commission will take no action on items not on the agenda. Items introduced under Public Comment may become agenda items at a later date.

D. Approval Of Minutes

E. Payment Of Vouchers

F. Items Of Business

1. Mike Elliott - Buildings And Grounds - 9:15 A.m.

- 2020 Budget Request

2. Bob Randall - IT And Facilities - 9:30 A.m.

- 2021 Budget Request

3. Matt Booker - Appraiser - 9:45 A.m.

- 2021 Budget Request

4. Tracy Chance - Sheriff - 10:00 A.m.

- 2021 Budget Request

5. Heather Struble - Health - 10:15 A.m.

- 2021 Budget Request

6. Christina Cintron - Dispatch And EM - 10:30 A.m.

- 2021 Budget Request
- Inordinate Spending
- Department Update
- Emergency Declaration Resolution

Documents:

[GENERATOR MAINTENANCE 6.29.20.PDF](#)
[INVOICE SS380019048.PDF](#)
[HEALTH DEC 6.6.2020.PDF](#)
[INVOICE SS380019156 \(1\).PDF](#)
[GENERATOR MAINTENANCE 6.30.20.PDF](#)

7. Jennifer Wolff - Department On Aging/Public Transport - 10:45 A.m.

- 2021 Budget Request
- Staffing Levels

Documents:

[REQUEST FOR COUNTY BOARD ACTION AGING 7 6 20.PDF](#)

8. Jan Harding - EMS - 11:00 A.m.

- 2021 Budget Request

9. Ellen Yoder & Damien Fowler - Public Works - 11:15 A.m.

- Bridge Supply Bids

10. Ami DeLacerda - HR - 11:30 A.m.

- 2021 Budget Request
- KCAMP Nomination
- EIG Grant - Paramedic
- Updated Travel Policy

Documents:

[EIG SERVICE MOA.PDF](#)
[KCAMP BOARD OF TRUSTEES NOMINATION.PDF](#)
[TEMPORARY TRAVEL POLICY - 7-1-20 UPDATE.PDF](#)

11. Melinda McCurley - 11:45 A.m.

- SPARKS Representative
- SPARKS Resolution
- Surplus Sale

12. Lunch Break - 12:00 Pm To 1:00 Pm

13. Melinda McCurley - Budget Work Session - 1:00 P.m.

- 2021 Budget

G. Correspondence

H. Adjourn



Inordinate Spending Authorization

(For items above spending limits but within budgets.)

Department: HPCO Emergency Communications

Date: 6.29.2020

Requestor: Chris Cintron

Item description: Generator Annual Maintenance N4D00333

Cost Per Item: \$1,249.76 Quantity: 1 Extended Cost: \$1,249.76

Item description: _____

Cost Per Item: _____ Quantity: _____ Extended Cost: \$0.00

Item description: _____

Cost Per Item: _____ Quantity: _____ Extended Cost: \$0.00

Item description: _____

Cost Per Item: _____ Quantity: _____ Extended Cost: \$0.00

Related expenses (eg. Shipping & Handling): _____

Total Requested Spending: \$1,249.76

Budget Account(s):	Fund	Dept	Object	Amount
	<u>00</u>	<u>/ 027</u>	<u>/ 350553</u>	<u>\$ 1,249.76</u>
	_____	_____ / _____	_____ / _____	_____
	_____	_____ / _____	_____ / _____	_____
	_____	_____ / _____	_____ / _____	_____
	Total budget lines:			<u>\$ 1,249.76</u>

Project description/justification:

Annual Inspection - Tower Generator

Attach required quotes and additional documentation as needed.

Approved Date: _____

BoCC Signature: _____



1601 E. 77th St. North
Park City, KS 67147
(316) 943-4211

FOLEY INDUSTRIES

Foley Equipment
Foley Power Solutions
Foley Rental

For credit inquiries on your account, please call (316) 529-5845

Customer No.	Invoice Date
015291	06-16-20
Invoice Number	Amount
SS380019048	1,249.76

TO VIEW AND PAY ONLINE
https://foleyeq.billtrust.com
USE THIS ENROLLMENT CODE:
TEG BWT RQF



HARPER COUNTY 911
115 E STEADMAN ST
ANTHONY KS 67003-2068

SHIP TO

16E1017-1402

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER PURCHASE ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
SS380019048	06-16-20	015291		38	E	140	2	2 of 2
PSO/WO. NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV. SEQ. NUMBER
3813137	06-01-20	1G	1G	1G				1825329
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING	MACH ID.NO	
OL	D60-4	N4D00333				450.0	6E0009	
QUANTITY	ITEM	*N/R	DESCRIPTION			UNIT PRICE	EXTENSION	

SAFETY: UNIT IS CLOSE TO FENCE ON NON-SERVICE SIDE. CAUTION IS ADVISED.

ANNUAL INSP AND SERVICE GENERATOR SET

1	BILL PER SERVICE	1,249.76
	TOTAL MISC CHGS SEG. 03	1,249.76 *
	SEGMENT 03 TOTAL	1,249.76 T

TAX EXEMPTION LICENSE KSMH11EGW5

TAKE 20% OFF ALL VARIETIES OF CAT GREASE AND CAT ADVANCE HYDRAULIC OIL IN JUNE. SEE YOUR LOCAL PARTS REP FOR DETAILS.

THANK YOU FOR YOUR BUSINESS



GO FROM GETTING A STATEMENT TO MAKING A STATEMENT
Receive your invoices faster by enrolling in our free e-billing invoicing service. Your invoices will be sent to you by email, and you can even download your invoice data directly into your accounting package such as QuickBooks.

Save time. Save money. Save a tree. Make a statement. To sign up, contact Foley Equipment's Credit Department at foleyinvoicing@billtrust.com or call (316) 529-5845.

RETURN PARTS ARE SUBJECT TO FOLEY EQUIPMENT COMPANY RETURN POLICY AVAILABLE AT EACH FOLEY FACILITY.

PAY THIS AMOUNT	1,249.76 USD
------------------------	---------------------

TERMS ON APPROVED CHARGE ACCOUNTS:

PAYMENT IS DUE WITHIN 30 DAYS OF THE INVOICE DATE. ANY PAST DUE BALANCE WILL BE SUBJECT TO INTEREST CHARGES AT THE RATE OF 1.5% PER MONTH (18% PER ANNUM) PAYMENT BY CREDIT CARD MAY BE SUBJECT TO SURCHARGE AS ALLOWED BY LAW

PLEASE REMIT TO:
1601 E. 77th Street North
Park City, KS 67147

ALL EQUIPMENT, PARTS OR SERVICES PROVIDED UNDER THIS INVOICE WERE DONE IN ACCORDANCE WITH FOLEY'S STANDARD TERMS OF SALE AND NO OTHER TERMS AND CONDITIONS SHALL APPLY UNLESS SIGNED IN WRITING BY AN AUTHORIZED REPRESENTATIVE OF FOLEY.

THANK YOU FOR YOUR BUSINESS!

FOLEY
EQUIPMENT

CAT

1601 E. 77th St. North
Park City, KS 67147
(316) 943-4211

Service Invoice - Summary

BILL TO:

3071 1 AB 0.419 E0005X I006 D6255614417 S2 P7457069 0001:0002



HARPER COUNTY 911
115 E STEADMAN ST
ANTHONY KS 67003-2068

FOLEY INDUSTRIES

Foley Equipment
Foley Power Solutions
Foley Rental

For credit inquiries on your account, please call (316) 529-5845

Invoice Number	SS380019048
Invoice Date	06-16-20
Amount Due	1,249.76
Customer PO Number	
Customer Account #	015291
PSO / WO. #	3813137
TO VIEW AND PAY ONLINE	https://foleyeq.billtrust.com
USE THIS ENROLLMENT CODE:	TFG BWT RQF

Make: OLYMPIAN Equipment #:
Model: D60-4 Machine ID #: 6E0009
Serial #: N4D00333 Meter Reading: 450.0

PAGE

1 of 2

SEG	DESCRIPTION	PARTS	LABOR	MISC	TOTAL
	TOTAL	0.00	0.00	1,249.76	1,249.76
03	SAFETY: UNIT IS CLOSE TO FENCE ON NON-SERVICE			1,249.76	1,249.76
	SUBTOTAL			1,249.76	1,249.76
	TOTAL			1,249.76	1,249.76

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0001:0002

COVID 19 PUBLIC HEALTH EMERGENCY RESOLUTION

WHEREAS, on the 6 day of July, 2020, the Board of County Commissioners of Harper County, Kansas declared there was a state of local public health emergency in Harper County, Kansas resulting in potential or occurring Pandemic known as COVID 19, in Harper County, Kansas; and

WHEREAS, such conditions endanger the public health, safety and welfare of persons within the borders of Harper County, Kansas.

NOW, THEREFORE BE IT RESOLVED, by the Board of County Commissioners of Harper County, Kansas:

That the state of local public health emergency in Harper County, Kansas declared on the 6 day of July, 2020, shall continue and remain in effect until the Health Emergency has expired.

That the response and recovery aspects of all local disaster plans which are applicable to **Harper** County, Kansas and shall initiate the rendering of aid and assistance there under.

That any rights or powers lawfully exercised or any actions taken pursuant to local disaster emergency plans shall continue and have full force and effect as authorized by law for 60 days unless modified or terminated in the manner prescribed by law.

RESOLVED BY THE BOARD OF COUNTY COMMISSISONERS OF HARPER COUNTY, KANSAS THIS _____ DAY OF _____, _____.

_____, **Chairman**

_____, **Member**

_____, **Member**

ATTEST:

FOLEY
EQUIPMENT

CAT

1601 E. 77th St. North
Park City, KS 67147
(316) 943-4211

Service Invoice - Summary

BILL TO:

5438 1 MB 0.439 E0315X I0580 D6281923109 S2 P7477499 0001:0002



HARPER COUNTY 911
115 E STEADMAN ST
ANTHONY KS 67003-2068

FOLEY INDUSTRIES

Foley Equipment
Foley Power Solutions
Foley Rental

For credit inquiries on your account, please call (316) 529-5845

Invoice Number	SS380019156
Invoice Date	06-24-20
Amount Due	1,145.34
Customer PO Number	
Customer Account #	015291
PSO / WO. #	3813138
TO VIEW AND PAY ONLINE	https://foleyeq.billtrust.com
USE THIS ENROLLMENT CODE:	TFG BWT RQF

Make:	OLYMPIAN	Equipment #:	
Model:	G25UH3S	Machine ID #:	8EO048
Serial #:	NGB00354	Meter Reading:	184.0

PAGE

1 of 2

SEG	DESCRIPTION	PARTS	LABOR	MISC	TOTAL
	TOTAL	0.00	0.00	1,145.34	1,145.34
03	ANNUAL INSP AND SERVICE GENERATOR SET			1,145.34	1,145.34
	SUBTOTAL			1,145.34	1,145.34
	TOTAL			1,145.34	1,145.34

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0001:0002



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16E1017-1401

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MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING	MACH ID.NO	
OL	G25UH3S	NGB00354				184.0	8E0048	
QUANTITY	ITEM	*N/R	DESCRIPTION			UNIT PRICE	EXTENSION	

1	ANNUAL INSP AND SERVICE GENERATOR SET		BILL PER SERVICE				1,145.34
			TOTAL MISC CHGS	SEG. 03			1,145.34 *
			SEGMENT 03 TOTAL				1,145.34 T

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TAKE 20% OFF ALL VARIETIES OF CAT GREASE AND CAT ADVANCE HYDRAULIC OIL
IN JUNE. SEE YOUR LOCAL PARTS REP FOR DETAILS.
THANK YOU FOR YOUR BUSINESS

GO FROM GETTING A STATEMENT TO MAKING A STATEMENT
Receive your invoices faster by enrolling in our free e-billing invoicing service. Your invoices will be sent to you by email, and you can even download your invoice data directly into your accounting package such as QuickBooks.

Save time. Save money. Save a tree. Make a statement. To sign up, contact Foley Equipment's Credit Department at foleyinvoicing@billtrust.com or call (316) 529-5845.

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PAYMENT BY CREDIT CARD MAY BE SUBJECT TO SURCHARGE AS ALLOWED BY LAW

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Park City, KS 67147



Inordinate Spending Authorization

(For items above spending limits but within budgets.)

Department: HPCO Emergency Communications **Date:** 6.30.2020

Requestor: Chris Cintron

Item description: Generator Annual Maintenance NGB00354
Cost Per Item: \$1,145.34 **Quantity:** 1 **Extended Cost:** \$1,145.34

Item description: _____
Cost Per Item: _____ **Quantity:** _____ **Extended Cost:** \$0.00

Item description: _____
Cost Per Item: _____ **Quantity:** _____ **Extended Cost:** \$0.00

Item description: _____
Cost Per Item: _____ **Quantity:** _____ **Extended Cost:** \$0.00

Related expenses (eg. Shipping & Handling): _____
Total Requested Spending: \$1,145.34

Budget Account(s):	Fund	Dept	Object	Amount
	00	/ 027	/ 350553	\$ 1,145.34
	_____	/ _____	/ _____	_____
	_____	/ _____	/ _____	_____
	_____	/ _____	/ _____	_____
	Total budget lines:			<u>\$ 1,145.34</u>

Project description/justification:
Annual Inspection - Courthouse Generator

Attach required quotes and additional documentation as needed.

Approved Date: _____

BoCC Signature: _____

HARPER COUNTY



REQUEST FOR COUNTY BOARD ACTION

Items must be received in the Administrator's Office by 12:00 Noon on the Thursday prior to the scheduled meeting to be considered.

Item #: _____
(Assigned by Administrator)

Meeting Date: July 6th

Department: Aging & Transportation

Item Requested: 2021 Budget, Appeal P/T employee status

Summary of the Issue:

Appeal the Board's decision to keep 1 Aging & 1 Transportation part time position <1000 hrs based on available funding.

Background:

The Harper Senior Center was open 9-1 = 20 hrs a week. We changed open hours to 10 -1 to ease her morning distraction burden but the manager still has daily orders via voicemail & phone calls 1st thing in the a.m, drives to Patterson to pick up food & picks up Heritage Estates food, drop off at Heritage & finally get back to HSC to unload containers & begin fixing take out & delivered meals. When she goes to PHC, the senior center is left open & unmanned but the manager prepares coffee for those who might come prior to the congregate meal. The 2 trips to PHC daily takes time in addition to the required duties of delivering & serving meals, cleaning, sanitizing & daily/monthly reports to track meals for our IIIC grant. She also sends monthly requested donation letters to meal recipients who have not paid. At a minimum, for the size of facility & quantity of meals served I see this is a 5 hour/day position. My understanding is a cleaning service used to be utilized but was cut a few years back. We are working to increase volunteer participation.

We need a flexible p/t driver who can work up to 25 hrs a week during peak periods. This is especially important as I hope to grow the ridership of the transportation department within the county. With an increase in Wichita & out of county trips, the part time employee is able to relieve the schedule restrictions with their flexibility & keep full time employees from incurring overtime. As Director, I hope to be with the public in a variety of ways but if I have to lay off current staff due to the current decision, I will be pulled to drive more & other duties will suffer.

Funding:

Currently, thru the CARE Act, our transportation monthly expenditures are being reimbursed at 100% vs 70% since March 2020 till June 2021. (minus our project income/rider fees) For 2020 this savings to the county for 3 months = \$6000. I estimate the continued savings thru our F'20 will be another \$15,000. I have talked to Linda the auditor about transferring unused/overbudgeted funds within Transportation levy funds to Ami's "Employee Benefit Fund" & she did not see a problem with that for 2020 & 2021.

Additionally- I have found our KDOT personnel expense has been under-represented as the county paid benefits were not included for reimbursement monthly. Only the gross pay has been submitted for reimbursement thru KDOT. By

submitting the full personnel cost for the operation of the transportation department, the county tax burden is relieved further.

The 2021 transportation budget submitted accounts for a 25/hr p/t driver, even with a 8.5% cut in salary expense line item.

Additional cost of Transportation 25 hr/week employee=
+\$1830/yr county benefit cost

Additional cost of Aging 25 hr/week employee =
+\$1749/yr county benefit cost
=\$3579/year to employee benefit fund from levy income unused due to KDOT/CARES Act 100% reimbursement.

Recommendation:

Reclassify 1 HSC as 25/hr week position with KPERS benefits as required by law.
Reclassify 1 P/T Driver as 25/hr week position with KPERS benefits as required by law.

Please & thank you.



Landon State Office Building
900 SW Jackson Street, Room 1031
Topeka, KS 66612-1228

phone: 785-296-7296
fax: 785-296-6212
www.ksbems.org

Dr. Joel E Hornung, Chair
Joseph House, Executive Director

Laura Kelly, Governor

Education Incentive Grant Program
Memorandum of Agreement
Service Form

This Memorandum of Agreement (MOA) is between the licensed ambulance service identified below and the Kansas Board of Emergency Medical Services (KBEMS). The purpose of this MOA is to assure the KBEMS that any money awarded to the licensed ambulance service will be utilized as specified in the grant criteria. This MOA requires the signatures of both the Service Director and the Administrator/Service Operator.

Harper County EMS _____ agrees to utilize any money received through this
(Name of Licensed Ambulance Service)

grant program for the express purpose identified in the grant criteria and application. It is also understood and agreed that any money awarded through this grant process will not supplant any money budgeted for the licensed ambulance service identified.

The licensed ambulance service further agrees to immediately remit to KBEMS any refunds received from students dropping the course, failing the course, or not meeting their service obligation. Additionally, the service will report back to KBEMS the successful completion or failure of the student to meet the grant requirements and obligations.

Jan Harding, EMT
(Service Director - Print)


(Service Director)

6-29-2020
(Date)

(Operator)

(Date)

(Kansas Board of Emergency Medical Services)

(Date)



June 30, 2020

SENT VIA EMAIL

Harper County Commissioners
c/o County Director of Human Resources
201 N. Jennings Ave.
Anthony, KS 67003

RE: Nominations to Serve on the KCAMP Board of Trustees

Dear Commissioners:

The KCAMP Board sets the strategic direction of the organization, and provides oversight of KCAMP operations. To be eligible to serve on the Board a person must:

1. Be nominated by their municipality's governing body using the Nomination form found on the KCAMP website, signed by the Commission Chair;
2. Complete a Board of Trustee Application also found on the KCAMP website;
3. At the request of the KCAMP Nominating Committee, submit a biographical affidavit and successfully pass a background check;
4. Demonstrate an ability and willingness to regularly prepare for and attend KCAMP's monthly meetings (typically held in the KCAMP office in Topeka);
5. Demonstrate an ability and willingness to serve on KCAMP's committees;
6. Remain free of conflicts of interest; and
7. Meet other eligibility criteria outlined in the Bylaws and Interlocal Cooperation Agreement.

The current KCAMP Trustees are as follows:

David Lamb, President	Linn County Clerk
Diana Jost*, Vice President	Morris County Commissioner
Ed Harbin, Secretary	Ellis County Sheriff
Rebecca Nordyke*, Financial Controller	Geary County Clerk
John Smith, Claims Controller	Stanton County Commissioner
Randy Braddock*	Hamilton County Commissioner
Sarah Rains*	Hodgeman County Clerk

*Denotes Trustees whose terms expire and are up for re-election.

The KCAMP Bylaws and Interlocal Agreement states that an elected official from a member county or city is eligible to serve as a Trustee for a three-year term beginning the first Board meeting following their election to the Board of Trustees. There may not be more than one Trustee from the same county or city.

Please review the Qualifications & Reasons for Serving on the KCAMP Board of Trustees. To submit a name to the Nominating Committee for consideration, *please complete and return:*

1. Nomination Form
2. Application

The Qualifications and Reasons for Serving, Nomination form, and Application are located on the KCAMP website at <http://www.kcamp.org/member-news.html>.

The Nominating Committee is charged with the responsibility of selecting those individuals who will ultimately be placed on the ballot for election to the KCAMP Board of Trustees at the annual meeting. The date, time and location of the meeting is to be determined. **Nominations must be received in the KCAMP office by July 24, 2020.**

I wish to thank you for your continued support and loyalty. At any time, please feel free to contact any member of the KCAMP Board of Trustees if you have any questions or concerns.

Respectfully,



Ed Harbin

Chair

KCAMP Nominating Committee



HARPER COUNTY, KANSAS

TEMPORARY TRAVEL POLICY

EFF: 3/19/2020

UPDATED: 7/1/2020

Per the Kansas Department of Health and Environment (KDHE), there is a **mandated** 14-day home quarantine for Kansas who have

- Traveled to a state with known widespread community transmission as identified by the KDHE. This information changes frequently, so please visit the KDHE website for the most up-to-date list of states included.
<https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>
- Traveled on a cruise ship or river cruise on or after March 15.
- Traveled internationally on or after March 15.
- Received notification from public health officials (state or local) that you are a close contact of a laboratory-confirmed case of COVID-19. You should quarantine at home for 14 days since your last contact with the case. (A close contact is defined as someone who has been closer than 6 feet for more than 10 minutes while the patient is symptomatic.)

County Employees electing to travel in a manner identified by KDHE will be required to complete the 14-day home quarantine before returning to work.

Per county policy, available PTO and/or Transitional Sick Bank hours will be used **unless the employee is eligible for paid time off provided by the Families First Coronavirus Response Act (FFCRA)**. Once your accrued time is exhausted, the remaining time off will be unpaid. If you believe that you may be eligible for the paid leave benefit provided by the FFCRA, please contact the Human Resources Department.

Important Note: Due to the need for public health facilities to have staffing resources, these mandates do not apply to EMS or Health Department clinical staff.

These guidelines are reviewed and updated by KDHE frequently and this policy may change to reflect these updates.

Please visit the KDHE website at <https://www.coronavirus.kdheks.gov/> for the most up-to-date information, including Home Quarantine Guidelines, or contact Human Resources for further information.