



**JACKSON PARISH POLICE JURY**  
Jackson Parish Police Jury Administrative Building  
160 Industrial Drive  
Jonesboro, Louisiana 71251-3446  
Phone: (318) 259-2361  
[www.jacksonparishpolicejury.org](http://www.jacksonparishpolicejury.org)

**March 5, 2021 Policy & Personnel Committee**

**MEMBERS**

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**DATE:** Friday, March 05, 2021  
**TIME:** 11:30 AM  
**LOCATION:** Jackson Parish Police Jury Administrative Building  
The Sunshine Room  
160 Industrial Drive  
Jonesboro, LA 71251

**AGENDA:**

Call to Order  
Invocation & Pledge of Allegiance  
Public Comments

Agenda Items

1. Discuss and recommend action on Operator I positions in the Road Department
2. Discuss and recommend action on the COVID-19 policy
3. Discuss and recommend action on the leave accrual date policy
4. Discuss and recommend action on the Attendance and Punctuality Policy

Adjourn

**Committee:** Ms. Regina Rowe, **Chairman**  
Mr. Todd Culpepper  
Mr. Lynn Treadway

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Gina Thomas at (318) 259-2361, extension 3 describing the assistance that is necessary.

**It is possible that a quorum of the Police Jury may be in attendance at the meeting, but no action of the Police Jury as a whole will be taken.**

Notice Posted: Tuesday, March 2, 2021,



## Jackson Parish Police Jury

### COVID-19 (Coronavirus) Policy

Adopted by the Jackson Parish Police Jury effective August 10, 2020

**PURPOSE:** In response to the global pandemic of Coronavirus (COVID-19) and in the interest of protecting our employees and residents of Jackson Parish, the Jackson Parish Police Jury has established a policy to safely allow our employees to continue to work and to return to work following a positive test for COVID-19, following self-imposed quarantine after being exposed to someone with the virus, or after experiencing COVID-19 symptoms.

**SCOPE:** This policy applies to all full-time and part-time employees of the Jackson Parish Police Jury, including hourly, salary exempt, and salary non-exempt classifications.

#### **PROCEDURES**

##### ***Prevention:***

- A. As a preventative measure, all employees are to abide by the Coronavirus Contingency Plan adopted by the Police Jury as well as the guidelines put forth by the Federal Government, State of Louisiana, Louisiana Department of Health, and the Governor's Office. As additional guidance is released, it will be implemented at the department level.
  - a. General guidance includes, but is not limited to:
    - i. Split shifts: staff is divided into shifts to ensure smaller groups of people exposed to each other
    - ii. Face Coverings/Masks: Various styles of face coverings have been supplied to all staff and it is mandatory that they be worn when sharing a vehicle/equipment and/or when mandated by the Governor's Office. *Employees with a bona fide doctor's excuse will be exempt unless a modified alternative can be provided.*
    - iii. Social Distancing: Workspaces have been modified to ensure 6 ft. separation whenever possible in order to alleviate "close contact".
      1. "Close contact" is defined as a person who was within 6 feet of an infected person for at least 15 minutes starting two days before symptom onset or two days before test collection date if asymptomatic until the case isolated
    - iv. Cleaning & Sanitization: Vehicles, equipment, shared spaces, and commonly touched surfaces are to be disinfected frequently. Increased personal hygiene including frequent handwashing and use of hand sanitizer is encouraged and available at each department.
    - v. Stay Home When Ill: Employees are encouraged to stay home if they are exhibiting symptoms of COVID-19 or any other illness.
    - vi. Restrict Unnecessary Exposure: Employees are restricted from entering truck stops and gas stations during working hours.

##### ***Exposure to Close Contact***

- B. If an employee believes they may have been directly exposed to close contact with a suspected positive case or with someone that is awaiting test results, or is presumed positive by a medical doctor, they should remain isolated from all other staff for 10 days (social distancing of a minimum 10 – 15ft) but can continue working as long as they are not exhibiting symptoms.
  - a. They should monitor their health by checking their temperature twice daily and watching for symptoms, such as cough or shortness of breath.
  - b. If they begin to exhibit symptoms, they should stay home, and stay away from others, call their local medical facility, explain their symptoms, and follow the treatment prescribed, up to and including testing.



## Jackson Parish Police Jury

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- c. If symptomatic, they should request a self-imposed quarantine for up to 14 days or until they receive a negative test result, whichever occurs first.
  - i. If the employee is eligible for teleworking, they should request to continue working remotely.  
*See the Telecommuting Policy.*
- d. Requests are to be made in writing on the below form and turned in to the to the Secretary-Treasurer.
- e. If the original close contact person has a positive test result, the employee should request approval for a self-quarantine for up to 14 days. If symptoms develop, the employee should contact their medical facility, explain their symptoms and circumstances, and follow the treatment prescribed.
- f. If an employee has been exposed to or tests positive for COVID-19 a second time, a second quarantine and testing period will be required.

### ***Experiencing Symptoms:***

- C. If an employee feels ill and has symptoms (fever, cough, shortness of breath, severe chills and/or fatigue, complete loss of taste and smell), they should alert their Department Superintendent and stay home from work.
  - a. The employee should stay home and stay away from others, call their local medical facility, explain their symptoms, and follow the treatment prescribed, up to and including testing.
  - b. The Department and Secretary-Treasurer will perform Contact Tracing to determine other employees who may have had close contact (details about Contact Tracing are below).
  - c. The employee's workspace should be thoroughly cleaned and sanitized.
  - d. All employees should monitor their health for symptoms, not come to work if they develop any symptoms, and consult their doctor.
    - i. Employees who have had close contact with someone experiencing symptoms should remain isolated from all other staff for 10 days but can continue working as long as they are not exhibiting symptoms.
    - ii. All efforts should be made to keep strict social distancing and increase sanitization.
  - e. If another employee begins to exhibit symptoms, these same procedures will apply for them as a separate event.

### ***Positive Test Result***

- D. If an employee tests positive for COVID-19:
  - a. The employee should stay home and stay away from others, follow the guidance of their medical facility, and alert their Department Superintendent.
  - b. The employee will have a mandatory 14-day quarantine.
  - c. The employee's workspace should be thoroughly cleaned.
  - d. All employees should monitor their health for symptoms, not come to work if they develop any symptoms, and consult their doctor.

### ***Returning to Work***

- E. An employee can be allowed to return to work when the following criteria are met:
  - a. Fever free without the use of fever-reducing medications for at least 24 hours, and
  - b. Improvement in other symptoms (e.g., cough, shortness of breath), and
  - c. At least 10 days have passed since symptoms first appeared, and
  - d. Medical release from physician OR one (1) negative COVID-19 test result
- F. The Return to Work Self-Certification form must be completed before the employee is allowed back.



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### **Contact Tracing**

- G. Contact tracing is an important part of supporting our employees who may have been in close contact with someone suspected of having COVID-19 or who have received a positive test result. The following steps will be used by the Department Superintendent and Secretary-Treasurer to contact trace:
- Interview the employee who tested positive to help them recall everyone who they have been in close contact with during the timeframe they may have been infectious. (CDC states 48 hours prior)
  - Notify those individuals of their potential exposure as quickly and sensitively as possible.
  - Protect the privacy of the employee who tested positive.
  - Contacts are only informed that they may have been exposed to the virus.
  - Contacts are to follow the procedures in item B. Close Contact

### **Employee Benefits**

- H. The Police Jury will provide up to 80 hours of regular pay for a quarantine period (self-imposed and manager-approved) as provided for in the Families First Coronavirus Response Act (FFCRA) under qualifying reasons:
- Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
  - Has been advised by a health care provider to self-quarantine related to COVID-19;
  - Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
  - Is caring for an individual subject to an order described in (a) or self-quarantined as described in (b)
- I. The Police Jury will provide up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for the below qualifying reasons for up to \$200 daily and \$12,000 total: as provided for in the Families First Coronavirus Response Act (FFCRA).
- Is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
  - Is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.
- J. It is the responsibility of the employee to provide the proper documentation including request letters and doctor's notes to ensure property coding in the payroll system.

### **Resources:**

#### Clinics:

- Jackson Parish Hospital COVID Clinic: (318) 259-9939, Contact: Melissa Porter
- Mercy Medical: (318) 259-1100, Contact: Brittany
- Green Clinic, Hodge: (318) 395-1168, Contact: Kelly

#### Personnel:

- Office of Emergency Preparedness Director, Mark Treadway (318) 278-2504
- Police Jury President, Amy Magee (318) 235-0002
- Police Jury Secretary-Treasurer, Gina Thomas (318) 395-6020



## Jackson Parish Police Jury

### Employee Request for Emergency Paid Sick Leave

Generally, employers covered under the FFCRA must provide employees (from 4/1/2020-12/31/2020):

- Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:
  - 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
  - 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
  - Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.
- A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

This form is to be filled out by the **EMPLOYEE**

<b>Employee Name:</b>		
<b>Employee Home Address:</b>		
<b>Home Phone:</b>		<b>Cell Phone:</b>
<b>Department:</b>	<b>Title:</b>	<b>Supervisor:</b>
<b>This is a (<i>chose one</i>):</b> <input type="checkbox"/> New Request for Leave <input type="checkbox"/> Request for an extension		
<b>Anticipated Begin Date of Leave:</b>		<b>Expected Return to Work Date:</b>
<b>Notes:</b>		



## Jackson Parish Police Jury

### QUALIFYING REASONS FOR EMERGENCY LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

**(Please mark applicable reasons for your request, attach documentation.)**

	Qualifying Reason(s)	Information Required (To be completed by Employee):
<input type="checkbox"/>	1. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;	Name of governmental entity ordering quarantine: _____
<input type="checkbox"/>	2. Employee has been advised by a health care provider to self-quarantine related to COVID-19;	Name of Healthcare professional advising self-quarantine: _____
<input type="checkbox"/>	3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;	Upon receiving care, please provide Name of Healthcare professional advising self-quarantine: _____
<input type="checkbox"/>	4. Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);	Name of individual being cared for: _____ Relationship to Employee: _____ Name of Government entity or healthcare professional ordering quarantine: _____
<input type="checkbox"/>	5. Employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.  <input type="checkbox"/> <b>Select if applicable:</b> Special circumstances exist that require that I provide care for a child older than 14 during daylight hours.	Name of Child: _____ Age: _____ Name of School/Place of Childcare: _____ _____ Name of Child: _____ Age: _____ Name of School/Place of Childcare: _____ _____ Name of Child: _____ Age: _____ Name/Place of Childcare: _____ _____
<input type="checkbox"/>	6. Employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.	Comments:

Item #5: Employee **must provide** a statement that: **1)** the employee is unable to work or telework because of that reason and **2)** A statement that the employee is unable to work or telework because of that reason **and** that no other suitable person is available to care for the child(ren) during the period requested (Care must not be available FOR COVID-19 RELATED REASONS), and **3)** a notice that has been posted on a government, school, or day care website, or published in a newspaper, or an email from an employee or official of the school, place of care, or child care provider, and **4)** documentation to show special circumstances exist that require that care for a child older than 14 during daylight hours. **All documentation and proof must be attached, or your request may be delayed.**





## Jackson Parish Police Jury

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li> <li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li> <li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li> <li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li> </ol> | <ol style="list-style-type: none"> <li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li> <li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li> </ol> |
|--|--|

### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



WH1422 REV 03/20



## Jackson Parish Police Jury

### Contact Tracing Interview Questions

Were you in direct contact with the person ( <i>within 6 feet for 15 minutes or more</i> )?	
When was the last time you were in direct contact with the person?	
Were you in direct contact with this person any time prior to this? ...in the last week?	
Who else have you worked around in the last week?	
Have you had any symptoms?	
Have you been tested for COVID-19?	
If yes, when?	
When was the last time you were at work?	
Were you in direct contact with anyone in your department or any other department since you've potentially been exposed? (within 6 feet for 15 minutes or more)	
If yes, who?	
When was the last time you were at work?	
Have you been in direct contact with an employee outside of work since the potential exposure?	
What areas/crews did you work? <i>Get as specific as you can on this one to allow us to clean the areas.</i>	
Have you touched or worn any shared PPE, radio, cell phone of the employee?	
Do you have any symptoms of COVID-19 (dry cough, shortness of breath, fever)?	
Is there any other information that might be helpful?	





## Jackson Parish Police Jury

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### Return-to-Work Self-Certification for COVID-19

Persons with COVID-19 symptoms and/or a positive test who were directed to care for themselves at home may end self-isolation when at least 24 hours have passed since recovery, meaning:

- Fever free without the use of fever-reducing medications, and
- Improvement in symptoms (e.g., cough, shortness of breath), and
- At least 10 days have passed since symptoms first appeared, and
- Have a medical release from a physician OR a negative test result.

Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue self-isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

Persons suspected of having COVID-19 who have been tested and receive a negative test may discontinue isolation precautions provided they feel well.

If the employee is sick with non-COVID-19 symptoms, or if the employee has tested negative for COVID-19, the employee must still be symptom free for 24 hours before returning to the worksite. If teleworking or working from home, the employee does not have to wait the 24 hours before resuming work duties.

If an employee is a close contact (defined as within 6 feet for 15 minutes) of a confirmed positive and requires isolation, that person may return to work after the 14-day isolation period has passed, as long as no symptoms develop.

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#### Employee Self-Certification

Test Date: \_\_\_\_\_ / \_\_\_\_ / 2020

Test Result (circle one):      Positive      Negative      Not Tested

Date of Symptom Onset: \_\_\_\_\_ / \_\_\_\_ / 2020

Date of Recovery (as defined above): \_\_\_\_\_ / \_\_\_\_ / 2020

By signing this document, I verify that I have been symptom-free for the appropriate number of days and that the information reported above is correct. Therefore, I can be released from isolation and may resume work-related activities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## COVID-19

# Options to Reduce Quarantine for Contacts of Persons with SARS-CoV-2 Infection Using Symptom Monitoring and Diagnostic Testing

Updated Dec. 2, 2020

Print

Local public health authorities determine and establish the quarantine options for their jurisdictions. CDC currently recommends a quarantine period of 14 days. However, based on local circumstances and resources, the following options to shorten quarantine are acceptable alternatives.

- Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring.
  - With this strategy, residual post-quarantine transmission risk is estimated to be about 1% with an upper limit of about 10%.
- *When diagnostic testing resources are sufficient and available (see bullet 3, below),* then quarantine can end after Day 7 if a diagnostic specimen tests negative and if no symptoms were reported during daily monitoring. The specimen may be collected and tested within 48 hours before the time of planned quarantine discontinuation (e.g., in anticipation of testing delays), but quarantine cannot be discontinued earlier than after Day 7.
  - With this strategy, the residual post-quarantine transmission risk is estimated to be about 5% with an upper limit of about 12%.

In both cases, additional criteria (e.g., continued symptom monitoring and masking through Day 14) must be met and are outlined in the full text.

## Background

Quarantine is used to separate someone who might have been exposed to COVID-19 and may develop illness away from other people. Quarantine helps prevent spread of disease that can occur before a person knows they have the virus. CDC recognizes that any quarantine shorter than 14 days balances reduced burden against a small possibility of increasing the spread of the virus.

The recommendation for a 14-day quarantine was based on estimates of the upper bounds of the COVID-19 incubation period. Quarantine's importance grew after it was evident that persons are able to transmit SARS-CoV-2 before symptoms develop, and that a substantial portion of infected persons (likely somewhere between 20% to 40%<sup>1</sup>) never develop symptomatic illness but can still transmit the virus. In this context, quarantine is a critical measure to control transmission.

Quarantine is intended to reduce the risk that infected persons might unknowingly transmit infection to others. It also ensures that persons who become symptomatic or are otherwise diagnosed during quarantine can be rapidly brought to care and evaluated. However, a 14-day quarantine can impose personal burdens that may affect physical and mental health as well as cause economic hardship that may reduce compliance. Implementing quarantines can also pose additional burdens on public health systems and communities, especially during periods when new infections, and consequently the number of contacts needing to quarantine, are rapidly rising. Lastly, the prospect of quarantine may dissuade recently diagnosed persons from naming contacts and may dissuade contacts from responding to contact tracer outreach if they perceive the length of quarantine as onerous.

Reducing the length of quarantine will reduce the burden and may increase community compliance. This document lays out evidence to support two options to shorten the quarantine period. Shortening quarantine may increase willingness to adhere to public health recommendations but will require evaluation; not only in terms of compliance with quarantine and contact tracing activities, but also for any potential negative impacts such as post-quarantine transmission. Any option to shorten quarantine risks being less effective than the currently recommended 14-day quarantine. The variability of SARS-CoV-2 transmission observed to-date indicates that while a shorter quarantine substantially reduces secondary transmission risk, there may be settings (e.g., with high contact rates) where even a small risk of post-quarantine transmission could still result in substantial secondary clusters.

## Testing during quarantine to reduce the burden; modeled outcomes

CDC scientists modeled the residual post-quarantine transmission risk, expressed as a percent of total transmission, per day of quarantine if quarantine were discontinued that day. The model<sup>2</sup> estimated the effect of having a negative diagnostic test prior to discontinuation of quarantine as well as options without any testing, in all cases combined with daily symptom monitoring for COVID-19 illness both during quarantine and after its discontinuation through Day 14. Day 0 was defined as the day of infection\*. The precise time of infection is rarely known, but in practice quarantine timing would be based on the last known or possible exposure to a person with SARS-CoV-2 infection. For testing, the model assumed that the diagnostic specimen would be collected up to 48 hours prior to the proposed end of quarantine. For example, for a modeled quarantine that would end on Day 7, the diagnostic specimen could be collected starting on Day 5 or thereafter. These estimates assume that when diagnostic testing was performed, results were available after the diagnostic specimen's collection and before the end of quarantine. The presence of any symptoms would lead to diagnostic testing and management as infected if the test result were positive.

Results are shown in the Figure and Table. Although daily monitoring for symptoms of COVID-19 illness reduced the estimated post-quarantine transmission risk, addition of diagnostic testing for a person who remained asymptomatic substantially reduced the estimated post-quarantine transmission risk, especially after Day 5. For instance, at Day 10 with symptom monitoring but without diagnostic testing, the estimated residual post-quarantine transmission risk was 1.4% (range 0.1%-10.6%). However, with the addition of diagnostic testing of a specimen collected up to 48 hours before Day 10, the estimated post-quarantine transmission risk was reduced to 0.3% (range 0.0%-2.4%) for RT-PCR testing, and 1.1% (0.1%-9.5%) for antigen testing with a test that had a diagnostic sensitivity of 70%.

\* The model estimates what occurs in a person who was infected in terms of how likely they would be to infect others were quarantine discontinued.

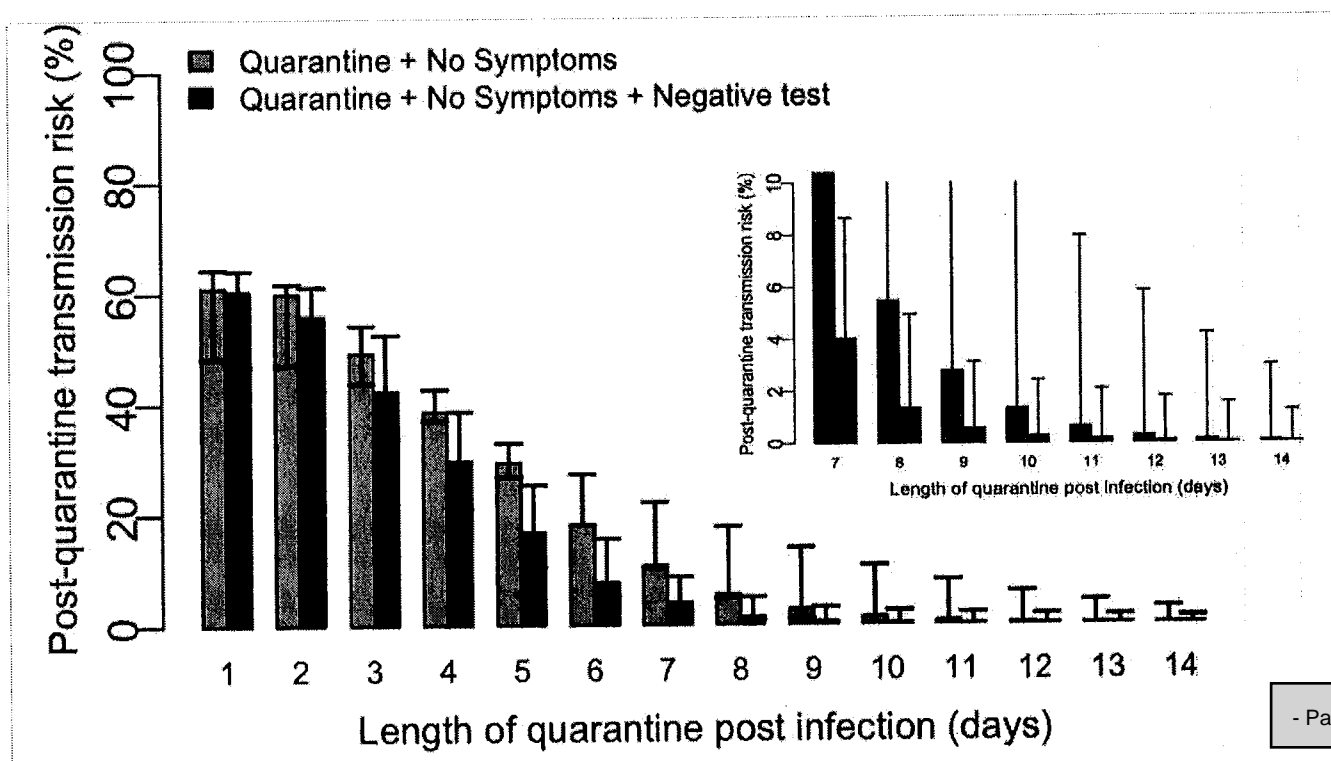


Figure. Modeled estimates of post-quarantine transmission risk quarantine duration. The light blue bars indicate the daily post-quarantine transmission risk if there is no clinical evidence of COVID-19 elicited during daily symptom monitoring. The dark blue bars indicate the post-quarantine transmission risk with the addition of a negative RT-PCR result from a specimen collected 24-48 hours prior.

Table. Estimated residual post-quarantine transmission risk with and without a negative diagnostic test of a specimen collected within 48 hours prior to discontinuation of quarantine on the indicated day for a person monitored daily for symptoms and who has remained asymptomatic until quarantine is discontinued as well as through Day 14. Published data were applied to model residual post-quarantine transmission risk using RT-PCR<sup>3,4</sup>; for antigen testing, a diagnostic sensitivity of 70% was applied.

Planned day after which quarantine is completed and can be discontinued	Residual post-quarantine transmission risk (%) with and without diagnostic testing of a specimen within 48 hours before time of planned discontinuation of quarantine					
	No testing		RT-PCR testing		Antigen testing	
	Median	Range	Median	Range	Median	Range
7	10.7	10.3-22.1	4.0	2.3-8.6	5.5	3.1-11.9
10	1.4	0.1-10.6	0.3	0.0-2.4	1.1	0.1-9.5
14	0.1	0.0-3.0	0.0	0.0-1.2	0.1	0.0-2.9

Additional modeling by groups outside of CDC have produced similar findings that align with those presented above.

- Quilty and Clifford *et al.*<sup>5</sup> (preprint pending peer review) modeled the median transmission potential averted by various quarantine strategies with and without testing: They estimated that 14 days of quarantine without testing was approximately equivalent to 7 days of quarantine when a specimen collected on the last quarantine day tests negative by RT-PCR.
- Wells *et al.*<sup>6</sup> (preprint pending peer review) estimated the post-quarantine transmission risk (PQTR) for persons who have remained asymptomatic during quarantine based on RT-PCR testing performed within 24 hours prior to the date quarantine was discontinued. With average incubation periods of 5.2 days and 8.3 days, the PQTR fell below 1% after a 5-day or 7-day quarantine, respectively.
- Higher prevalence translates to greater pre-test probability that an exposed person has been infected. Modelers from the University of Utah School of Medicine estimated the post-quarantine transmission risk accordingly (unpublished data). At community prevalences of 1%, 3% and 5%, the post-quarantine transmission risk at Day 7 of quarantine were 0.25%, 0.84%, and 1.38%, respectively, with a diagnostic test that had 90% sensitivity.<sup>7</sup>

## Adding testing at entry to quarantine

Adding testing at entry to quarantine provided little additional benefit in terms of reduction in post-quarantine transmission risk.<sup>6</sup> However, testing may be useful to identify infected persons without symptoms for contact tracing efforts, if sufficient resources allow.

1. CDC recommends the following alternative options to a 14-day quarantine:

- Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring.
  - With this strategy, residual post-quarantine transmission risk is estimated to be about 1% with an upper limit of about 10%.
- When diagnostic testing resources are sufficient and available (see bullet 3, below), then quarantine can end after Day 7 if a diagnostic specimen tests negative and if no symptoms were reported during daily monitoring. The specimen may be collected and tested within 48 hours before the time of planned quarantine discontinuation (e.g., in anticipation of testing delays), but quarantine cannot be discontinued earlier than after Day 7.
  - With this strategy, the residual post-quarantine transmission risk is estimated to be about 5% with an upper limit of about 12%.

2. Persons can discontinue quarantine at these time points only if the following criteria are also met:

- No clinical evidence of COVID-19 has been elicited by daily symptom monitoring<sup>†</sup> during the entirety of quarantine up to the time at which quarantine is discontinued; and,
  - Daily symptom monitoring continues through quarantine Day 14; and,
  - Persons are counseled regarding the need to adhere strictly through quarantine Day 14 to all recommended non-pharmaceutical interventions (NPIs<sup>‡</sup>, a.k.a. mitigation strategies), especially. They should be advised that if any symptoms develop, they should immediately self-isolate and contact the local public health authority or their healthcare provider to report this change in clinical status.
3. Testing for the purpose of earlier discontinuation of quarantine should be considered only if it will have no impact on community diagnostic testing. Testing of persons seeking evaluation for infection must be prioritized.
  4. Persons can continue to be quarantined for 14 days without testing per existing recommendations. This option maximally reduces risk of post-quarantine transmission risk and is the strategy with the greatest collective experience at present.

These recommendations for quarantine options shorter than 14 days balance reduced burden against a small but non-zero risk of post-quarantine infection that is informed by new and emerging science.

<sup>†</sup> Monitoring can be conducted using any method acceptable to local public health authorities and could include self-monitoring using an approved checklist of signs and symptoms, direct contact daily by public health authorities or their designates, or automated communications systems (e.g., on-line or texting self-checkers).

<sup>‡</sup> NPIs that can be practiced by individuals include the following: correct and consistent mask use, social distancing, hand and cough hygiene, environmental cleaning and disinfection, avoiding crowds, ensuring adequate indoor ventilation, and self-monitoring for symptoms of COVID-19 illness. These are also summarized here.

## Persons who must quarantine together, such as households








Quarantine is intended to physically separate a person exposed to COVID-19 from others. Secondary transmission of infection is especially efficient within households.<sup>8-10</sup> Thus, when housing is shared (e.g., households or co-housed persons such as families, incarcerated persons, students, or military recruits), every effort should be made to physically separate the quarantined person from others such as by having the quarantined person reside alone in a separate closed room or closed area and with exclusive use of their own bathroom. When this separation is not possible, then the household members risk exposure to COVID-19 if the quarantined person develops the illness. People who are quarantined with others, as well as the person in quarantine, should take steps to prevent spread of infection within the household (e.g., NPIs, a.k.a. mitigating strategies). If the quarantined person is diagnosed with COVID-19, co-housed persons will require evaluation as contacts.

## Additional considerations

- **Burden of additional testing:** Diagnostic testing during quarantine will require capacity to produce results within a short period of time, and to report these additional results to public health authorities in a timely manner.
- **Equity:** Public health authorities that choose to use diagnostic testing during quarantine should strive to ensure equitable access for all affected persons and communities within their jurisdictions.
- **Serologic testing:** The utility of serologic testing to provide evidence of prior infection that would permit exclusion from quarantine has not been established and is not recommended for this purpose at this time
- **Monitoring and evaluation of changes to quarantine recommendations:** Documented data-driven experience is critical to ensure that these options for quarantine achieve an acceptable balance of risk to benefit once operationalized. CDC strongly encourages collection of data related to the effect of the recommended changes made herein to include (but not limited to): compliance with contact tracing (e.g., engaging with public health to identify contacts), willingness and ability to complete quarantine, change in burden to public health, and observed post-quarantine transmission rates.

These recommendations are based on the best information available in November 2020 and reflect the realities of an evolving pandemic. CDC will continue to closely monitor the evolving science for information that would warrant reconsideration of these recommendations.

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Last Updated Dec. 2, 2020





# JACKSON PARISH POLICE JURY

Courthouse

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## Certified Meeting Minutes

June 11, 2018

Jonesboro, Louisiana

[www.jacksonparishpolicejury.org](http://www.jacksonparishpolicejury.org)

The Jackson Parish Police Jury met in regular session Monday, June 11, 2018, at 5:30 PM in the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana. Members present: Todd Culpepper, Eddie Langston, Amy Magee, John McCarty, Maxie Monroe, Regina Rowe, and Lynn Treadway. Also present: Darrell Avery, Assistant District Attorney.

~~~~~

Motion Mr. Langston, seconded Ms. Magee to adopt a policy for leave accruals to be based on a calendar year of hire date. Motion carried.

~~~~~

I, Gina M. Thomas, Secretary-Treasurer of the Jackson Parish Police Jury do hereby swear that the above is a true and correct excerpt of the official minutes of the special called meeting of the Jackson Parish Police Jury, conducted in open session at which a quorum was present February 11, 2019.

\_\_\_\_\_  
Gina M. Thomas  
Secretary-Treasurer

Parish Seal:



## Jackson Parish Police Jury

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### Attendance and Punctuality Policy

Adopted by the Jackson Parish Police Jury effective June 11, 2018

**PURPOSE:** Policy to establish attendance and punctuality for employees of the Jackson Parish Police Jury (clocking in/out).

**SCOPE:** This policy applies to all nonexempt personnel employed by the Jackson Parish Police Jury, regardless of position or type of employment.

**POLICY STATEMENT:** Timely and regular attendance is an expectation of performance for all Jackson Parish Police Jury employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he/she must obtain approval from their supervisor in advance of any requested schedule changes (*see "Unforeseen Absences" below for details*). Arriving late, being tardy, and absences cause disruptions.

#### **DEFINITIONS:**

- **Excused Absence:** An employee has an excused absence when he/she adheres to the leave request policies outlined in the Personnel Policy Manual.
- **Unexcused Absence:** An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by department notification procedures. This includes taking excessive sick leave without being able to submit doctor's notes. Repetitive unexcused absences (three (3) within a 12 month period of time) may be sufficient reason for termination. Termination recommendations will be reviewed at the discretion of the Police Jury.
- **Tardiness:** refers to failing to report for work at the assigned/scheduled work time, leaving work prior to the end of the assigned/scheduled work time without prior supervisory approval, and/or taking longer break periods than entitled to. A nonexempt employee who is tardy will be docked for the actual number of minutes that he/she is tardy and will receive a Tardy Form (see "Progressive Discipline Action" below for details).
- **Presenteeism:** refers to being present at work beyond your schedule even when we don't require overtime. This can cause you to overwork and have an impact on your productivity and job satisfaction. We want to ensure that you keep your schedule both when coming to work and leaving.

**TIME CLOCKS AND FAILURE TO CLOCK IN/OUT:** Employees are required to follow established guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy and includes:

- Failure to clock in/out on their designated time clock (i.e. TimeClock Plus station located at each department) at the beginning and/or end of their assigned shift;
- Failure to clock in/out on their designated time clock for the meal break;
  - **NOTE:** employees assigned to off-site locations do not need to return to their department to clock in/out, but their time will be adjusted down for this break period.
- Failure to accurately and timely report time worked.
- Clocking in/out early (or late) of assigned shift without prior approval.



## Jackson Parish Police Jury

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**DEPARTMENTAL NOTIFICATION PROCEDURE:** Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance of their beginning shift time by phone or in person to their supervisor or designee and in accordance with departmental procedure if they wish to arrive early or leave early from an assigned shift.

**NOTE:** Text, email, and other forms of electronic notification will **NOT** be accepted as an appropriate means for contacting your supervisor regarding leave requests.

At the time of notification/call, the employee must notify their supervisor when an absence is due to a documented/approved leave of absence (e.g. Military Leave, FMLA) in order to ensure appropriate tracking of leave utilization and absenteeism. An employee who fails to call in and report to work as scheduled for three (3) consecutively scheduled work days will be viewed as having abandoned their position and employment will be terminated. The supervisor should consult with the Secretary-Treasurer if this situation occurs.

Incidents of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Personnel Policy Manual.

### **UNFORESEEN ABSENCES:**

The Jackson Parish Police Jury understands that there are sometimes extenuating circumstances that require an absence that may be reported after your shift starts. Those reasons usually involve serious accidents and family or acute medical emergencies. Management may request doctor's notes or other verification and in these cases, we will record your absence as "excused".

The following list, although not exhaustive, includes reasons that we **DO NOT** consider excused absence:

- Waking up late.
- Stopping on the way to work for personal reasons.
- Traffic or transportation delays excluding situations that result in closing of roads.
- Bad weather, excluding extreme weather conditions like hurricanes, floods, etc.
- Holidays that have not been approved.

### **MANAGEMENT'S RESPONSIBILITY:**

Superintendents should monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner. If supervisors notice a pattern of unscheduled usage of accrued time off banks, they should discuss this concern with the employee.

When an employee has been previously counseled under the Progressive Discipline Policy, the totality of the circumstances will be assessed when determining further action. For situations involving suspension or termination of employment, the supervisor should consult with the Secretary-Treasurer prior to implementing disciplinary action.

Timely and regular attendance is a performance expectation of all Jackson Parish Police Jury employees. Consequently, those employees who have exhibited unsatisfactory attendance which resulted in disciplinary



## Jackson Parish Police Jury

action (written or final) during the course of the year may have the behavior documented in their annual evaluation.

**CLOCKING IN/OUT WINDOW:** In the TimeClock Plus system, employees will clock in within the window of seven (7) minutes before or seven (7) minutes after their shift begins/ends and the system will automatically round their time to the quarter hour.

Example: If an employee's shift begins at 7:00 am, they can clock in as early as 6:53 am or as late as 7:07 am and their recorded time in the system will be 7:00 am.

This allows time for employees to arrive to work on time and get clocked in/out while avoiding a "line up" at the clock. It also avoids short-time or overtime being assigned to employees based on the minutes it takes to clock in/out during their shift.

A nonexempt employee who clocks in beyond the window will be considered "tardy" and will follow the progressive disciplinary action outlines below.

Although not considered "tardy", employees and managers should be cognizant of habitual clocking in/out near or at the end of the allowed window of time.

Employees are NOT ALLOWED to punch in before or after their appointed time without prior approval from their Superintendent.

**PROGRESSIVE DISCIPLINARY ACTION:** Tardiness will not be tolerated. A nonexempt employee who is tardy will be docked for the actual number of minutes that he/she is tardy and will receive a Corrective/Disciplinary Action Form.

An occurrence of tardiness, unexcused absence, or missed time clock in/out will be documented. The following grid is designed to provide guidelines when addressing the total number of occurrences in a rolling 12 month period, provided that the reason for an occurrence is not protected under FMLA or ADAAA.

	# of Occurrences	Discipline Step and Action
Occurrence  1 Occurrence is equal to: <ul style="list-style-type: none"> <li>• 1 Unexcused Absence</li> <li>• 1 Tardy</li> <li>• 1 Missed Clocking In/Out</li> </ul>	1 Occurrence	Step 1: Verbal Warning
	2 – 3 Occurrences	Step 2: Written Warning
	4 Occurrences	Step 3: Pink Slip and 1 working day suspension without pay
	5 Occurrences	Step 4: Pink Slip and 2 working days suspension without pay
	6 Occurrences	Step 5: Pink Slip and 5 working days suspension without pay
	7 Occurrences	Step 6: <b>Final Pink Slip</b> and <b>termination</b> upon receipt of the 4 <sup>th</sup> pink slip, by Superintendent



Jackson Parish Police Jury

CORRECTIVE/DISCIPLINARY ACTION FORM

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_

**Reason for Warning or Counseling:**

- |                          |                            |                          |                            |                          |                               |
|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <u>Unexcused Absence</u>   | <input type="checkbox"/> | <u>Tardiness</u>           | <input type="checkbox"/> | <u>Missed Clocking In/Out</u> |
| <input type="checkbox"/> | 1 <sup>st</sup> Occurrence | <input type="checkbox"/> | 1 <sup>st</sup> Occurrence | <input type="checkbox"/> | 1 <sup>st</sup> Occurrence    |
| <input type="checkbox"/> | 2 <sup>nd</sup> Occurrence | <input type="checkbox"/> | 2 <sup>nd</sup> Occurrence | <input type="checkbox"/> | 2 <sup>nd</sup> Occurrence    |
| <input type="checkbox"/> | 3 <sup>rd</sup> Occurrence | <input type="checkbox"/> | 3 <sup>rd</sup> Occurrence | <input type="checkbox"/> | 3 <sup>rd</sup> Occurrence    |
| <input type="checkbox"/> | 4 <sup>th</sup> Occurrence | <input type="checkbox"/> | 4 <sup>th</sup> Occurrence | <input type="checkbox"/> | 4 <sup>th</sup> Occurrence    |
| <input type="checkbox"/> | 5 <sup>th</sup> Occurrence | <input type="checkbox"/> | 5 <sup>th</sup> Occurrence | <input type="checkbox"/> | 5 <sup>th</sup> Occurrence    |
| <input type="checkbox"/> | 6 <sup>th</sup> Occurrence | <input type="checkbox"/> | 6 <sup>th</sup> Occurrence | <input type="checkbox"/> | 6 <sup>th</sup> Occurrence    |
| <input type="checkbox"/> | 7 <sup>th</sup> Occurrence | <input type="checkbox"/> | 7 <sup>th</sup> Occurrence | <input type="checkbox"/> | 7 <sup>th</sup> Occurrence    |

**Summary of Reason:**

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**Employee Comments:**

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Employee Please Note: You have been officially warned for this violation. Future violations shall constitute cause for penalty as outlined in the Jackson Parish Police Jury Personnel Manual. Please familiarize yourself with them, as it is not the desire of the parish to inflict disciplinary measures unless forced to do so.

\_\_\_\_\_  
Supervisor

I certify that I have received a copy of the above Warning.

\_\_\_\_\_  
Employee

	# of Occurrences	Discipline Step and Action
Occurrence  1 Occurrence is equal to: <ul style="list-style-type: none"> <li>• 1 Unexcused Absence</li> <li>• 1 Tardy</li> <li>• 1 Missed Clocking In/Out</li> </ul>	1 Occurrence	Step 1: Verbal Warning
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	7 Occurrences	Step 6: <b>Final Pink Slip</b> and <b>termination</b> upon receipt of the 4 <sup>th</sup> pink slip, by Superintendent