



# Westmoreland County Human Resources

2 North Main Street, Suite 108  
Greensburg, Pennsylvania 15601  
Phone (724) 830-3770, Fax (724) 830-3474

March 17, 2020

Attention County Employees,

As you are aware, the Westmoreland County Board of Commissioners declared an emergency for Westmoreland County on Saturday, March 14, 2020, as a result of the novel coronavirus (COVID-19). The declaration established a leadership committee to monitor and address the COVID-19 situation in Westmoreland County. Please be assured that the Westmoreland County Board of Commissioners have been working diligently to develop unprecedented policies and procedures to address the safety and well-being of our employees and the public we serve. As stated before, this is an ever-evolving situation. Please understand we are working to provide you information as quickly as possible. Unfortunately, as we develop policy and procedure, situations are changing and require further updates. I hope you can understand we are in uncharted waters and doing our best to respond as quickly as possible. Please bear with us as we work through this; we understand your frustrations.

Please be advised we have taken several precautions to date to include:

- Amending visitation policies at the County Prison, Manor, and Juvenile Center
- Beginning a partial shutdown/reduced workforce effective March 18, 2020 through March 29, 2020
- Monitoring county call and employee travel for potential exposures
- Suspending non-essential employee travel until further notice
- Canceling public/social gatherings
- Providing education on COVID-19 and recommendations from the CDC and WHO

Late last week, guidance was provided to employees regarding sick leave and the closing of K-12 schools. Since this guidance was issued, situations have changed. As a result, the County has developed a Pandemic Activation and Response Policy as a result of the partial County shut down and reduced workforce. Effective March 18, 2020, the Pandemic Activation and Response policy will be in effect. Please review the policy for more information. If you have questions, please contact your Department Head or Human Resources.

As you may be aware, there is pending legislation in Washington regarding compensation and benefits during the coronavirus pandemic; however, the Board of Commissioners are not waiting for that to resolve and are taking immediate action for the next 8 days through the Pandemic Activation and Response Policy. Your safety is our top priority. We will update staff as things progress and further decisions or developments are made. Changes will be addressed on the county website at <https://www.co.westmoreland.pa.us/2881/Coronavirus-COVID-19>, and through county email or Code Red as deemed appropriate.

For more information on cancelations, COVID-19, and courthouse facility changes please visit <https://www.co.westmoreland.pa.us/2881/Coronavirus-COVID-19>.

I want to thank each of you for your dedication during this unprecedented time.

Sincerely,

Amanda Bernard  
Director of Human Resources