



ROCKINGHAM COUNTY
Department of Human Resources
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www.rockinghamcountynh.org

March 20, 2020

In an effort to provide continuous communication to our employees, we want to provide you with an update of County protocol changes as a result of the COVID-19 pandemic.

All travelers should monitor their health and practice social distancing for 14 days after returning from any travel. In addition, the CDC recommendations state:

Stay home for 14 days from the time you left an area with widespread, ongoing community spread (Level 3 Travel Health Notice countries) and practice social distancing. Social distancing means staying out of crowded places, avoiding group gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible. For more information, please go to www.cdc.gov.

Effective March 20, 2020, the County has implemented stricter guidelines, and is requiring ALL employees that choose to engage in international or domestic travel to self-quarantine for a 14 day period after returning from travel. These employees will need to either utilize accrued time or be in an unpaid status for the duration of this period, until otherwise notified. Employees returning from any travel must contact HR prior to returning to work.

Also effective immediately, the hiring practice for all County departments will change. Interviews with candidates are required to be conducted via video conferencing (i.e. Zoom). No face-to-face interviews will be permitted. Please contact the County's Recruiter, Jessica Koestler, for interview/recruiting assistance. Jessica's phone number is 603-679-9301 or 603-702-3823. Due to the limiting of public interactions, criminal history checks will now be sent through the U.S. Mail for processing purposes; this *may* delay the start date for prospective employees.

Please know the safety, health, and well-being of the Rockingham County community is our top priority. You are encouraged to continue to practice social distancing, regular hand washing and/or hand sanitizer use, and cover your cough or sneeze with a tissue. Employees who have symptoms of acute respiratory illness should notify their supervisor and contact Human Resources for further instruction. Employees should be free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. fever reducer, cough suppressants).

We would like to extend the County's sincere appreciation to all employees for your hard work and dedication. Thank you for your attention and your support in this unusual and challenging situation we are in right now. Let's do our best to be patient with each other and remain committed to a less stressful future!