

**North Central Solid Waste Authority**  
**Policy on Work from Home and Closing Operations due to COVID-19**


On March 11, 2020, Michelle Lujan Grisham, the Governor of the State of New Mexico, declared in Executive Order 2020-004 ("EO 2020-004") that a Public Health Emergency exists in New Mexico; and

On March 13, 2020, President Donald J. Trump, the President of the United States of America, proclaimed that the COVID-19 outbreak in the United States constitutes a national emergency; and

On March 15, 2020 Governor Michelle Lujan Grisham directed state government agencies to minimize face to face contact and encouraged local government to do the same.

THEREFORE, North Central Solid Waste hereby adopts the following Policy:

1. When possible, employees of the Authority shall be directed to work from home until further notice.
2. When it is not possible for an employee to work from home, employees shall practice social distancing in the office.
3. If the Authority determines that the best action in response to this national emergency is to close the Authority office, employees shall be informed of the closure and will not be required to report to work as scheduled until notified.
4. In the event of an office closure due to COVID-19, employees of the Authority shall continue to be paid their normal salary and will be entitled to benefits as if they were present at work.
5. If during the time that the Authority office is open for business and an employee voluntarily wishes to remain at home during this public health crisis, the employee must notify their supervisor and will be allowed to do so. The employee will be charged sick and/or annual leave or leave without pay during the time of their voluntary absence from work.

  
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Peter Fuller, Manager