

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	COVID-19 Return to Work Policy	Approved:	05/21/20
Policy Number:	501	Author:	Grove
Associated:	FMLA-216, Absence Time with Pay-208 FMLA-216A		

The County Commission of Jefferson County is committed to providing a safe and healthy workplace for all our citizens and employees. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Department Heads, Elected Officials, and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community and that requires full cooperation among all parties. Only through this cooperative effort can we establish and maintain the safety and health of our citizens, employees, and county buildings.

Elected Officials, Department Heads and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Elected Officials and Department Heads have the full support of the County Commission in enforcing the provisions of this policy.

Our employees are our most important asset. We are serious about safety and health and keeping our employees working in county buildings. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and the West Virginia Department of Health and Human Resources (WVDHHR) guidelines, the National Coronavirus Response Roadmap to Reopening, West Virginia Executive Order 32-20 the West Virginia Strong Comeback Plan, and addresses:

- hygiene and respiratory etiquette;
- administrative controls for social distancing;
- cleaning, disinfecting;
- prompt identification and isolation of sick persons;
- communications and instructions for citizens visiting county buildings.

Screening and Policies for Employees and Members of the Public

Employees are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Employees and members of the public may have their forehead

temperature scanned to ensure it is below an acceptable measure and be asked basic questions that have been recommended by the WV Department of Health & Human Services. Those questions are generally in this form:

- Have you or has anyone in your home had contact within the last fourteen days with any person under screening/testing for COVID-19, or with anyone with known or suspected COVID-19?
- Do you currently have any of the following symptoms?
 - Fever (100.4 degrees F or higher), or a sense of having a fever?
 - New cough that you cannot attribute to another health condition?
 - New shortness of breath that you cannot attribute to another health condition?
 - New sore throat that you cannot attribute to another health condition?
 - New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
 - New loss of taste or smell?
 - Other flu-like symptoms that you cannot attribute to another health condition?

If an employee answers YES to any of the screening questions, the Elected Official/Department Head may send the employee home and urge the employee to contact a medical provider. Employees may return to work once symptoms have subsided. Employees who are sent home should be offered remote work when feasible.

The County Commission has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. The following County policies address these situations: Policy 208: Absence Time with Pay; Policy No 216: FMLA; Policy 216-A: FMLA Leave Expansion and Emergency Paid Sick Leave.

Members of the Public who answer YES to any of the screening questions may be denied access to the buildings. However, every attempt should be made to assist individuals who are denied access to the buildings complete their business with the County.

Individuals whose sole purpose for seeking entry into the courthouse is to participate in early voting will not be subject to health screening procedures outlined in this paragraph.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times, including cleaning offices between shifts. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at

the beginning and end of their shift, prior to any mealtimes and after using the toilet. All customers and visitors to county buildings will be requested to wash or sanitize their hands prior to or immediately upon entering the facility. The County Commission will provide hand-sanitizer dispensers or hand sanitizer (that use 70% or greater alcohol), to the extent supplies are available, at entrances and locations in the county buildings so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Respiratory Etiquette

Employees, customers, and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

Employees are strongly encouraged to wear masks or face coverings whenever they enter a common area, including the public hallways, or interact with the public. Employees can opt to use their own face covering or use a mask provided by the County Commission.

Each individual entering county buildings not already wearing facial protection will be strongly encouraged to do so. Individuals entering the Courthouse or Saint Margaret's Building must wear facial protection or covering while in the Judicial Complex unless directed by a judicial officer to remove their mask while testifying. It shall be the responsibility of the person seeking admission to provide their own appropriate coverings. The County Commission has a limited supply of masks for members of the public accessing county buildings, but cannot guarantee a consistent supply.

Individuals whose sole purpose at the courthouse is to participate in early voting are strongly encouraged to wear facial protection but are not required to do so.

Social Distancing

Department Heads/Elected Officials are encouraged to implement measures to encourage social distancing of employees, including continuing to allow telework or remote work where feasible. Approved social distancing measures for employees include the following: telework, flexible work hours, and staggered shifts and additional shifts to reduce the number of employees in the workplace at any one time.

Social distancing of six feet will be implemented and maintained between workers, customers and visitors in the workplace through the engineering and administrative controls. The County Commission, when requested by the various department, has installed plexiglass shields at customer counters throughout county buildings.

Department Heads/Elected Officials should implement measures to maintain an appropriate social distance between citizens entering county buildings. Citizens should

pre-schedule an appointment with the respective department in which they need access. All appointment times must be scheduled to allow for appropriate social distancing. However, if an appointments are not feasible for a department, the department must implement other social distancing measures. Approved social distancing measures include the following: 1) marking all waiting areas both inside and outside the building every six feet to maintain appropriate social distancing and 2) limiting the number of individuals in waiting areas/lobbies to maintain appropriate social distance. Citizens entering the courthouse/judicial building shall comply with the Administrative Order adopting Jefferson County Judicial Complex Operating Procedures COVID-19.

Citizens are encouraged to continue to use the various no-contact measures available to conduct county business, including online systems, drop boxes, e-mail and telephonic communication, and the U.S. mail.

Each Department Head/Elected Official is responsible for implementing appropriate social distancing measures to meet the needs of his/her respective offices. In addition to the methods outlined in this policy appropriate measures may also include: limiting the number of customers/ citizens in the building at any one time, establishing waiting areas outside of county buildings, meeting with customers in alternative locations. All county boards and commissions are encouraged to continue to conduct meetings virtually to limit the spread of the virus.

In an attempt to devote an optimal number of staff to the processing of the 2020 Primary Election, the Clerk of the County Commission, in her discretion, may continue to offer the services of her office on a limited basis until the 2020 primary election is certified.

Communication

This COVID-19 Return to Work Policy will be provided to all employees via county e-mail. Additionally, the plan will be posted on the county website for access by employees and members of the public. Notices will be posted at each entrance to county buildings informing the public of the procedures for each building.

Effective Date

This policy shall become effective on May 26, 2020 for all county departments with the exception of those departments housed in the Mason Building, which departments shall be required to comply on June 1, 2020.