



Madison County Reopening Course of Action (COA)

Appendix A: Workforce Re-entry Guide

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COUNTY RE-OPENING SAFETY PLAN

This document is the Madison County workforce re-entry plan developed to outline how the County as an employer/workplace will resume full operations and prevent the spread of COVID-19.

This plan has been reviewed by the County's Department of Health and will be retained on the premises of the Personnel Department for inspection.

1.1 SOCIAL DISTANCING

Action Items Prior to Opening

Department Heads will list situations in the workplace where there may not allow for 6 ft. of distance between individuals, along with steps that will be taken to establish appropriate distance or other measures that will be implemented to ensure the safety of employees in these situations.

Minimum Requirements

To ensure that employees comply with social distancing requirements, the County must establish social distancing guidelines which include, at a minimum, the following requirements:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance.
- Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Small spaces may only be occupied by only one individual at a time, unless all occupants are wearing face coverings.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site, including in all clock in/out stations, health screening stations
- Display signage regarding social distancing
- Limit in-person gatherings as much as possible and use tele- or video-conferencing as much as possible to avoid having multiple people in a room.
- Essential in-person meetings should be held in open, well-ventilated spaces with appropriate social distancing among participants (6ft. apart from side to side and across). Face coverings should be worn at all times during the meeting except when speaking, regardless of social distance.
- Designate areas for pick-ups and deliveries, limiting contact to the extent possible.

- Alternative arrangements for areas with employee congestions, such as, shift change, lunch breaks. Start times should be staggered where possible to avoid congestion at punch clocks, temperature check locations and other areas where gathering may occur.
- Place partitions or plastic barriers between receptionists and others that may directly interact with other employees and/or public.
- Separate employees who work in adjacent cubicle spaces if there is not existing partition between cubicles or if one cannot be installed.
- Modifying or limiting use of break rooms where social distancing cannot be maintained.
- Create a plan to avoid congregation at entry points, copy rooms, reception areas.

Social Distancing Planning Questions

- Can workspaces be redesigned or rearranged to ensure 6 feet of distance between employees?
- If distancing cannot be created, can the number of employees on-site at any given time be reduced by staggering hours, rotating shifts, rotating days on site, remote work or any other mechanism to ensure 6 feet of distance?

1.2 PERSONAL PROTECTIVE EQUIPMENT

- Departments must create protocols regarding when employees must wear face coverings or other protective equipment. At a minimum, employees in direct contact with members of the public, when unable to maintain social distancing, and when in public hallways/corridors, **meetings, in-person conversations/dialogues**, and bathrooms must wear face coverings.
- Clients, contractors or members of the public will be required to wear face coverings.
- The Departments must provide employees with an acceptable face covering at no-cost to the employee.
- Face coverings must be cleaned by the employee or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- Prepare a list of Department-specific concerns and determine a PPE safety plan for the concerned areas.
- Department heads should determine the quantity of face coverings needed and any other PPE; determine how the Department will procure to ensure that the Department maintains a sufficient supply of required PPE for employees and others required to use PPE.

1.3 EMPLOYEE PERSONAL HYGIENE

- Post signage regarding proper employee hygiene.
- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Promote healthy hygiene with employees.
- Make sure that the work environment have sufficient access to running water, soap, paper towels, or hand sanitizer and alcohol wipes available.
- At all work areas, provide employees with access to the appropriate hand hygiene and/or sanitizing products.

1.4 PHYSICAL WORKSPACE CLEANING AND DISINFECTION (MAINTENANCE ONLY)

- A sanitation plan has been prepared that creates a procedure for the physical workplace must be regularly disinfected in accordance with Centers for Disease Control and Prevention (CDC) Guidelines (attached).
- MSDS sheets for cleaning products will be made available through the County's Intranet page: <https://www.madisoncounty.ny.gov/1961/Employee-Portal>
- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves or, sanitize or wash hands before and after contact.
- Limit sharing of workspaces, equipment and supplies (e.g., phones, computers, time-entry systems, office supplies, tools, etc.)?
- Enhanced cleaning and disinfection plan will be executed in the event an employee who has been in the workplace tests positive.
- Vehicles must be disinfected with every new driver/passenger.

1.5 PHYSICAL WORKSPACE MODIFICATIONS AND CONTROLS

- Maintain a log of individuals entering the County facilities Eliminate potential congregation at entry points or other common places.
- Physical barriers and plastic screens have been installed in public interaction areas as needed.
- Touchless systems installed (doors, sinks, hand dryers).
- Face coverings must be worn in bathrooms, elevators, common areas, lunch rooms, conference rooms, stairwells, hallways, aisles, passageways, entrances, and exits.
- Modify all areas in the worksite where employees typically work in close contact.

1.6 EMPLOYEE AND VISITOR HEALTH SCREENING

- All Departments must implement mandatory health screening assessments (e.g. questioning) before employees begin work each day and for visitors in accordance with attached procedures.
- Use County-wide employee certification regarding reporting of COVID-19 test, symptoms, and exposures. Mandatory questions must be reported by employees.
- Employees will be responsible for self-screening temperature if feeling feverish.
- Departments must establish where screenings will occur if needed.
- Adhere to County-wide confidentiality protocols for any health screenings.
- Post signage reflecting no entry with symptoms and/or fever.
- Departments must identify the third parties entering workplace or otherwise in contact with employees (vendors, clients, etc.) and develop a plan for screening these individuals.
- Maintain a log of every individual entering your facility including visitors.

1.7 COMMUNICATIONS

- Departments must post signage throughout the worksites to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
 - [Wear a Facemask Poster](#)
 - [How to wear a Facemask](#) (CDC)
 - [How to stop the spread](#) (CDC)
 - [Stay home if you feel sick](#) (CDC)
 - [Hand Washing](#) (CDC)
- Disseminate a communication to employees when a co-worker is COVID-19 positive in coordination with County Administrator and County Department of Health
- Departments should contact the County Health Department for how to communicate with employees who are diagnosed with COVID-19, exposed to the virus, or suspected of sickness.
- Create a template to communicate with visitors potentially exposed to COVID-19 in coordination with PIO and County Department of Health.
- Develop a plan to communicate with the County Health Department if a worker tests positive for COVID-19 and cooperate with DOH contact tracing efforts, maintaining confidentiality required by state and federal law and regulations.
- **Return to Work Communication:** Information will be communicated to employees before they return to work from County Administrator and County Department of Health.
- Develop a plan for communicating new protocols and any changes to existing policies to employees returning to work after working post-shutdown.

- Employee communications will be done via email, memo and direct from supervisor
- Who is responsible for Departmental communications? The Public Information Officer County-wide communications.
- Communications will be maintained on County Intranet Page.
- Communicate to customers, clients, vendors and visitors regarding new rules for accessing the worksite and any changes in hours/availability will be done on County website, department website, press release and Facebook.

1.8 PLAN FOR COVID-19 POSITIVE OR POTENTIALLY COVID-19 POSITIVE EMPLOYEE

Steps in the Event of a Positive Employee

- Distribute County-wide policy for how employees must notify Personnel of positive test results for COVID-19, in conjunction with the Families First Coronavirus Response Act.
- **The County Personnel Department is** point of contact to manage communications with the positive employee.
- Follow communication protocols in place to facilitate communication with the County Public Health Department regarding the positive test.
- Follow any Department-specific notification protocols.
- Coordinate with DOH.
- Utilize template communications for communicating with other employees about the positive test.
- Be sure to comply with applicable state and federal laws regarding required leave for the positive employee.
- Immediately perform any enhanced cleaning and disinfecting where the employee had been.

Steps in the Event an Employee is Symptomatic but Has Not Tested Positive

- Employees with COVID-19 symptoms may not be in the workplace. Employees must be sent home if arriving in the workplace or becoming symptomatic at work and these employees should not be allowed beyond a screening checkpoint.
- Ensure that management staff have been made aware of symptoms that warrant sending the employee home or prohibit an employee from remaining in or entering the workplace.
- Determine, in advance, who is allowed to make these decisions.
- Determine who should be notified about the COVID-19 symptoms.
- Employee must be isolated if there is any delay in removing an employee from the workplace. Have a plan in place for isolation/containment in these circumstances.

- Assure employees that information will be safely ascertained from an isolated employee or subsequently from the employee when the employee returns to his/her home.
- Immediately perform any enhanced cleaning and disinfecting where the employee had been.
- Require employee to be tested and follow protocols for tested employee return to work.

Steps in the Event an Employee is Asymptomatic but Has Been Potentially Exposed

- Employees should be immediately placed in mandatory quarantine for 14 days. They would be released from quarantine after 14 if they remain asymptomatic. Required testing should only occur if they become symptomatic while in quarantine.
- Follow communication protocols in place to facilitate communication with the County Public Health Department regarding the potential exposure.
- Follow any Department-specific notification protocols.
- Coordinate with DOH.
- Utilize template communications for communicating with other employees about the potential exposure (if a workplace exposure).
- Be sure to comply with applicable state and federal laws regarding required leave for the positive employee.
- Immediately perform any enhanced cleaning and disinfecting where the employee had been.

Return to Work After Exposure

- Employees who test positive may only return to work when cleared by the county health department.
- Employees who are exposed or potentially exposed must be quarantined and may return to work only when cleared by the county health department.
- Determine PPE standards upon return to work.
- Monitor for discrimination and/or retaliation.

1.9 EASY GUIDE-4 STEPS TO TAKE FOR CONFIRMED COVID-19 CASE IN THE WORKPLACE

- Step 1: Isolate and excuse the sick employee from the workplace. The infected employee should remain at home until released by the public health official. DOH will issue a letter to the employee indicating that they are released from isolation.

- Step 2: Contact DOH and provide assistance with identifying those individuals who worked in close proximity (within six feet) of the sick employee for a prolonged period of time (10 minutes or more). Follow DOH guidance regarding which employees would need to be placed in quarantine.
- Step 3: Clean and disinfect the workplace.
- Step 4: Notify employees. Following a confirmed COVID-19 case, County Administration will notify all employees who work in the location or area where the sick employee works. Do not disclose any confidential medical information such as the name of the employee unless the employee has provided the County with a signed authorization form authorizing the disclosure of their diagnosis

1.10 PERSONNEL

Business Travel

- All business travel is currently limited and must be approved by the County Administrator
- Employees should self-monitor for symptoms for two weeks after returning home.

Repopulating the Workforce

- Department Heads must develop a plan for bringing employees back to work. This must include whether employees will be recalled at once or in phases. Will there be changes in location, shift, or duties?
- The plan must address the tasks that must be completed to ensure that employees are recalled in a safe manner, including disinfecting and screening procedures being put in place.
- Effective communications must be prepared, in advance, to notify employees about the return to work.
- The County must have a plan in place regarding employees who are unable or unwilling to return to work (e.g., due to COVID-19 positivity, order of quarantine, caring for a child whose school or childcare provider is closed, or even due to a generalized fear or anxiety relating to COVID-19.
- Managers must contact Personnel regarding circumstances where an employee cannot immediately return for a non-COVID-19 reason, such as an unrelated medical issue or change in personal circumstance.
- Department Heads should list what measures its team will take to stay informed about guidance that is being issued by the State or Federal government or other resources about COVID-19.

