



Madison County Reopening Course of Action (COA)

Appendix B: Workforce Recovery Guide

May 10, 2021,
Updated May 19, 2021

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WORKFORCE RECOVERY PLAN

1.1 PURPOSE

The Madison County Reopening Course of Action outlines the county's staged approach to reconstituting Madison County staffing and services during the COVID-19 Pandemic Public Health Emergency. As an employer, Madison County has achieved a high-level of vaccination rate amongst its employees and therefore is enacting Reopening Stage #3 consistent with the current Centers for Disease Control (CDC) guidelines. This Workforce Recovery Plan is intended to provide guidelines for Reopening Stage #3 as Madison County, strives to continue County Operations while protecting the county workforce and mitigating the effects of COVID-19.

Authorized vaccines are highly effective at protecting vaccinated people against symptomatic and severe COVID-19. A growing body of evidence suggests that fully vaccinated people are less likely to have infection or transmit COVID-19 to others. The benefits of reducing social isolation and relaxing some measures such as quarantine, outweigh the risk of fully vaccinated people becoming ill with COVID-19 or transmitting it to others. In addition, taking steps towards relaxing certain measures for vaccinated persons may help improve vaccine acceptance and uptake. Therefore, there are several activities that fully vaccinated people can resume now, at low risk to themselves, while being mindful of the potential risk of transmitting the virus to others.

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

1.2 DEFINITIONS

For the purpose of this Workforce Recovery Plan, the following definitions will apply:

Contractors: Those people working for an agency/company which has a current contract to provide services to Madison County requiring such employees to access Madison County facilities.

Clients/Public: Those people who are accessing Madison County facilities to acquire services provided by Madison County departments.

Employees: Those people who are employed by Madison County and work within Madison County facilities.

Invited Guests: Those people who have been invited to access Madison County facilities by Madison County departments for a specific meeting/purpose.

Non-vaccinated: Those people who are not considered fully vaccinated for COVID-19.

Vaccinated: Those people who are considered fully vaccinated for COVID-19 \geq two weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna) or \geq two weeks after they have received a single-dose vaccine (Johnson & Johnson).

1.3 GUIDELINES

The New York State Department of Health and the Center for Disease Control (CDC) recommend 6 feet of distance between individuals who have not been vaccinated. To ensure that employees comply with social distancing requirements, the County established the following social distancing guidelines:

Non-vaccinated Individuals (includes Employees, Contractors, Clients/Public, and Invited Guests):

- Ensure 6 ft. distance between yourself and other people, unless safety or core function of the activity requires a shorter distance.
- Any time you are less than 6 ft. apart from one another you must wear an acceptable face coverings.
- When distancing is not feasible between workstations, employees must wear face coverings or, in lieu of face coverings, physical barriers, such as plastic shielding walls, strip curtains, cubical walls, plexi-glass (or similar material), or other impermeable dividers/partitions must be in place.
- In-person meetings should be held in open, well-ventilated spaces with appropriate social distancing among participants (6 ft. apart from side to side and across). In situations where social distancing requirements cannot be met, face coverings must be worn.

Vaccinated Individuals (includes Employees, Contractors, Clients/Public, and Invited Guests):

- Vaccinated individuals are permitted to interact with others without physical distancing or wearing a face covering

Exception: Madison County Jail:

- All individuals, including employees, contractors, clients/public, and invited guests working in and/or visiting the Madison County Jail are required to continue prevention measures, including social distancing and wearing an acceptable face covering, at all times within the facility regardless of vaccination status.

| Unvaccinated Individuals | Examples of Activities | Vaccinated Individuals |
|---|---|---|
|  | Attend an in-person meeting without maintaining social distancing or wear a face covering |  |
|  | Walk around the workplace, including hallways, lobbies, elevators, and bathrooms |  |
|  | Clients/Public access of County facilities, programs, and/or services |  |
|  | Interact with Employees, Clients/Public, Contractors, and Invited Guests |  |
|  | Work from your desk/office while maintaining social distancing requirements |  |
|  | Working at or visiting the Madison County Jail |  |



Prevention Measures Not Needed



Take Prevention Measures: Wear a mask and maintain social distancing requirements

1.4 PERSONAL PROTECTIVE EQUIPMENT

The Departments must provide employees with an acceptable face covering at no-cost to the employee. Department Heads must ensure that the department maintains a sufficient supply of required PPE for employees and others required to use PPE. The Office of Emergency Management maintains a stockpile of PPE to support departmental needs. 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.

1.5 EMPLOYEE PERSONAL HYGIENE

Madison County shall:

- 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.

1.6 PHYSICAL WORKSPACE CLEANING AND DISINFECTION

- A sanitation plan has been prepared that creates a procedure for the physical workplace must be regularly cleaned in accordance with CDC Guidelines.
- 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. Proper hand hygiene should be followed 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.

1.7 PHYSICAL WORKSPACE MODIFICATIONS AND CONTROLS

Madison County has previously made many modifications to workspaces and common areas of the county facilities. These modifications include, installation of physical barriers and plastic screens, installation of touchless systems, such as doors, sinks, and hand dryers, and the installation of air purification devices. Further workspace modifications will be completed if they become necessary.

1.8 HEALTH SCREENING

All Individuals (includes Employees, Contractors, Clients/Public, and Invited Guests):

All employees, contractors, clients/public, and invited guests, regardless of vaccination status, should:

- Refrain from entering the county facilities if they are feeling ill.
- Be responsible for self-screening temperature if feeling feverish during the workday.
- Adhere to County-wide confidentiality protocols for any health screenings.

1.9 COMMUNICATIONS

- Departments should 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](#)
- [How to stop the spread](#)
- [Stay home if you feel sick](#)
- [Hand Washing](#)
- 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.
- 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.
- 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.

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

Steps in the Event of a Positive Employee:

- The County Health Department/and or the Department Head will notify the County Personnel Department of any positive employee test results for COVID-19 and any employees quarantined.
- The 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.
- 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 Non-Vaccinated Employee is Asymptomatic but Has Been Potentially Exposed:

- Non-vaccinated employees should be immediately placed in mandatory quarantine for 10 days*. They would be released from quarantine after day 10* if they remain asymptomatic. Required testing should only occur if they become symptomatic while in quarantine. (*14 days for employees working in congregate settings, such as the jail)
- An essential worker can work on site while in quarantine, but under certain conditions (e.g. asymptomatic, wear mask at all times, health/temp checks twice a day, etc). Individuals cannot test out of quarantine, but if they are essential, they can work.
- 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.
- There are no guidelines for individuals with COVID-19 antibodies. Having antibodies only means that at some point a person was exposed to the virus. It has no bearing on the issue of quarantine. For quarantine purposes, if an individual tested positive previously within the last 90 days, and tests positive again, they don't need to quarantine. However, if they test positive after 90 days, we deem it a new infection and they would be quarantined.

Return to Work After Exposure:

Non-Vaccinated Employees:

- 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.

Vaccinated Employees:

- Vaccinated asymptomatic employees do not require quarantine for an exposure.

1.11 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

1.12 BUSINESS TRAVEL

- All business travel is currently limited and must be approved by the County Administrator.
- Vaccinated employees may refrain from testing and self-quarantine before or after domestic or international travel.
- Non-vaccinated employees should self-monitor for symptoms for two weeks after returning home. It is recommended that these individuals get tested 3-5 days upon arrival in New York State.