

<b>Title:</b> Administrative Policy Public Health Safety Precautions Related to COVID-19	<b>Policy No.</b> Part 5, Staff Policies Chapter 1, Rules Section 10
	<b>Effective Date</b> July 20, 2021
<b>Policy Custodian</b> County Manager	<b>Adoption/Revision Date</b> July 20, 2021 / October 21, 2021

**Adopting Resolution(s):** CC21-195

**References (Statutes/Resos/Policies):** Public Health Orders, CC20-207

**Purpose:** To establish safety precautions for visiting or working in a Jefferson County Government building or facility to minimize COVID-19 disease transmission and protect the health, safety and welfare of employees and the community.

**A. Definitions**

1. Coordinator: The coordinator designated by the Division Director or Elected Officials to assist the County COVID-19 Workplace Coordinator ensure county employee compliance with the public health orders.
2. County COVID-19 Workplace Coordinator: The coordinator designated by the County Manager to coordinate response and recovery efforts.
3. Fully Vaccinated: An individual is fully vaccinated two (2) calendar weeks after they have received all required doses of their selected COVID-19 vaccine. Any individual who is not Fully Vaccinated is Unvaccinated or Not Fully Vaccinated.

**B. Applicability**

1. This policy shall apply to anyone inside a county operated building, facility or on county property, excluding the Sheriff’s Office employees other than when on-duty in the Administration and Courts Facility.

**C. Public Visitors**

1. Members of the public shall use telephone, web, and email services rather than in person services if any of the following apply (except when visiting public health clinics):
  - The person has a fever (a fever is considered anything 100.4 or greater) or has felt feverish recently)
  - The person has a cough, sore throat, chills, muscle aches, or loss of taste or smell.
  - The person has any shortness of breath or any difficulty breathing

- The person has a household member or close contact who has been diagnosed with COVID-19 or told to isolate for symptoms of COVID-19 during the past 14 days.
2. Comply with any additional protective measures that have been posted in the buildings and current public health orders as applicable.

#### D. Public Interactions

1. Appointments and on-line services should be used when possible to conduct business with the public.

#### E. Coordinators

1. The County Manager shall designate and name a county employee to serve as the County COVID-19 Workplace Coordinator.
2. Each Elected Official and Division Director shall designate a Coordinator that will work with the County COVID-19 Workplace Coordinator.
3. The roles and responsibility of the County COVID-19 Workplace Coordinator and the Coordinators are described in Section G of this Policy.

#### F. Staffing / Operations

1. Employees shall not physically report to work if any of the following apply:
  - The employee has a fever (a fever is considered a temperature reading of 100.4 or greater) or has felt feverish recently.
  - The employee has a cough, sore throat, chills, muscle aches, or loss of taste or smell.
  - The employee has any shortness of breath or any difficulty breathing.
  - The employee is unvaccinated and has been in close contact with someone who, during the past 14 days, has been diagnosed with COVID-19 or told to isolate for symptoms of COVID-19.
2. Individual departments and elected officials have discretion to determine which working arrangements operate best for their staff so long as all working arrangements comply with the Telecommuting Policy.
3. Employees that report to work in a county building, facility, or on county property shall:
  - a. Practice good hygiene by washing hands frequently.
  - b. Unvaccinated or not Fully Vaccinated, employees in the jail, healthcare settings, childcare centers and services, schools, and the Department of

Motor Vehicles must wear masks/face coverings at all times as required by State law or applicable public health order.

- c. Inform their supervisor and leave immediately if they begin to exhibit symptoms of illness while at a county building or facility. This employee may not return to work at a county building or facility until they have a negative test result for COVID-19 or until they have had no symptoms or fever for at least seventy-two (72) hours (that is three full days of no fever without the use of medicine that reduces fevers) and at least ten (10) days have passed since symptoms first appeared.
- d. Comply with any additional protective measures that have been posted in the buildings and current public health orders as applicable.

#### G. Meetings

- a. Cleaning supplies, hand sanitizers, appropriate social distancing measures, microphone covers, and other necessary safety precautions will be available in all meeting rooms in public use.
- b. Following, or prior to public meetings, all hearing room surfaces will be wiped down.
- c. Digital files should be used where possible rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas).

#### H. Roles and Responsibilities

##### 1. Supervisors shall:

- a. If an employee that has reported to work in a county building, facility or grounds reports any symptoms or signs of sickness, take all of the following steps:
  - 1) Send the employee home immediately.
  - 2) Notify the Office/Division coordinator.
  - 3) Ensure the employee does not return to work until they are fever-free, without medication, for 72 hours and ten (10) days have passed since their first symptom; and
  - 4) If multiple employees have these symptoms, contact Jeffco Public Health.
- b. Require employees to stay home when showing any symptoms or signs of sickness.

2. Coordinators shall:

- a. Be responsible for the development, implementation, training, and enforcement of procedures and guidelines necessary for their respective Offices and Divisions to comply with public health orders, the overall requirements of the COVID-19 Workplace Coordinator, and this Policy.
- b. Identify all areas that a symptomatic or positive employee(s) has occupied and request a cleaning of the affected area(s) from Facilities Management.
- c. Implement symptom monitoring protocols consisting of:
  - 1) Monitor visible symptoms in employees at the worksite to the greatest extent possible without invading privacy and, if any symptoms are visible, speak with the employee's supervisor or Human Resources.
  - 2) Ensure employees have completed all required self-report prior to coming to the worksite.
- d. Work with the County COVID-19 Workplace Coordinator to ensure there is an adequate supply of personal protective equipment available for the Division/Office.
- e. Serve as the one contact for requesting any facilities improvements necessary for implementing any applicable public health requirements.

3. The County COVID-19 Workplace Coordinator shall:

- a. Coordinate the County's efforts to comply with and carry out the County's responsibilities under public health orders and this Policy.
- b. Ensure there is an adequate supply of personal protective equipment available for the Division/Office.

4. Facilities Management shall:

- a. Clean and disinfect all high touch areas and deep clean prior to any public meeting,
- b. Post signage to promote good hygiene, protection, and social distancing,
- c. Construct and install plexiglass on all counters that are accessed by the public,

- d. Delineate and install floor markings in public waiting areas to indicate social distance requirements,
  - e. Provide hand sanitizer in meeting rooms, lobbies, and in employee common areas to the greatest extent possible, and
  - f. Install no touch mechanisms, like automatic door openers and motion sensor faucets to the extent possible and economically feasible.
5. Human Resources shall:
- a. Work with supervisors to help determine additional work assignments, possible accommodations or options for leave when necessary to address an individual COVID-19-related situation.