

<b>Title:</b> Administrative Policy Return to the Office Under Public Health Orders	<b>Policy No.</b> Part 5, Staff Policies Chapter 1, Rules Section 10
	<b>Effective Date</b> August 11, 2020
<b>Policy Custodian</b> County Manager	<b>Adoption/Revision Date</b> August 11, 2020

**Adopting Resolution(s):** CC20-207

**References (Statutes/Resos/Policies):** Public Health Orders

**Purpose:** To establish regulations for returning to work at a Jefferson County Government building or facility to minimize 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 compliance with the public health orders.
2. County COVID-19 Workplace Coordinator: The coordinator designated by the County Manager to ensure compliance with the public health orders for COVID-19 response and recovery.
3. Vulnerable Employee means:
  1. Individuals who are 65 years and older;
  2. Individuals with chronic lung disease or moderate to severe asthma;
  3. Individuals who have serious heart conditions;
  4. Individuals who are immunocompromised;
  5. Pregnant women; and
  6. Individuals determined to be high risk by a licensed healthcare provider.
4. Work Location: A building or area of the building that is separated from another by a door and separate entrance.

**B. Applicability**

1. This policy shall apply to all county employees while 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. Coordinators

1. The County Manager shall designate and name a county employee to serve as the County COVID-19 Workplace Coordinator in a procedure that implements this policy.
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 F of this Policy.

### D. 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 anything 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 has a household member(s) 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. Teleworking shall be the preferred method of work for those already able and productive.
  - a. Each division and office shall adjust schedules and work shifts to accommodate telework.
  - b. To the extent that an employee's work can be conducted at home, each division and office shall offer and encourage Vulnerable Employees to telework.
3. No more than 50 employees shall be in a Work Location at one time. If there are more than 50 employees in a Work Location, the additional provisions in Section F.3.d. below shall apply.
4. Employees that report to work in a county building, facility, or on county property shall:
  - a. Complete the symptom self-tracker prior to entering a county building, facility, or county property.
  - b. Practice good hygiene by washing hands frequently.

- c. Wear masks/face coverings at all times when on county property and inside a county building or facility unless you are alone in an individual office or by yourself in a room or other workspace . For example, if you work in an area that contains a group of cubicles or open desks, you must wear a mask/face covering if anyone else is present in your work area. However, if you are the only person working in that area, you may work without your mask/face covering so long as no one else enters the work area. When someone else enters the work area, even if separated by 6-feet, both employees must wear a mask/face covering.
- d. Maintain 6-foot separation between other employees and members of the public.
- e. 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.
- f. Comply with any additional protective measures that have been posted in the buildings.

## 5. Meetings

- a. All staff gatherings shall be limited to no more than 50% occupancy of the room or 50 people, whichever is less. Appropriate social distancing measures, or a space of more than 6 feet between people, shall be maintained at all times. Masks/face coverings must be worn during all staff gatherings.
- b. Virtual meetings shall be used when possible.

## 6. Common Areas and Shared Equipment

- a. Shared equipment, such as phones, laptops, keyboards, desk space or other equipment shall not be used by more than one employee without cleaning and disinfection prior to use by each individual.
- b. Limit the use of a county vehicle to one individual staff member as much as possible. When not possible, ensure employees are wearing masks and the vehicle's interior is wiped down before and after use.

## 7. Digital files should be used where possible rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas).

## E. Public Interactions

1. Appointments and on-line services shall be used when possible to conduct business with the public.
2. Lobby capacity shall be reduced to the occupancy that can be accommodated with 6 feet of space between customers.
3. The use of contactless payment solutions shall be implemented to the greatest extent possible.

## F. Roles and Responsibilities

1. Supervisors shall:
  - a. If an employee that has reported to work in a county building, facility or grounds and 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. Reduce the use of common spaces, such as break rooms, and shared items such as condiments, coffee makers, scanners, printers, and vending machines as much as possible.
  - c. Require employees to stay home when showing any symptoms or signs of sickness.
  - d. To the extent that an employee's work can be conducted at home, encourage and provide telework accommodations for Vulnerable Employees and employees who may have child or elder care obligations, or who live with a person who still needs to observe Stay at Home due to underlying condition, age, or other factor.
  - e. Encourage and enable remote work whenever possible.
  - f. Encourage breaks to wash hands or use hand sanitizer.

- g. Phase shift and breaks to reduce density.
- h. Ensure staff are using appropriate protective gear like gloves, masks, and face.

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. Ensure staff are using appropriate protective gear like gloves, masks/face coverings and are practicing social distancing.
- c. Identify all areas that a symptomatic or positive employee(s) has occupied and request a cleaning of the affected area(s) from Facilities Management.
- d. 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 a daily self-report prior to coming to the worksite.
- e. Work with the County COVID-19 Workplace Coordinator to ensure there is an adequate supply of protective gear available for the Division/Office.
- f. Prepare a transition plan for returning to work that incorporates all elements of this Policy and necessary public health orders, including identification of work "locations" for the purposes of this Policy. Work with the County COVID-19 Workplace Coordinator to prepare and review the transition plan.
- g. Serve as the one contact for requesting any facilities improvements necessary for social distancing.
- h. If the Office or Division has more than fifty (50) employees in any one Work Location, the Coordinator shall implement the following additional protocols:
  - 1) Notify the County COVID-19 Workplace Coordinator.
  - 2) Require employees to complete the symptom self-tracker prior to entering a county building, facility, or county property.

- 3) Close common areas, such as break rooms and kitchens, for gatherings; however, employees may enter break rooms to obtain food/drinks for consumption at their desk.
  - 4) Implement mandatory cleaning and disinfection protocols.
  - 5) Require mandatory adherence to Social Distancing 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 staff are using appropriate protective gear like gloves, masks/face coverings and are practicing social distancing.
  - c. Ensure there is an adequate supply of protective gear available for the Division/Office.
  - d. If the Office or Division has more than fifty (50) employees in any one Work Location, work with the Coordinator to implement the following additional protocols:
    - 1) Set up stations at the worksite for symptom screening and temperature checks.
    - 2) Close common areas, such as break rooms and kitchens, for gatherings; however, employees may enter break rooms to obtain food/drinks for consumption at their desk.
    - 3) Implement mandatory cleaning and disinfection protocols.
    - 4) Require mandatory adherence to Social Distancing Requirements.
4. Facilities Management shall:
- a. Clean and disinfect all high touch areas and deep clean any areas occupied by an ill employee,
  - 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 lobbies and in employee common areas to the greatest extent possible,
  - f. Provide signage to advise employees and staff that elevators are limited to three (3) riders at a time, and
  - g. Install no touch mechanisms, like automatic door openers and motion sensor faucets to the extent possible and feasible.
5. Human Resources shall:
- a. Work with supervisors to help determine additional work assignments, possible accommodations or options for leave.