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Gregory V. Poff II
County Administrator

County of Sussex

TO: Constitutional Officers, Department Administrators, and Central Services Division Directors

FROM: Gregory V. Poff II, County Administrator

DATE: June 25, 2020

RE: Return to Work Guidelines

As we move towards our "new normal" we must be mindful of the guidance published by the CDC, the New Jersey DOH, and the County Division of Health. We will slowly and deliberately begin our process based upon your return to work schedules and the following guidelines.

The County convened a Pandemic Response Team to review and develop recommendations and guidelines to control the spread of COVID-19 within the County's facilities. The Team is comprised of representatives from Employee Services, Facilities, Public Health Nursing, and Labor.

Consistent with current guidance from Federal, State, and County public health authorities, and the Pandemic Response Team recommendations, the County is implementing the following:

1. **Within County Facilities**
   a. Promote healthy hygiene practices such as:
      - Provide tissues and no-touch trash cans
      - Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. Ensure that adequate supplies are maintained
      - Ideally, place touchless hand sanitizer stations in multiple locations to encourage hand hygiene
      - Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen
      - Discourage handshaking. Encourage employees to use other noncontact methods of greeting
      - Direct employees to visit CDC's coughing and sneezing etiquette and clean hands webpage for more information
   b. The Division of Facilities will perform enhanced cleaning and disinfection including after you have communicated to them a person suspected/confirmed to have Covid-19 has been in the facility
   c. Establish policies and practices for social distancing including:
      - Implement flexible worksites (e.g., telework).
      - Implement flexible work hours (e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time)
      - Increase physical space between employees at the worksite by modifying the workspace

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- Increase physical space between employees and customers (e.g., drive-through service, physical barriers such as partitions, shields)
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible
- Implement flexible meeting and travel options (e.g., postpone non-essential meetings or events in accordance with state and local regulations and guidance)
- Close or limit access to common areas where employees are likely to congregate and interact.
- Prohibit handshaking
- Deliver services remotely (e.g., phone, video, or web)
- Adjust your business practices to reduce close contact with customers, where feasible

2. **Encourage anyone who is sick to stay home**
   - Employees who have symptoms should notify their supervisor and stay home
   - Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers
   - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions

3. **The County encourages employees to take their own temperature before coming to work. Employees should have a temperature of less than 100.4 F and not experiencing coughing or shortness of breath**

4. **Protect employees at higher risk for severe illness through supportive policies & practices**
   - Support and encourage options to telework, if available
   - Consider offering vulnerable workers duties that minimize their contact with customers and other employees

5. **All employees are required to wear a cloth face covering when in common or shared areas (e.g., hallways, elevators, restrooms) of County owned and/or operated facilities. This requirement extends to contractors, vendors, and anyone who visits a county building for any reason. There is no requirement to wear a mask in a private area (e.g., a closed office) or if appropriate social distancing can be maintained**

   The County will provide employees with an initial cloth face covering. Employees may also choose to wear their own face coverings if preferred and may need to provide their own face covering should their County issued face covering become lost or damaged

6. **Limit travel and advise employees if they must travel to take additional precautions**
   - Minimize non-essential travel and consider resuming non-essential travel in accordance with state and local regulations and guidance
   - Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country where you will travel. Specific travel information for travelers going to and returning from countries with travel advisories, and information for aircrew, can be found on the CDC website
   - Advise employees to check themselves for symptoms of COVID-19 before starting travel and to notify their supervisor and stay home if they are sick
   - Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and promptly call a healthcare provider for advice if needed
   - If they are outside the United States, sick employees should follow company policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to help them find an

appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, or resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas

7. **Take action if an employee is suspected or confirmed to have Covid-19 infection**
   - In most cases, you do not need to shut down your facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:
     - o Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
     - o During this waiting period, open outside doors and windows to increase air circulation in these areas.
   - If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility
   - Follow the CDC cleaning and disinfection recommendations
   - Determine which employees may have been exposed to the virus and may need to take additional precautions:
     - o Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
     - o Most workplaces should follow the Public Health Recommendations for Community-Related Exposure and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for symptoms.

8. **Communicate supportive workplace policies clearly, frequently, and via multiple methods**
   - Train workers on how implementing any new policies to reduce the spread of COVID-19 may affect existing health and safety practices
   - Communicate to any contractors or on-site visitors about changes that have been made to help control the spread of COVID-19. Ensure that they have the information and capability to comply with those policies
   - Create and test communication systems that employees can use to self-report if they are sick and that you can use to notify employees of exposures and closures

Keep yourself and others safe from COVID-19 when returning to work

1. If you are at increased risk for severe illness contact your supervisor to request special accommodation that will allow you to perform your job duties safely

2. Promote healthy hygiene practices such as:

   - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, after blowing your nose, coughing, or sneezing, and after using others' or shared equipment.
   - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
   - Avoid touching your eyes, nose, and mouth with unwashed hands.

3. All employees are required to wear a cloth face covering when in common or shared areas (e.g., hallways, elevators, restrooms) of County owned and/or operated facilities. This requirement extends to contractors, vendors, and anyone who visits a county building for any reason. There is no requirement to wear a mask in a private area (e.g., a closed office) or if appropriate social distancing can be maintained

   The County will provide employees with an initial cloth face covering. Employees may also choose to wear their own face coverings if preferred and may need to provide their own face covering should their County issued face covering become lost or damaged

4. The Division of Facilities will perform enhanced cleaning and disinfection including after person suspected/confirmed to have Covid-19 have been in the facility

5. Avoid close contact by practicing social distancing including:

   - Putting **distance (at least 6 feet)** between yourself and other people.
   - Wearing **cloth face coverings** (as noted above) when social distancing is difficult to maintain.
   - Avoiding using other employees' phones, desks, offices, or other **work tools and equipment**, when possible. **Clean and disinfect** between employees if sharing occurs.
   - Remembering that some **people without symptoms** may be able to spread virus.

6. Limit travel and if you must travel to take additional precautions

7. The County encourages employees to take their own temperature before coming to work. Employees should have a temperature of less than 100.4 F and not experiencing coughing or shortness of breath

8. Encourage anyone who is sick to stay home and notify their supervisor

9. Protocols are in place to take action if an employee is suspected or confirmed to have Covid-19 infection

10. Refer to "Returning to Work Infographic" as a reminder how to protect yourself and others.

Keep yourself and others safe from COVID-19 when returning to work

Clean your hands often

- ✔ **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, after blowing your nose, coughing, or sneezing, and after using others' or shared equipment.
- ✔ If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.**
- ✔ **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- ✔ Put **distance (at least 6 feet)** between yourself and other people.
- ✔ Wear **cloth face coverings** (if appropriate) when social distancing is difficult to maintain.
- ✔ Avoid using other employees' phones, desks, offices, or other **work tools and equipment**, when possible. **Clean and disinfect** between employees if sharing occurs.
- ✔ Remember that some **people without symptoms** may be able to spread virus.

If you are at increased risk for severe illness...

- ✔ Contact management to **request special accommodations** that will allow you to perform your job duties safely.

Protect yourself and others from COVID-19 by taking everyday preventive actions.

cdc.gov/coronavirus