

7/1/2020

Skamania County

COVID-19 Reopening Plans/Return to work guidelines

All Departments:

- Each employee will be required to view the training document prepared by Human Resources (attached to this document) and will be required to sign that they have read the guidance
- Each employee will be provided two cloth masks unless they state they already have them
- Each restroom will be cleaned each night in accordance with DOH guidelines
- Each public space will be cleaned a minimum of once per day by Buildings and Grounds staff in accordance with DOH guidelines – any additional cleaning will either be the responsibility of the department or scheduled with Buildings and Grounds staff
- Each department will be provided with the Department of Health Guidance on cleaning and sanitizing – attached to this plan
- Each department will be provided with hand sanitizer and CDC approved disinfectant
- Each employee will be responsible for cleaning and disinfecting their workspace
- Employees are asked to assist to increase the frequency of cleaning and disinfecting commonly touched surfaces. At a minimum, stair handrails, elevator buttons, copy machine keypads, door handles, telephones, computer keypads/mouse and other commonly touched equipment/areas should be wiped down with disinfectant mid-shift and before the end of each shift. Employees need to take responsibility for disinfecting all high touch surfaces in their work area, and not assume it is someone else's responsibility
- All water fountains will be placed out of order until they can be replaced with water bottle filling stations
- Departments will be considering the level of exposure risk for employees and will require different work practices or engineering controls and will be instructed on wearing masks in accordance with L&I Guidance "Which Mask for Which Task" attached to this plan
- Social distancing, COVID-19 Symptom, Hand sanitizing and Facemask signs and stickers will be placed in each department as later detailed in this plan
- Although some departments may choose to take additional measures, at a minimum; each employee will be asked to pre-screen themselves prior to coming into work and will be asked to not come to work and may be asked to schedule an appointment to be tested for COVID 19 if they have had any of the following symptoms since their last day of work that cannot be attributed to another condition:
 - Cough
 - Shortness of breath or difficulty breathing
 - Or at least two of the following symptoms:
 - Fever
 - Chills
 - Repeated shakes with chills
 - Muscle pain

- Sore throat
 - New loss of taste or smell
- Employees who have a family member at home with COVID-19 must notify their supervisor immediately
 - In-person meetings will be limited. Use of phone conferences, Zoom, etc... will be used when available
 - If in-person meetings are necessary, it must be in a large meeting room with a minimum of 6 feet separation and cloth face masks are recommended. Meetings shall be for as short a time as possible

In addition to the County Wide Procedures above the following Department/Division specific plans will be implemented

3rd Floor of Courthouse

- Follow Dr. Krager's written guidance (attached) unless otherwise stated in this document
- Sneeze Guards/Partitions will be placed as shown on attached plan
- All employees will have at least two cloth masks issued to them
- Anyone entering courtroom will be required to wear masks per Judges Order
- Disposable surgical masks will be available for anyone who does not bring their own mask
- Markers will be placed on pews and occupants will be instructed to markers to ensure social distancing
- Attendees will be required to flow through the courtroom in a "One-Way" fashion
- Hand Sanitizer will be available for use in the Courtroom
- The courtroom will be sanitized between Court sessions
- Jury Room will be set up to ensure Physical Distancing
- Disinfecting wipes will be placed in jury room restrooms for use by jurors
- Footprint signs 6 feet apart and 6 feet from any counter where interaction with employees is required
- Add wireless intercom to Attorney's office area to minimize close interactions
- Each office will be supplied hand sanitizer and sanitizing spray meeting CDC requirements
- COVID-19 Symptom signage

Treasurer's Office

- Add hanging sneeze guards for each customer station
- Add Footprint stickers to maintain social distancing at each customer station
- Will ensure each employee has two cloth masks
- Sign restricting office to 3 customers at a time
- Hand sanitizer will be available for public and employees
- Disinfectant will be provided for staff to use between customer interactions
- COVID-19 Symptom signage

Information Technology Office

- Will ensure each employee has two cloth masks
- Will add wireless intercom to minimize close interactions
- Will provide hand sanitizer and disinfectant

Assessor's Office

- Sign on door restricting office to one customer at a time
- Tape and Stop sign sticker on floor showing customers where to stop and wait to be served
- Two sneeze guards for customer interaction
- Social distancing signage
- Provide employees with two cloth masks each
- Provide hand sanitizer for use by public and employees
- Provide disinfectant
- COVID 19 Symptom signage

Auditor's Office

- Sign on door restricting office to 3 customers at a time
- New countertops that will assist in social distancing
- Glass sneeze guards on counter
- Footprint stickers in front of counter and in hallway for waiting customers
- Move vending machines in hallway to allow for separation between Auditor incoming customers and outgoing customers/Assessor customers
- Place stanchions in the hallway creating two lanes
- Add half walls with swinging doors to restrict walk-in traffic
- Add social distance signage
- Cloth facemasks for each employee
- COVID-19 Symptom Signage

Downstairs Courthouse

- Social distance signage
- COVID-19 Symptom Signage
- Red tape on all office door thresholds
- Cloth masks provided for each employee
- Place Footprint sticker inside Finance Administrator's office
- Surgical masks provide for Commissioner's meeting room to offer residents who do not have one
- Place markings on meeting room floor where chairs to be placed
- Place sign on walls asking for chairs not to be moved.
- Cameras for each Commissioner to participate by video in Zoom calls and outward facing camera for staff or residents to be seen.
- Install cubicle walls for Commissioner Administrative personnel
- Hand sanitizer in Commissioner meeting room
- Provide disinfectant

- Provide cloth masks for HR to issue to new employees if they have not been issued by department prior

Senior Services

- COVID-19 Symptom Signage
- Signs for Social Distancing and wearing masks in the transit busses
- Hand sanitizer and disinfectant for busses
- Busses will be sanitized between each set of passengers
- Hand sanitizer and disinfectant for office area
- Stock of KN95 masks for transit drivers
- Surgical masks to be offered to public in office and transit vehicles
- Social Distance signage for all public meeting areas
- Hand sanitizer and disinfectant for all public meeting areas
- Sign limiting to <50 people in big meeting room and on outside doors
- Social Distancing signage in reception area
- Sneeze shield for front desk
- Footprint sticker for front desk

Community Health

- Social distance signage
- COVID-19 Symptom Signage
- 3 footprint signs for intake/reception area
- Signs above grouped chairs in waiting area stating "Single person or Family Group only please"
- Tape on floor on each side of reception area to restrict pass through traffic
- Laptop computer for Room B-127 to give another work space and allow for Physical Distancing
- New computer in reception area
- Disinfecting supplies in each conference room
- New phone line dropped in exam room

Cultural Events and Fair

- COVID-19 Symptom Signage in common area
- Sneeze guards for reception area
- Footprint stickers
- Social distance signage
- Cloth masks for employees
- Hand sanitizer
- Surgical masks for public
- Sign for conference room kitchen - "No use of Kitchen"
- Sign for community kitchen "Masks Required"

Weed Division

- Social Distancing signage
- Stock of KN95 masks for double occupancy in vehicles

- Hand sanitizer
- Disinfectant – common areas and vehicles to be disinfected at beginning or end of each shift
- Cloth masks to be worn in common areas
- COVID-19 Symptom Signage

Buildings and Grounds

- Hand sanitizer
- Cloth masks
- Supply of KN95s for double occupancy in vehicles
- Disinfectant – common areas and vehicles to be disinfected at beginning or end of each shift
- Cloth masks to be worn in common areas
- COVID-19 Symptom Signage

Parks

- Signs will be placed on play structures stating sanitization is the responsibility of the user and to practice social distancing
- Signs will be placed on Restroom stating sanitization is the responsibility of the user
- Social distancing signs will be placed in picnic areas

Solid Waste

- Social Distance Signage
- Gloves and KN95 masks
- Hand sanitizer
- Disinfectant – vehicles to be disinfected at beginning or end of each shift and each time a different person operates
- Follow DOE Guidelines
- Cloth masks to be worn in common areas
- Breaks staggered
- COVID-19 Symptom Signage

Road Maintenance Division

- Social Distance signage
- COVID-19 symptom signage
- Hand sanitizer
- Cloth masks
- KN 95 masks for double occupancy in vehicles
- Disinfectant – common areas and equipment to be disinfected at end of each shift
- Equipment to be disinfected between different operators
- Cloth masks to be worn in common areas *and* outside if 6-foot physical distancing cannot be maintained
- Maintain social distancing when taking breaks outdoors
- Stagger breaks indoors

Adult Probation

- Camera will be added so Probation Officer can see who is at her door
- Two sneeze shields will be provided
- Remote unlock switch will be provided
- Wireless intercom will be provided
- Hand sanitizer will be provided for employees and clients
- Disinfectant – surfaces will be disinfected between clients
- Surgical masks will be provided for clients
- Cloth masks will be provided for employee

Juvenile Probation

- Surgical masks will be provided for clients
- Cloth masks have been provided for employees
- Hand sanitizer and disinfectant will be provided
- Wireless intercom
- Camera with two screens

General Guidelines for All Employees

- A. Mask wearing:** Some of us will get COVID-19 and not have any symptoms or might be contagious before we get symptoms.
- In phase 3 we are at times required to wear a cloth face covering except in specific situations or if you have a health condition not conducive to wearing a face mask. The purpose of the mask is to protect others from a potential virus you may carry.
- B. Pre-screening of employees before starting work:**
1. As the employee, you need to **pre-screen yourself** prior to coming to work and initial on your department's COVID-19 symptom sheet that you have not had any of the symptoms below that cannot be attributed to another condition since the last day worked. If you have any of the following symptoms you need to **stay home and call your supervisor**. While at work, if your supervisor notes if you have any of the following symptoms and if you do, he/she must then send you home:
 - Cough
 - Shortness of breath or difficulty breathing
 - Or at least two of the following symptoms
 - Fever
 - Chills
 - Repeated shakes with chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
 2. Employees who come to work with a temperature of 100.4 degrees or higher, and/or with any of the above symptoms since the last day worked, shall:
 - a. Put on a mask and return to their home or ER if indicated.
 - b. Notify their supervisor by phone immediately.
 - c. It is recommended that employees follow up with your home county's Community Health or your health care provider to be evaluated for a potential COVID-19 test.
 - d. Employees will remain at home until their test results come back negative and/or 72 hours after being symptom free and they are fever free for 72 hours without taking fever-reducing medications. If still symptomatic a negative test does not allow you to return to work.
 - e. If test results are positive, the employee must follow the guidance by their home county's Community Health Department and/or their Health care provider. This may include remaining isolated at home.
- C. Sick employees must stay home:**
1. If you are sick, please contact your supervisor immediately and stay at home. Help keep your co-workers stay safe.

2. At this time, we do not require a doctor's note from employees who have been sick. Doctors may be very busy and not able to provide a note in a timely manner.
3. If you need to stay home to care for a sick family member, please do so.

D. COVID-19 – Close Contact:

- a. Close contacts will be required to quarantine at home for 14 days past the last contact with an infectious individual or as directed by their health care provider or Community Health Department.

