

PACIFIC COUNTY

RETURN TO WORK GUIDELINES – COVID-19 PANDEMIC

The County is in the process of transitioning employees on reserve status or working alternate assignments back to regular (or assigned) working status. While County facilities will remain closed to the public until the Stay Home - Stay Healthy order is lifted, the County has developed the following guidelines to ensure the safe return of employees to work.

Individual departments/offices may have established additional guidelines specific to their operations. Each department/office is considering the level of exposure risk for employees: high, medium, or low. Different positions will require different work practice or engineering controls and Personal Protective Equipment (PPE). While some departments/offices may be able to return to work all at once, other departments may have to stagger the return of employees or continue scheduling alternative work shifts. Your direct supervisor will contact you with the following information:

1. When you will transition back to work.
2. How you will transition back to work including alternate work assignments/scheduling, and possible remote work assignments and guidelines.
3. What PPEs you will be required to use.
4. What safety practices and engineering controls will be required to prevent or minimize exposure.
5. Department/Office specific guidelines.

Please contact your immediate supervisor with any questions, suggestions, or concerns you may have regarding these guidelines. Thank you for your cooperation and flexibility as we transition back to a safe work environment.

I. General Guidelines for All Employees

A. Practice compassion: Some of us will get COVID-19 and not have any symptoms or might be contagious before we get symptoms. If you decide to wear a cloth face covering, it is to protect others from a potential virus you may carry. Wearing a cloth face covering in public places is an act of compassion. CDC recommends wearing cloth face coverings to slow the spread of the virus. For more information, please visit: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

B. Pre-screening of employees before starting work:

1. The following symptoms will be assessed prior to the employee entering the facility:
 - a. Fever
 - b. Cough
 - c. Shortness of breath
 - d. Difficulty breathing
 - e. Chills
 - f. Muscle aches
 - g. Sore throat
 - h. New loss of taste or smell
 - i. Nausea
 - j. Nasal congestion
 - k. Other COVID-like symptoms as updated by the CDC
2. Employees who come to work with a temperature of 100.4 degrees or higher, and/or with any of the above symptoms within the last 12 hours, shall:
 - a. Put on a mask and return to their home or ER if indicated.

- b. Notify their supervisor by phone immediately.
- c. Follow up with their private provider to be evaluated for a potential COVID-19 and/or test. Employees may call the EOC at 875-9407 or 642-9407 to schedule an appointment for Drive Through Testing.
- d. Employees will remain at home until their test results come back negative and/or 72 hours after symptoms have improved and they are fever free for 72 hours without taking fever-reducing medications.
- e. If test results are positive, the employee must remain isolated at home for 7 days or until there symptoms have improved and they are fever free for 72 hours, without taking fever-reducing medications.

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. This includes temporary/seasonal employees.
- 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. During this time, more workers may need to stay at home to care for sick children or other sick family members.
- 4. If employee is experiencing COVID like symptoms, employee will follow up with their private provider to be evaluated for a potential COVID-19 and/or test and/or call the EOC at 875-9407/642-9407 to schedule an appointment for Drive Through Testing. Employees will remain at home until their test results come back negative and/or 72 hours after symptoms have improved and they are fever free for 72 hours without taking fever-reducing medications. If test results are positive, the employee must remain isolated at home for 7 days or until there symptoms have improved and they are fever free for 72 hours, without taking fever-reducing medications.

D. COVID-19 – sick employees or family members:

- 1. Employees who have been sick with or without COVID-19 do not require a doctor's note. Medical certification for FMLA requests will be considered on a case by case basis.
- 2. If an employee has COVID-19:
 - a. Keep it confidential. This is required by the Americans with Disabilities Act (ADA).
 - b. In collaboration with the Health Department, the County will inform close contacts of the sick employee that they may have been exposed to COVID-19.
 - c. The employee must remain isolated at home for 7 days or until there symptoms have improved and they are fever free for 72 hours, without taking fever-reducing medications.
 - d. Close contacts will be required to quarantine at home for 14 days past the last contact with the infected person.
- 3. Employees who have a family member at home with COVID-19 must notify their supervisor immediately.
 - a. **General Employees** will:
 - i. Stay home and quarantine/avoid public places for 14 days per instructions from the Health Department
 - ii. Keep track of their health for fever, cough, and trouble breathing for 14 days after the last day they were in contact with the sick person.
 - b. **Critical Infrastructure Employees** (e.g., law enforcement, PACCOM, Corrections staff) will be evaluated on a case-by-case basis. If at all possible, they will be asked to quarantine the same as general employees. However, if there is a critical shortage, the Sheriff, in consultation with

the Health Department, may require the employee continue to work if they are without symptoms and are complying with the following measures for 14 days after last exposure:

- i. Pre-screen: conduct temperature and symptom check daily before starting work.
- ii. Conduct regular self-monitoring for symptoms at work and at home.
- iii. Always wear a mask at work.
- iv. Social distance: maintain 6 feet and social distancing as duties permit.
- v. Disinfect and clean workspaces.
- vi. Do not share headsets or phones; clean areas more frequently; don't share food or drinks.
- vii. Notify your supervisor and leave work immediately if you are sick.

E. Create social distancing in the workplace:

1. Employees are to follow DOH guidelines and must maintain social distancing by remaining at least 6 feet away from each other.
2. Employees unable to maintain 6 feet away must wear face masks.
3. Employees and supervisors should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.
4. Departments/Offices may have to explore flexible worksites (separating desks, cubicles), teleworking, and flexible work hours (staggered shifts) to increase the physical distance among and between employees.
5. Employees should not use other worker's phones, desks, offices, or other work tools and equipment when possible. If an employee must use other worker's equipment, the employee should disinfect or sanitize the equipment before and after use.
6. Limit in-person meetings. Use phone conferences, Zoom, etc. when available.
7. If you must have an in-person meeting, meet in a large room, and maintain a distance of at least 6 feet from one another and it is recommended that you wear face masks. Meet for as short a time as possible.
8. Employees must stay 6 feet away during rest breaks and meal breaks. This may require staggered lunch breaks or limiting the number of employees in the lunchroom. Do not share food or utensils.

F. Practice good health habits:

1. Please stay home when sick, wash your hands frequently, and maintain physical distancing. Encourage your co-workers to read and comply with these helpful guides.
 - a. Cough or sneeze into the crook of your elbow or use a tissue. Wash your hands with soap and water or use hand sanitizer immediately after.
2. Employees should frequently and regularly wash their hands with soap and water for at least 20 seconds as needed including:
 - a. When coming to or leaving work.
 - b. When coming from and going to different worksites.
 - c. After sneezing and/or coughing – remember it is allergy season.If soap and water are not around, clean hands with a hand gel that has at least 60% alcohol in it. Make sure these supplies are always around and in multiple locations.
3. Employees should not touch their eyes, nose, and mouth with unwashed hands.

G. Cleaning and disinfecting the work environment:

1. While regular housekeeping services will continue routine cleaning of the work environment, employees are asked to assist to increase the frequency of cleaning and disinfecting commonly touched surface. At a minimum, stair handrails, elevator buttons, copy machine keypads, and 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 Do not assume it is someone else's job or responsibility.

2. Gloves, disinfectants, and cleaning wipes will be provided for staff to clean work areas and any areas people have access to.
3. Employees should wipe down workstations, computers, copy machines, door handles and any areas of work before and after use.
4. Additional supplies of PPEs and disinfectants can be coordinated through the Emergency Operations Center. Supervisors, or their designee, may request supplies by contacting the logistics section at 875-9407/642/9407.

Resources for current information about COVID-19: Sharing correct information is the best thing we can do to keep the wrong information from getting out. Check the Health Department's COVID-19 website at www.pacificcountycovid19.com, state DOH website at www.coraonavirus.wa.gov, or the Center for Disease Control and Prevention's (CDC) website at www.cdc.gov/coronavirus for updates on COVID-19. The Emergency Operations Center call center number is 360 875-9407 or 360 642-9407. Staff are available there Monday-Friday 8-4.