

## **APPENDIX A**

### **COUNTY OF ROSEAU TEMPORARY EMPLOYEE POLICY IN RESPONSE TO THE COVID-19 EPIDEMIC JUNE 2, 2020 REVISION**

**Please review the following information carefully:**

Based upon the most recent developments in the Pandemic (Covid-19), the State and Federal Governments have each declared a State of Emergency, and the Roseau County Board of Commissioners, at an Emergency Meeting held on March 19, 2020, has issued an Emergency Declaration.

This notice is to provide the temporary policy and anticipated protocol which the County will utilize for all County employees. This guidance is subject to change based upon the fluidity of the Pandemic and recommendations of local, State and Federal agencies.

This shall be the guidance for work commencing Friday, March 20, 2020; revised April 14, 2020; revised May 12, 2020; revised June 1, 2020; revised June 2, 2020; and, may change by Board action at a later date.

In order to help maintain the health and safety of its employees and members of the community, the following temporary policies shall be implemented:

#### **1) Employee or Household Illness**

- If an employee, or a person in the employee's household, or a person under the care of an employee, is sick with flu-like symptoms, as defined by the CDC, the employee must stay home. If an employee needs to stay home, they must notify their Supervisor as soon as practically possible. If approved by their Supervisor, the employee will be paid at their normal rate of pay (hours).

#### **2) Exposure in the Workplace**

- If an employee, or if someone in an employee's household, has come in contact with a person who tested positive, or is awaiting test results, for COVID-19, they must notify their Supervisor and the Coordinator's Office immediately. If required to self-isolate or monitor, the employee will be paid at their normal rate of pay (hours).

### 3) Flexible Work Arrangements

- The Board is directing Department Heads to allow the following work arrangements in order to minimize possible Staff exposure:

A) Work from Home Option: If it is determined by the Department Head that you can adequately perform your work duties from home, and IT has determined that the employee can access the data necessary to perform those duties from home, then employees may do so.

- Employees who work remotely must make arrangements with their Supervisor to determine work schedules and work hours.
- Due to the fact that the County has limited ability to allow employees to work from home, “At Risk” employees, as defined by the MDH or by their personal physician, will be given first priority when determining the ability to work from home, assuming it is possible to perform their duties as determined by the Department Head and IT. “At Risk” is defined as: people over 60 years of age; people with underlying conditions including heart disease, lung disease, or diabetes; people who have weakened immune systems; people who are pregnant; and/or people who have been identified by their personal physicians.

B) Voluntary Time Off (VTO) and Unpaid Time Off Option(s): All employees may be given the option to request from their Department Head to take leave on a voluntary basis. In addition, employees who have been ordered to self-isolate or monitor must take unpaid time off. For either VTO or unpaid time off, employees have the option, if approved by Department Head, to take vacation, sick, comp, and/or holiday pay in lieu of unpaid time off if they so choose. Those employees with low benefit balances shall have the option to take unpaid leave or accrue a negative sick leave balance, which will be paid back at the normal accrual rate.

- “At Risk” employees, as defined by the MDH or by their personal physician, will be given first priority when considering voluntary time off requests. “At Risk” is defined as: people over 60 years of age; people with underlying conditions including heart disease, lung disease, or diabetes; people who have weakened immune systems; people who are pregnant; and/or people who have been identified by their personal physicians.
- Employees may be called in to work as situations change/evolve.
- All benefits will continue to accrue during VTO and unpaid time off.
- All requests will be considered by Department Heads based on in- office needs.

**NOTE:** This revised Policy will remain in effect through **July 7, 2020**, unless amended by the Board.

**NOTE:** *Employees may also be eligible for certain benefits outlined in the “Families First Coronavirus Response Act” (FFCRA); including, paid sick leave entitlements, public health emergency leave, and expanded FMLA provisions, (reference attached FFCRA information).*

# **Roseau County - COVID-19 Facility Preparedness Plan**

**June 1, 2020**

Roseau County is committed to providing a safe and healthy workplace for all our employees and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan (Plan) in response to the COVID-19 pandemic. County Department Heads, supervisors and employees are all responsible for implementing this Plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, elected officials and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces. The Roseau County Board fully supports enforcing the provisions of this Plan.

Our employees are our most important assets. We are serious about their safety and health. Employee involvement is essential in developing and implementing a successful Plan. We have involved our employees in this process by distributing a draft Plan and asking each employee to review and provide input to their Supervisor, Department Head, and/or County HR Department. That input was important in the development of our Plan. The finalized Plan follows all Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, Federal OSHA standards related to COVID-19, and the Governor's Executive Orders, including:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping - cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to all County employees; and
- The management and supervision necessary to ensure effective implementation and ongoing evaluation/maintenance of the Plan.

## **Screening and policies for employees exhibiting signs and symptoms of COVID-19**

All County employees must self-screen, using the MDH Screening Checklist, prior to entering the facility. Visitors to the facility shall be encouraged to self-screen using the Checklist prior to facility entry. The Checklist shall be posted at all entrances to the facility.

All County employees have a copy of the Roseau County COVID-19 Temporary Employee Policy (Policy), (see **Appendix A**). The Policy requires any County employee exhibiting signs and symptoms of COVID-19 to self-isolate/quarantine. In addition, any employee who does not feel well must not come to the workplace.

Roseau County has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for employees with underlying medical

conditions, or who have household members with underlying health conditions, have also been implemented, (see **Appendix A**).

In addition, should an employee(s) be exposed to a person with COVID-19 at our facility, the provisions outlined in Section 23 of the Temporary Employee Policy will be followed, (see **Appendix A**). Furthermore, as is standard, all HIPAA and ADA requirements will be met to protect the privacy of employee's health status and health information.

If COVID-19 testing becomes widely available, the County may require employees to see their doctor and provide testing results to confirm if they have contracted the virus or not. Each situation will be evaluated on a case-by-case basis.

## **Handwashing**

Basic infection prevention measures are being implemented at our facility at all times. Signs are posted in all restrooms and breakrooms instructing our employees to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their workday, after interacting with a customer or co-worker, prior to any breaks, and after using the restroom. Signs will be posted at the facility entrance instructing all visitors that they will be required to either disinfect their hands with an approved hand sanitizer upon entering the facility and/or washing their hands in the public restrooms located in the lobby of the Courthouse. Hand sanitizer stations will be placed at each entrance to the facility.

## **Respiratory etiquette: Cover your cough or sneeze**

Signs are posted throughout the facility advising employees and our customers to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. (Note: additional trash receptacles and sanitizer dispensers have been distributed throughout the facility).

Masks are recommended to be worn by employees when interacting with the public if the six (6) foot social distancing requirement cannot be met or if protective shields are not available. The County will supply disposable masks to any employee who requests them.

## **Social distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- > See **Appendix A** for a description of each "category" of employee and their specific work arrangements.
- > The six (6) foot social distancing requirement applies to all interaction with our customers and co-workers --- the appropriate signage is posted.
- > If the social distancing requirement cannot be met, County meetings must be held via a "virtual" meeting, (ie. electronic means).

- > Employees, visitors and customers are prohibited from gathering in groups, confined areas, and from using each others personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices and/or other personal work tools and equipment.
- > Protective shields shall be installed at all locations where employees and customers interact.
- > Department Heads will regularly assess what personal protective equipment needs are, such as masks, gloves, disinfectant, etc, and will ensure that employees within their department have the necessary supplies in order to perform their work safely.
- > Department Heads will regularly seek feedback and suggestions from their staff to ensure the proper measures are being taken as needs and circumstances change.

## **Housekeeping**

Enhanced housekeeping practices are being implemented, including deep cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles, and other areas in the facility, including restrooms, break rooms, meeting rooms, and public spaces. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, credit card readers, delivery equipment, etc. The Building Maintenance Team have developed cleaning and work schedules to meet the demands of the required enhanced housekeeping requirements.

Should an employee be diagnosed with COVID-19, the areas of the facility frequented by that employee will be immediately disinfected and will remain off-limits to other employees as applicable.

## **Communications and training**

This Preparedness Plan was communicated electronically to all County employees the week of May 26, 2020, and the necessary training was provided by the applicable Department Head. Additional communication and training will be ongoing, via email correspondence from the County Coordinator's Office, and provided to all employees who did not receive the initial training. Instructions will be communicated to our customers about the procedures that must be following in order to conduct business in the Courthouse; such as, hand sanitation and social distancing requirements. Department Heads, supervisors, and employees are all responsible for evaluating the effectiveness of the Plan components. Those evaluations will be compiled by each Department and shared with the other Department Heads at our regular leadership meetings.

This Plan was approved by the Roseau County Board at their May 26, 2020, meeting. The Plan will be updated as deemed necessary.

## **Appendix A --- COVID-19 Temporary Employee Policy – Effective June 1, 2020.**