



SUBJECT: Reopening of County Public Facilities - Phase 1

DEPARTMENT: Public Health & Environment

EFFECTIVE DATE: 04/24/2020

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REVISION DATE(S):

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APPROVED BY: RBC BOCC

Policy

Procedure

Guideline

Plan

**POLICY:** Employees of Rio Blanco County (RBC) will be allowed to return to work at the physical location of their respective positions on April 27, 2020 as per the Governor's Executive Order and following the guidance set forth in this policy. Likewise, the general public will be allowed access to RBC facilities while adhering to the guidance outlined in this policy. Because of the ever present threat of COVID-19, it is imperative that certain safety measures are in place prior to the reopening of County facilities.

**EQUIPMENT:** Thermometers, screening forms, adequate staff (to perform screenings), masks, table, chair, pens, clipboards and stickers noting the date of entry (to be worn on employee clothing), hand sanitizer dispensers, cleaning supplies, paper bags, signs.

**PROCEDURE:** In an effort to balance the concerns of coronavirus disease (COVID-19) with the long-term economic and behavioral health needs of the citizens of Rio Blanco County, the Board of County Commissioners (BOCC) in conjunction with Rio Blanco County Public Health (RBCPH) and based on the Executive Orders set forth by the Governor, County owned and operated facilities will reopen as of April 27, 2020 provided all core responsibilities and proposed gating criteria are met (Appendix A). Reopening will occur in three phases. This policy focuses on Phase 1 and guidelines will be implemented prior to Phase 1 and restrictions implemented as follows:

#### 1. SOCIAL DISTANCING

When in public, all individuals should maximize physical distance from others and avoid settings of more than 10 people when physical distancing is not appropriate. Socializing in groups of more than 10 people is discouraged. Employees of RBC are required to adhere to physical distancing requirements of 6 feet. Continue to encourage telework whenever possible and feasible. If possible, employees should return to work in phases, based on number of employees

#### 2. TEMPERATURE CHECKS AND WELLNESS SCREENINGS

Monitor workforce for indicative symptoms and do not allow symptomatic employees to physically return to work until cleared by a medical provider.

At the beginning of each shift, a designated staff member will perform a brief screening of each employee by checking their temperature and asking a series of questions, which include contact with positive COVID-19 cases, health status and travel status (Appendix B). If a thermometer is not available, self reporting of fever will be acceptable. Any affirmative answers on the screening form, or an indication of a fever of 100.4 or above, requires the employee to be further evaluated by a nurse from RBCPH.

**3. SANITATION**

RBC will ensure a clean working environment by using EPA approved virucidal products to create clean work stations, restrooms and kitchen areas that are sanitized daily.

**4. USE AND DISINFECTION OF COMMON AND HIGH-TRAFFIC AREAS**

Close or restrict common areas such as break rooms and waiting rooms, or enforce strict physical distancing protocols. Use of common and high traffic areas will be limited to no more than 10 people at any given time. These areas will be frequently cleaned with EPA approved cleaning agents and/or wipes. High touch areas such as countertops, doorknobs, door handles, light switches, armrests on chairs, telephones and copy machines will be cleaned following each use.

**5. BUSINESS TRAVEL**

Minimize non-essential travel and adhere to Centers for Disease Control (CDC) guidelines regarding isolation following travel.

**6. FACE COVERINGS**

Face coverings will be required to be used in high traffic and public areas. Face coverings include home made cloth masks, scarves, surgical masks or N95 respirators.

**7. VULNERABLE POPULATIONS**

All vulnerable individuals should continue to shelter in place (work from home). Consider special accommodations for personnel who are members of a vulnerable population. Employees who are household members of a member of the vulnerable population should be considered for telework, if at all possible as they have the potential to carry the coronavirus home with them and infect others.

Documentation is required of how the County will meet these minimum operational standards. Frequent evaluation is necessary to identify weaknesses in the system and to determine if there is likely recurrence of the coronavirus disease within the community and if reevaluation is needed. All criteria in Phase 1 must be satisfied with no evidence of rebound within the community before advancing to Phase 2.