



YUMA COUNTY

REOPENING AND RECOVERY POLICY AND PLAN

Effective August 3, 2020

TABLE OF CONTENTS

| | |
|---|-----------|
| PURPOSE, GOAL, AND EXPECTED OUTCOMES | 1 |
| REGIONAL GATING CRITERIA | 2 |
| CORE PREPAREDNESS RESPONSIBILITIES | 3 |
| SECTION 1: GUIDELINES FOR ALL PHASES | 4 |
| PHASE ONE..... | 5 |
| PHASE TWO..... | 6 |
| PHASE THREE | 7 |
| PHASE FOUR | 7 |
| SECTION 2: TELEWORK/TELECOMMUTING POLICY | 8 |
| SECTION 3: COVID-19 PROCEDURE: Employee Exposed, Symptomatic, or Tests Positive..... | 10 |
| SECTION 4: ENTRY OF NEW HIRES AND THE PUBLIC INTO COUNTY FACILITIES | 11 |
| SECTION 5: TEMPERATURE CHECK OF THOSE ENTERING COUNTY FACILITIES | 12 |
| SECTION 6: ADDITIONAL PROCEDURES AND PROTOCOLS..... | 13 |
| FACEMASK USE | 13 |
| KITCHEN AND BREAKROOM USE | 13 |
| RESTROOM USE | 13 |
| SANITIZATION | 14 |
| FIELD OPERATIONS | 16 |
| SECTION 7: EMERGING ISSUES..... | 17 |

Yuma County's COVID-19

Reopening and Recovery Policy and Plan

PURPOSE: The COVID-19 pandemic has resulted in restricting public access to County facilities and modifying employee work schedules and locations. As the pandemic situation evolves over time, the County needs to have policies in place to respond in a way that protects the life, health, and safety of its employees and the public while continuing to provide necessary services.

GOAL: The goal of this policy is to preserve human life, health, and safety as the County adjusts its operations in response to the COVID-19 pandemic.

EXPECTED OUTCOMES: The expected outcomes of this policy are:

- County employees will be provided a safe place to work.
- County reopening policies will reflect the latest guidance from the Centers for Disease Control and the Yuma County Health District.
- County employees and the public will receive consistent updates on County reopening activities and status.

REGIONAL GATING CRITERIA: Before proceeding with each phased opening, the County must satisfy all Regional Gating Criteria as determined by the County Administrator and the County’s Chief Health Officer. In the event of a resurgence of COVID-19 in the community, the County will return to a previous phase based upon the severity of the resurgence. A resurgence is defined as an upward trajectory in the Regional Gating Criteria as well as an inability of hospitals to treat all patients without crisis care.

SYMPTOMS

- A downward trajectory of influenza-like illnesses reported within a 14-day period **AS WELL AS** a downward trajectory of COVID-like syndromic cases reported within a 14-day period.

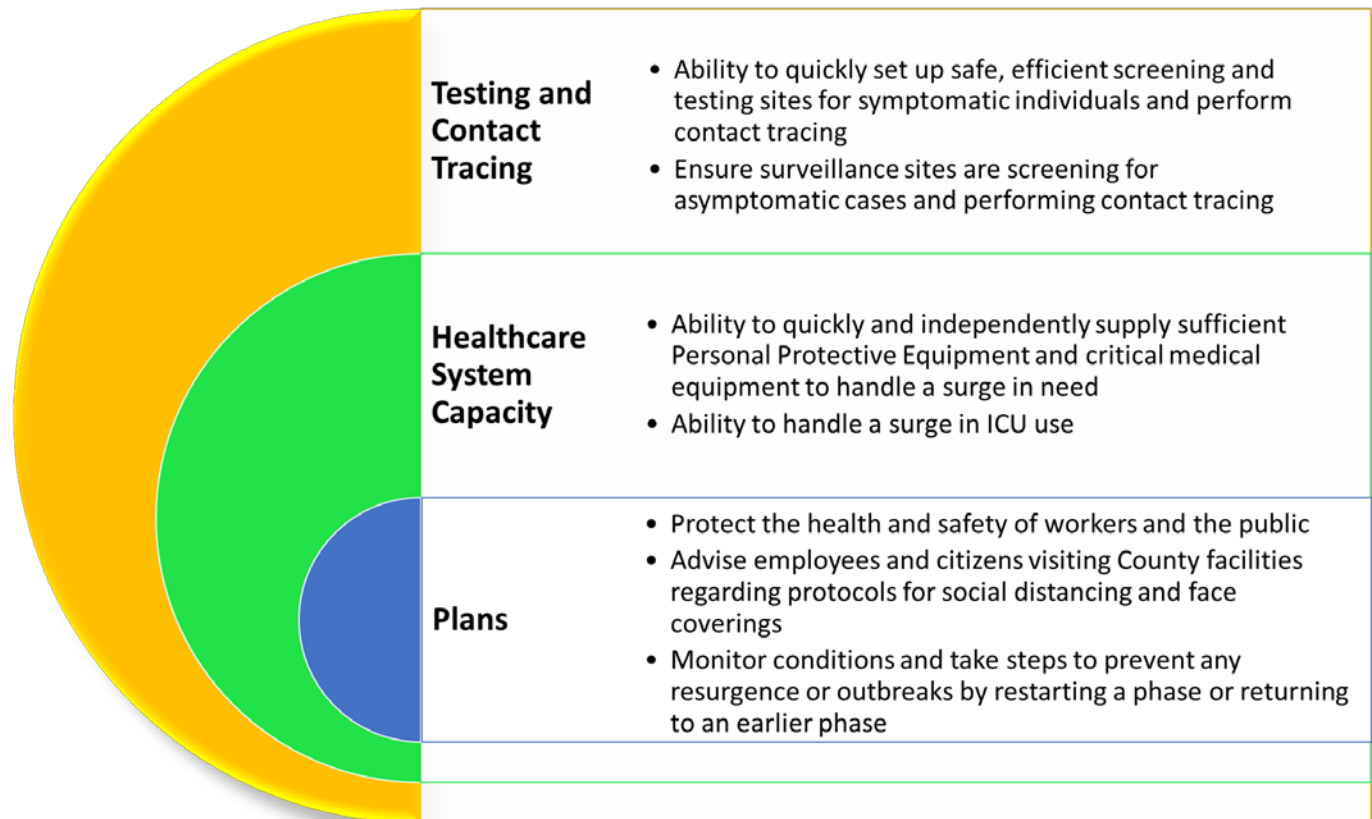
CASES

- A downward trajectory of documented cases within a 14-day period **OR** downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests).

HOSPITALS

- Demonstrate an ability to treat all patients without crisis care and there must be a robust testing program in place for at-risk healthcare workers, including emerging antibody testing.

CORE PREPAREDNESS RESPONSIBILITIES: In all phases, the County Administrator and the County’s Chief Health Officer shall determine that the following minimal preparedness responsibilities are met and can continue to be met during each phase:



SECTION 1: GUIDELINES FOR ALL PHASES

During all phases, the following guidelines shall be considered and appropriately implemented:

Guidelines For All Phases: Employees



- Regularly wash hands with soap and water or use hand sanitizer, especially after touching frequently used surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently-used items and surfaces as much as possible.
- Use face coverings when in the presence of the public and other employees.
- Adhere to state, local and CDC guidance and all Executive Orders.
- People who feel sick must not report to work, and should:
 - ✓ Stay at home,
 - ✓ Contact and follow the advice of their medical provider, and
 - ✓ Continue to adhere to state, local and CDC guidance and orders.

Guidelines For All Phases: Departments/Offices



Implement appropriate policies in accordance with federal, state and local regulations and industry best practices, regarding:

- Social distancing and protective equipment
- Temperature checks
- Testing, isolating, and contact tracing
- Sanitization of surfaces and disposal of contaminated refuse
- Use and disinfection of common areas and County equipment
- Business travel
- Workforce monitoring for indicative symptoms
- Handling symptomatic employees and return to work status

PHASE ONE: County can establish that the Gating Criteria are satisfied.

Phase One: Employees



- All employees who are vulnerable* and/or live in the same household with vulnerable family members should continue to telework, if possible.
- Avoid socializing in groups of more than 10 people in circumstances that do not allow for physical distancing.
- Avoid interoffice meetings of more than 3 people in circumstances that do not allow for social distancing.
- Avoid non-essential meetings with the public or fellow employees that can be handled via telephonic or other virtual means.
- Avoid non-essential personal and work-related travel.

Phase One: Department/Office



- Identify essential government functions within your office or department.
 - ✓ Plan for operations with a reduced workforce.
 - ✓ Recommend areas in which to build staff redundancy.
 - ✓ Establish a plan that ensures a sufficient number of employees are available should an employee or group of employees become infected or in contact with an infected individual.
- Encourage telework whenever possible and maintain flexibility to develop and continue to use appropriate telework protocols.
- Return to work in phases, if possible.
- Close common areas or enforce strict social distancing protocols where personnel are likely to congregate and interact.
- Minimize non-essential travel and adhere to CDC guidelines and County policies regarding isolation following travel.
- Consider special accommodations for vulnerable personnel.

* Vulnerable Individuals means elderly persons, individuals with compromised immune systems, and those with serious health conditions including high blood pressure, chronic lung disease, diabetes, obesity, and asthma.

PHASE TWO: County has no evidence of a COVID-19 resurgence and Gating Criteria are satisfied for a second consecutive time.

Phase Two: Employees



- All employees who are vulnerable and/or live in the same household with vulnerable family members should continue to telework, if possible.
- Avoid socializing in groups of more than 10 people in circumstances that do not allow for physical distancing.
- Avoid interoffice meetings of more than three 3 people in circumstances that do not allow for social distancing.
- Non-essential meetings with the public or fellow employees may now be handled in-person if precautions and CDC guidelines are followed.
- Non-essential personal and work-related travel may resume.

Phase Two: Department/Office



- Identify essential government functions within your office or department.
 - ✓ Plan for operations with a reduced workforce.
 - ✓ Recommend areas in which to build staff redundancy.
 - ✓ Establish a plan that ensures a sufficient number of employees are available should an employee or group of employees become infected or in contact with an infected individual.
- Encourage telework whenever possible and maintain flexibility to develop and continue to use appropriate telework protocols.
- Return to work in phases, if possible.
- Close common areas or enforce strict social distancing protocols where personnel are likely to congregate and interact.
- Non-essential travel may resume.
- Consider special accommodations for vulnerable personnel.

PHASE THREE: County has no evidence of a COVID-19 resurgence and Gating Criteria are satisfied for a third consecutive time.



Phase Three:

Resume unrestricted staffing with guidelines for all phases still being considered and appropriately implemented.

PHASE FOUR: County has no evidence of a COVID-19 resurgence and Gating Criteria are satisfied for a fourth consecutive time.



Phase Four:

The County Administrator shall create policy guidelines regarding any continued restrictions on operations and employees.

SECTION 2: TELEWORK/TELECOMMUTING POLICY

This telework/telecommuting (telework) policy authorizes employees and their supervisors to adjust work arrangements during the COVID-19 pandemic. Telework does not change the duties, obligations, responsibilities or terms and conditions of County employment. Telework employees must comply with County rules, policies, practices and instructions.

Eligibility

- An employee's position may be suitable for telework when the job duties:
 - Are independent in nature
 - Are primarily knowledge-based
 - Do not require frequent in-person interaction at the regular worksite with supervisors, colleagues, clients or the public
 - Do not require the employee's immediate presence at the regular worksite to address unscheduled events, unless alternative arrangements for coverage are possible
 - Are not critical to the continuation of operations on a limited basis

Work Hours

- All the rules applicable at the regular worksite are applicable while telework is being performed. Such rules include, but are not limited to, the following:
 - Telework employees must perform designated work during scheduled work hours.
 - Employees must account for and report time spent teleworking the same way they would at the regular worksite.
 - Employees may work overtime only when directed to do so and approved in advance by their supervisor.
 - Employees must obtain approval to use Paid Time Off (PTO) or other leave in the same manner as departmental employees who do not telework.
 - Employee is required to satisfactorily complete all assigned work/tasks in a timely manner during telework days.
 - Telework employees who become ill must report the hours actually worked and use PTO leave for hours not worked.

Equipment and Supplies

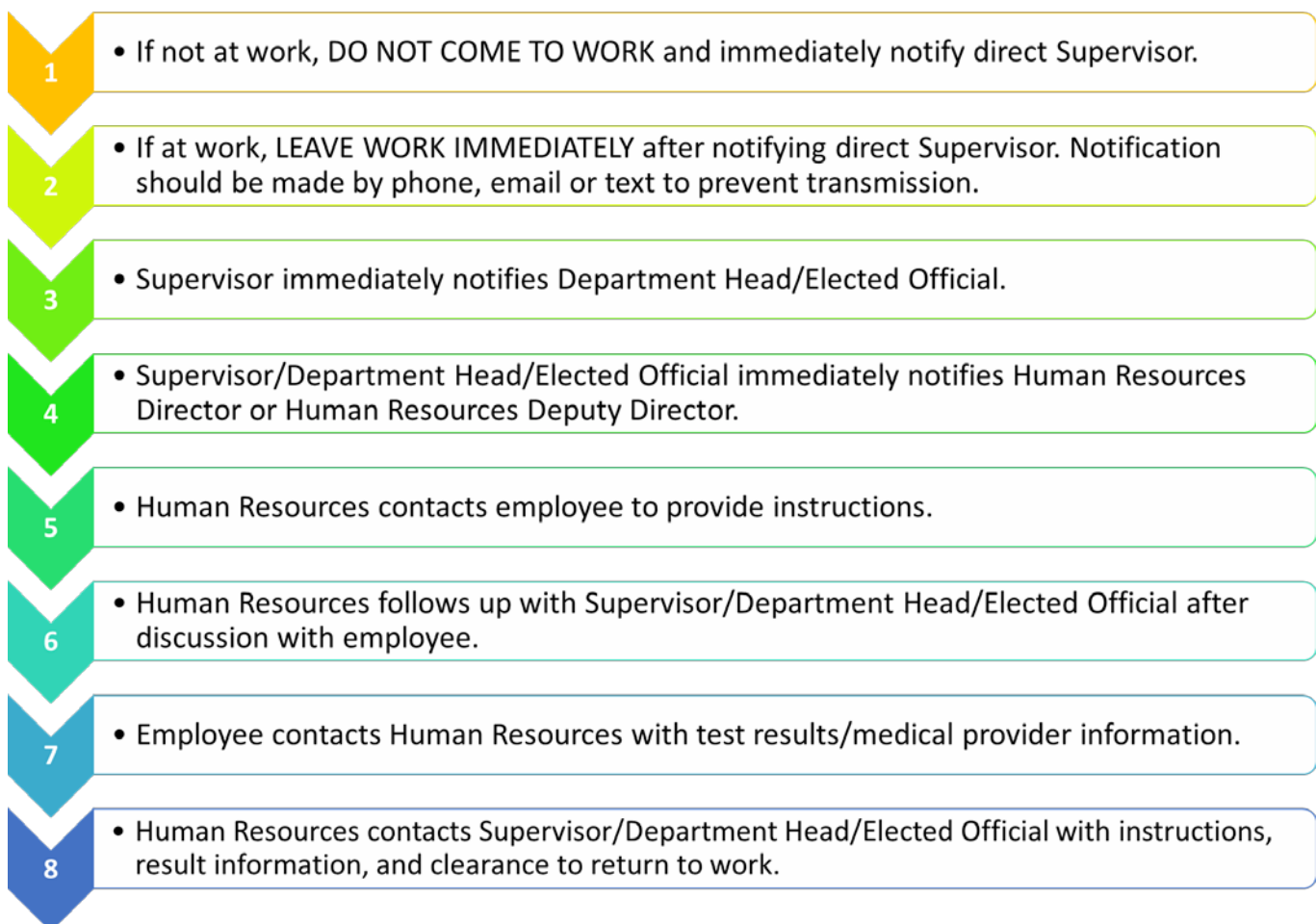
- A telework employee does not obtain any rights to County equipment, software or supplies provided in connection with telecommuting/telework.
- Equipment, software or supplies provided by the County are for County business only.
- The Virtual Privacy Network provided by County IT shall be used when conducting business remotely. Use of open Wi-Fi networks is prohibited. Passwords shall be used on all internet connections.
- For telework jobs that have security and/or confidentiality requirements, procedures must be established to guarantee protection of confidential information.

SECTION 3: COVID-19 PROCEDURE

EMPLOYEE EXPOSED, SYMPTOMATIC, OR TESTS POSITIVE

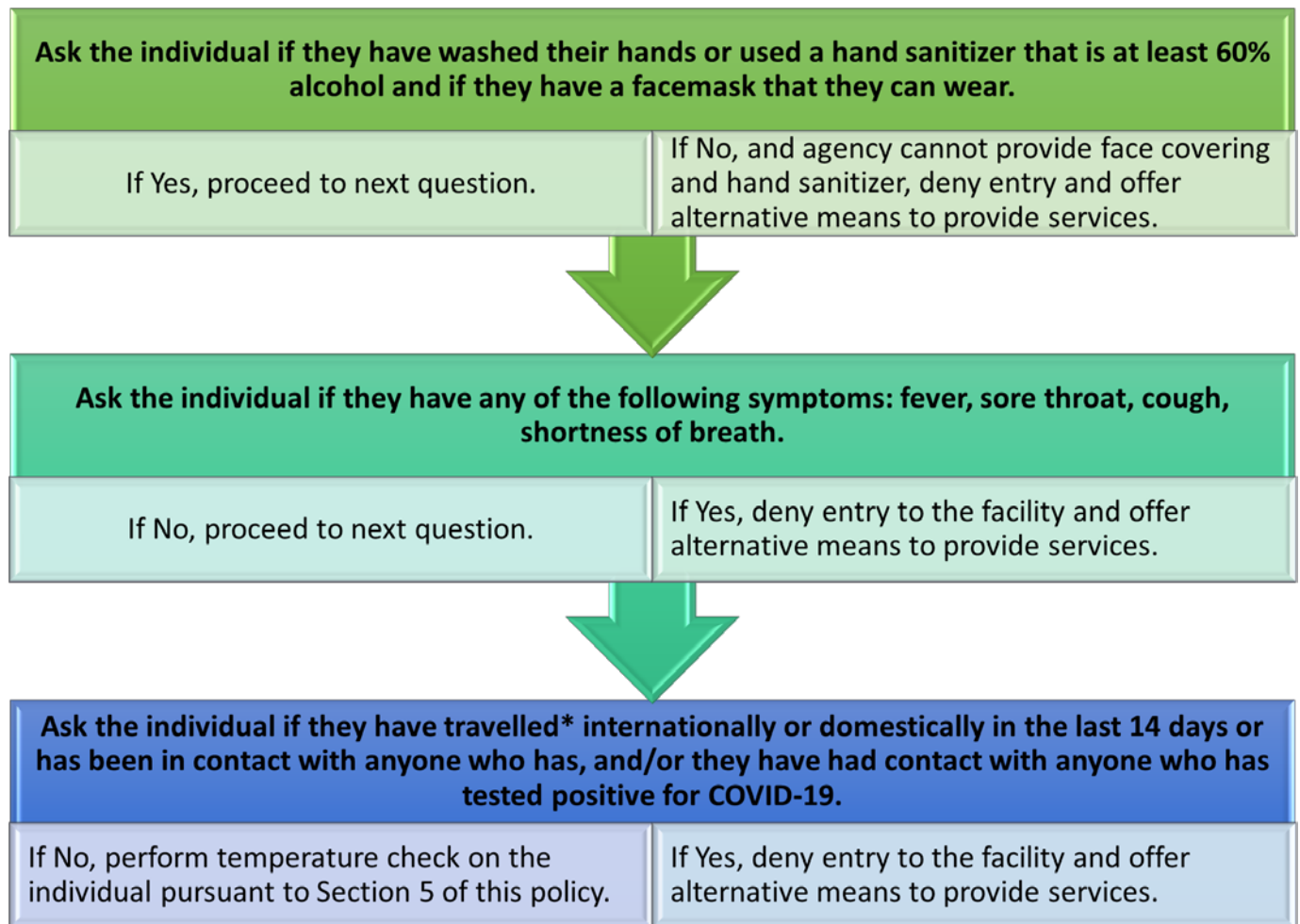
The following procedure shall be used if:

- An employee has been exposed to someone who displays the symptoms of COVID-19 or who has tested positive for the illness.
- An employee is displaying symptoms of COVID-19 (symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea).
- An employee tests positive for COVID-19.



SECTION 4: ENTRY OF NEW HIRES AND THE PUBLIC INTO COUNTY FACILITIES

The following procedure shall be used when determining whether to admit new County hires, employees from different County departments and offices, the public, and officials and employees from other governmental entities. Yuma County Human Resources is responsible for asking questions of all new hires when completing new hire paperwork. Department heads and elected officials are responsible for asking questions of the public.



* Travel means any travel outside the boundaries of Yuma County, including the Republic of Mexico.

SECTION 5: TEMPERATURE CHECK OF THOSE ENTERING COUNTY FACILITIES

The following procedure shall be used when checking the temperature of those entering County facilities:



The Department Head shall designate an employee to daily check the temperatures of staff members who enter the facility for their shift as well as all other individuals who enter the facility to conduct County business.

If an employee has a temperature of 100.4 degrees or above, the employee can be re-tested after waiting an additional 15 minutes. If the second test confirms a temperature above 100.4 degrees, deny entry and direct the employee to call their supervisor and Human Resources. If the second test shows a temperature below 100.4 degrees, the employee may be allowed entry.

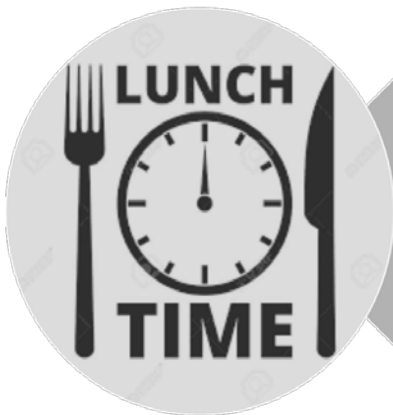
If a non-employee has a temperature of 100.4 degrees or above, the person can be re-tested after waiting an additional 15 minutes. If the second test confirms a temperature above 100.4 degrees, deny entry and offer alternative means to provide services. If the second test shows a temperature below 100.4 degrees, the person may be allowed entry.

SECTION 6: ADDITIONAL PROCEDURES AND PROTOCOLS



Face Covering Use

- ✓ Employees shall wear face coverings when interacting with the public and fellow employees, and when using common or shared areas including kitchens, restrooms, copy rooms, conference rooms, breakrooms, hallways and vehicles.
- ✓ Face coverings are not required when employees are working alone in their offices and vehicles or in cubicles that are separated by a safety barrier.
- ✓ All members of the public who enter the facility shall be required to wear a face covering.



Kitchens/Breakrooms

- ✓ Employees who use breakrooms or kitchen areas shall maintain social distancing of 6 feet and wear face coverings. Face coverings are not required while eating or drinking.
- ✓ Prior to leaving breakrooms or kitchens after extended use, each employee should wash their hands and sanitize room surfaces using cleaners provided by Facilities Management.
- ✓ Prior to leaving breakrooms after brief use, each employee should wash their hands.



Restrooms

- ✓ Employees shall utilize the restrooms designated for employees.
- ✓ Employees shall direct the public to use the restrooms designated for public use.
- ✓ If two employees must use the restroom at the same time, face coverings and social distancing shall be used.



Daily Sanitization of Offices and PPE

- ✓ Daily sanitization of offices, including frequently touched areas, will be performed by Facilities Management staff.
- ✓ If an employee has tested positive for COVID-19 and was in the office at the time of infection, contact Facilities Management at 817-5100 for direction.
- ✓ PPE shall be sanitized (unless disposable) according to the manufacturer's recommendations.



Sanitization of Common Areas After Use

- ✓ Employees shall sanitize all common areas, such as breakrooms and conference rooms, after each use.
- ✓ Dirty surfaces shall be cleaned with soap and water prior to sanitization.
- ✓ Only chemicals provided by Facilities Management shall be used for sanitization, and said chemicals shall be stored and used according to label directions.
- ✓ Safety data sheets on all chemicals shall be kept on file in the Hazard Communication binder.



Sanitization of Vehicles (General)

- ✓ At a minimum, vehicles shall be sanitized at the beginning and end of each shift. If the vehicle is used by more than one employee during the day, sanitization shall be performed after each use.
- ✓ Only chemicals approved by Yuma County Fleet Management shall be used for sanitization, and said chemicals shall be stored and used according to label directions.
- ✓ Safety data sheets on all chemicals shall be kept on file in the Hazard Communication binder.



Sanitization of Vehicles (Process)

- ✓ For non-porous surfaces such as hard seats, arm rests, door and grab handles, seat belt buckles, controls and doors, clean dirty surfaces with soap and water prior to sanitizing.
- ✓ For porous surfaces such as fabric seats, remove any visible contamination and clean with appropriate cleaners.
- ✓ For frequently touched electronic surfaces, such as touch screens, remove visible dirt, then disinfect using alcohol-based wipes or sprays containing at least 70% alcohol.



Sanitization of Vehicles (Process)

- ✓ Doors and windows should remain open when sanitizing vehicles.
- ✓ When cleaning and disinfecting, employees should wear disposable gloves compatible with the products being used, as well as any other PPE required according to the product manufacturer's instructions.
- ✓ Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning.



Sanitization of Electronic Equipment

- ✓ Sanitize electronic equipment at the beginning and end of each shift or between use when equipment is shared.
- ✓ Follow manufacturer recommendations when sanitizing electronic equipment. If no recommendations exist, use alcohol-based wipes or sprays containing at least 70% alcohol.
- ✓ Do not clean computer monitor screens with alcohol.



Sanitization of Electronic Equipment

- ✓ When using alcohol-based sprays, spray the solution into a cloth and used the cloth to wipe down the equipment. The cloth should be moist, not dripping wet.
- ✓ Do not spray alcohol directly on electronic equipment. Turn off equipment before cleaning.
- ✓ Consider use of wipeable covers on electronic equipment.



Field Operations

- ✓ Employees who perform work away from their usual office location shall carry with them a PPE kit that includes the following:
 - Face covering
 - Hand sanitizer
 - Disposable gloves
 - Eye Protection



Field Operations

- ✓ Employees who perform work away from their usual office location shall use PPE and hand sanitizer and practice social distancing when interacting with employees and the public.
 - When traveling to offsite locations in a County vehicle, facemasks shall be worn if more than one employee is in the vehicle.
 - When performing work offsite, employees shall wear a face covering if others will be present.



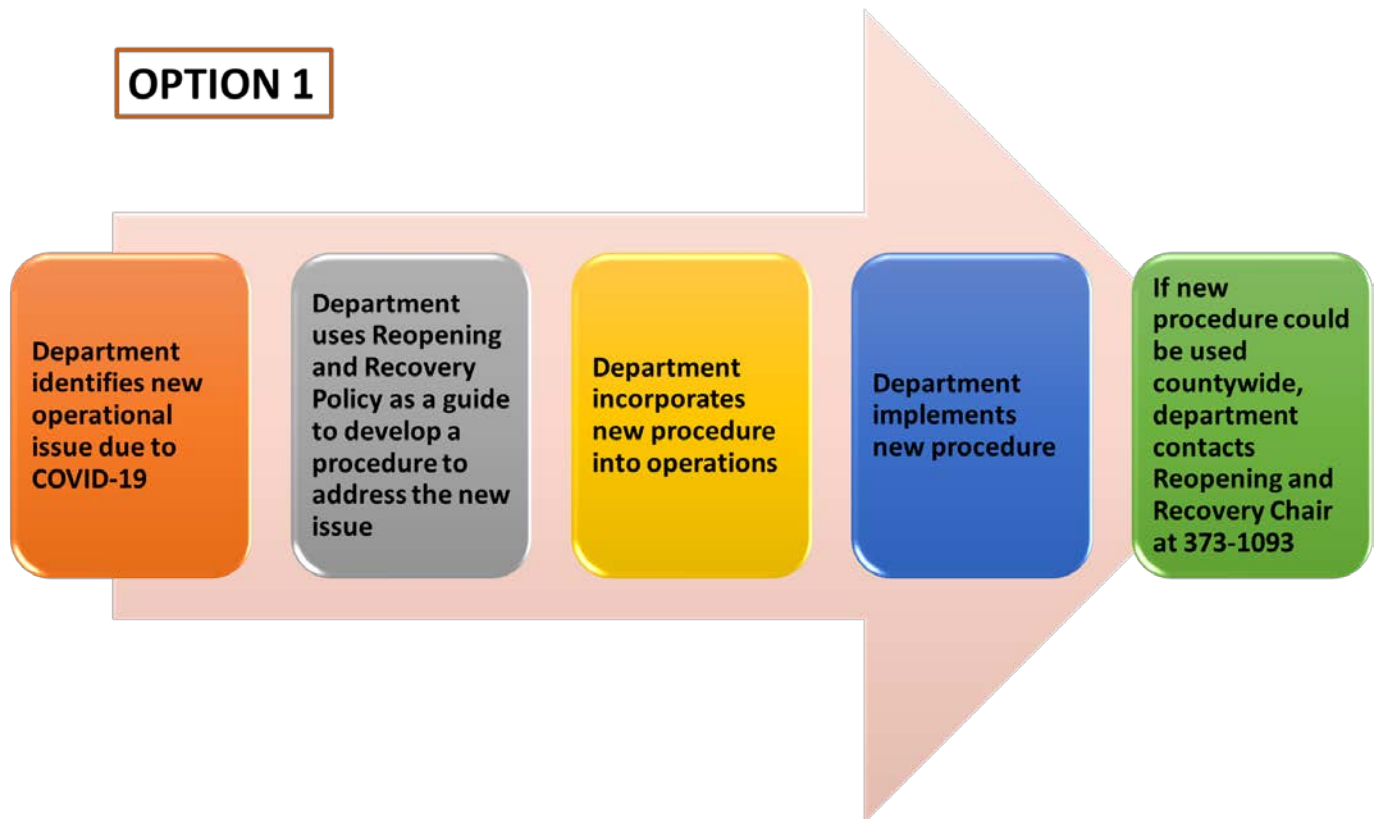
Field Operations

- ✓ Employees who return from performing offsite work shall immediately:
 - Disinfect their vehicle using the sanitization procedures contained in this policy.
 - Disinfect their hands by washing with soap and water or using hand sanitizer that contains at least 60% alcohol.
 - Disinfect or dispose of their face covering and dispose of any used gloves.

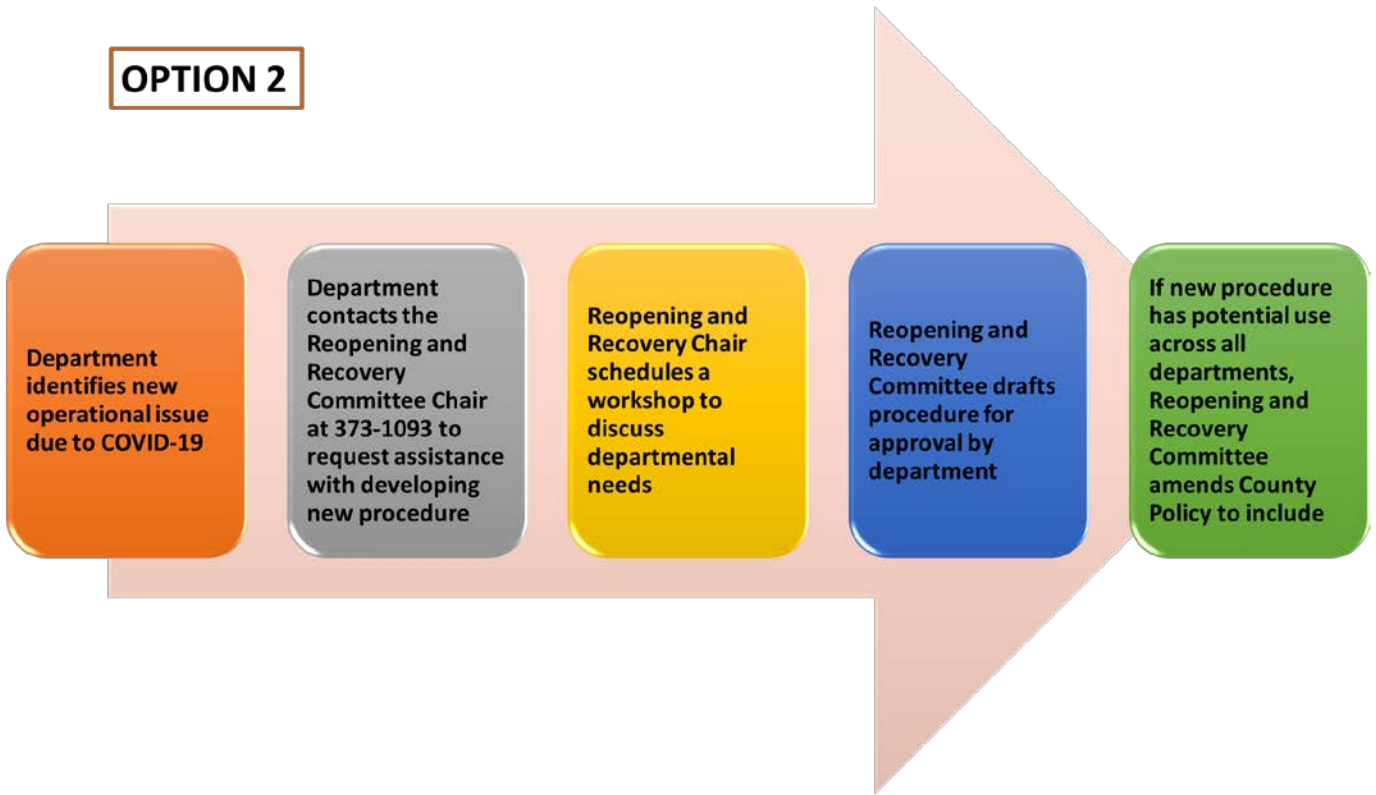
SECTION 7: EMERGING ISSUES

To address new and emerging issues due to COVID-19, one the following procedures should be used:

OPTION 1



OPTION 2



The foregoing Administrative Policy and Plan approved and effective August 3, 2020.

Susan Thorpe

Susan K. Thorpe
Yuma County Administrator