

BAYFIELD COUNTY
COVID-19 GUIDANCE
QUESTIONS AND ANSWERS
June 9, 2020

This document supersedes previous communications related to County Policy and Procedure pertinent to the COVID-19 Pandemic and County Operations during the pandemic.

Purpose: Continue efficient county service delivery in safe manner.

A target date of July 6, 2020 is in place to transition all staff back to on-site work. Extenuating circumstances will be addressed on a case by case basis through HR.

At the onset of the pandemic, many staff telecommuted to reduce exposure and “flatten the curve”. Telecommuting was also offered in situations where care for a family member, or underlying health conditions were of concern. Since that time, Bayfield County has implemented a number of measures to protect both employees and citizens working in and visiting our facilities. We are confident that safety measures are in place to facilitate a safe return of staff and citizens to county facilities. We remain committed to maintaining a safe workplace. If you have other suggestions or recommendation, please contact your supervisor or HR.

The transition of employees back to on-site work is an effort to “re-group” and “ground” our organization and to re-establish “quasi-normal” operations while following the safety measures.

A Review of Safety Measures That Are In Place For The Safety Of Employees And The Public:

There is no singular way to prevent COVID. Combining several preventing methods; however, increases chance of success.

1. Masks are strongly recommended to be worn by all staff when in public areas. Masks for staff are available in your department or HR if you do not have your own.

Several staff have questioned if a mask must be worn. While it is not mandatory, it is strongly encouraged. There are many staff and citizens that are at higher risk for exposure, or that may experience anxiety when they encounter staff and citizens not wearing masks. Out of respect for your fellow co-workers and citizens, and not knowing their personal situations, we ask that you be respectful and wear masks in public spaces, even though you may not feel that it is necessary. We are asking the public to wear masks in our facilities, we feel that employees should be setting the example that we would like our citizens to follow.

2. Establish a twice daily sanitizing routine for your office area/ workspace. Maintenance will provide sanitizing spray and paper toweling. Items that should be sanitized twice daily at a minimum: Telephone, doorknobs, keyboard, and any surfaces that are frequently contacted.
3. Hand sanitizer will be available at each reception point and each employee workspace.

4. Respect personal distancing and do not use another employee's phone or computer.
5. Minimize paper transactions. Use scanning / email whenever possible.
6. Avoid bringing any items into the workplace that are not needed for work.
7. No training or conference travel is authorized until further notice.
8. Work-required travel is limited to the Ashland-Bayfield county area unless prior approved by department head.
9. Social Distancing must be observed in all areas, including offices, hallways, meetings, breakrooms, etc.
10. Gloves will be available at each reception area for employee use when accepting documents, materials, monies etc... from the public.
11. Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
12. Avoid touching your eyes, nose, and mouth with unwashed hands.
13. Social Distancing of 6 feet shall be observed at all times, including in break areas. Employees utilizing break areas should sanitize all items touched. This may include table, refrigerator door handle, faucet, etc.
14. Sneeze-guards have been made available in most offices. If additional sneeze-guards are needed, please contact the maintenance department.
15. Bathrooms are cleaned and sanitized every day. Restrooms are sanitized a second time each day.
16. Doorknobs, handrails & frequently touched public surfaces are being sanitized daily.
17. Meeting rooms are sanitized as needed.

Out of Area Travel:

Employees are no longer required to complete the Travel Survey. If there is any question on whether self-quarantine is recommended, employees are asked to speak with the HR office.

If you or a member of your household have plans to travel out of the immediate region, we ask that you communicate this with your supervisor ahead of time. Following travel out of the immediate region we may request that you self-quarantine at home for a period of time before physically returning to courthouse facilities or interacting with the public. Based on your work setting, we may have a self-quarantine option for on-site work. If telecommuting is feasible during self-quarantine, this may be coordinated with your supervisor. In certain circumstances you may use eligible paid leave time.

Thank You all for your cooperation and consideration. All of these precautions are meant to protect our employees and our citizens. Please be respectful and mindful of those around you.

Illness:

Per CDC Guidelines, if you or a household member have these symptoms, you are encouraged to stay home.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- 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
- Diarrhea

This list does not include all possible symptoms.

Employees that are experiencing symptoms, or that have household members that are experiencing symptoms that are still able to work should coordinate with their supervisor to see if work from home or another site is available.

When calling in sick, employees should notify their supervisor if it is because of COVID symptoms or not (their own, or a household member). The supervisor may ask what the symptoms are to help determine when the employee may be allowed to return to work on-site.

If an employee is out sick for three or more consecutive days they must provide a Release From Their Medical Provider to return to work.

When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

QUESTIONS/ANSWERS: Following are questions we have received from staff and management.

Q) Will I have a choice if/when I return to the office?

A) *Department Heads/Supervisors will determine which employees should return to on-site work and when. They will make this determination based on the needs of the department and employee considerations. All employees will be back by July 6.*

Q) I am going to return to the office, what do I need to do?

A) *There are two actions necessary when returning to on-site work:*

1) Contact the HR Office prior to returning to on-site work to complete a screening and to review the protocol for on-site safety precautions.

2) Notify IT of the date you plan to return to on-site work.

Q) I have been told I need to be tested for COVID19, now what do I do?

A) *Contact your health provider or Public Health to discuss testing availability.*

Q) I don't feel well today, but I don't feel that I have COVID19 symptoms, should I report to work?

A) *If you feel ill, stay home.*

Q) I know my symptoms look like COVID19, but I have seasonal allergies. What do I do?

A) *Contact the HR Office for a screening. Many considerations are used to determine if an employee may return to on-site work.*

Q) Under what circumstances will I be asked to test for COVID 19?

A) *If an employee has symptoms of COVID-19, they may be asked to self-quarantine and/or it may be recommended that the employee contact their health care provider to determine if COVID-19 testing is warranted.*

Q) What if I do not want to be tested?

A) *If an employee has symptoms that are consistent with COVID-19, and they choose not to be tested, they will not be allowed to return to on-site work until the period of self-quarantine recommended by the CDC is exhausted.*

Q) Can I return to work immediately after I have been tested?

A) *Employees may return to work 24 hours after receipt of a negative COVID-19 test result.*

Q) Will quarantines continue as people travel, have guests from out of the area, etc. this summer?

A) *As employees travel, attend high-risk events, or have guests from out of the area, they are asked to follow safety precautions identified by the CDC. Employees travelling to high-incidence areas, or that take part in activities that have higher risk for exposure should discuss this with their supervisor and contact HR for guidance.*

Q) Will quarantined employees continue to have the option of working from home?

A) *Telecommuting will continue to be an option when on-site work is not recommended, and conditions of the telecommuting policy can be met.*

Q) Will there be a pool of “grab and go” equipment that can be assigned to quarantined employees who do not have laptops?

A) IT has ample equipment available for anticipated telecommuting needs.

Q) Should we continue to have employees who plan to travel proactively reach out to HR for direction, so they know whether or not they should prepare to work from home when they return?

A) As employees travel, attend high-risk events, or have guests from out of the area, they are asked to follow safety precautions identified by the CDC. Employees travelling to high-incidence areas, or that take part in activities that have higher risk for exposure should discuss this with their supervisor and contact HR for guidance.

Q) Is quarantine ten or fourteen days?

A) The CDC recommends a 14-day self-quarantine; however, this may be reduced to 10 days for essential employees. All Bayfield County Employees have been deemed essential.

Q) Should we continue to direct employees to send an e-mail to the IT Helpdesk () when they are moving their work location (from home to the Courthouse, from the Courthouse to home)?

A) Yes, please notify IT of any change in work location status.

Q) Does Maintenance have adequate hand sanitizer available for each office and employee?

A) Yes

Q) What happens if there is an outbreak of COVID-19 in Bayfield County?

A) Bayfield County is monitoring the status of COVID-19 cases and will take appropriate action if an outbreak were to occur. This could include expansion of telecommuting.