

Ontario County COVID-19 Phasing Plan

While responding to COVID-19, Ontario County has also been planning a phased reopening of governmental operations. Safety of staff, clients and the general public is our foremost priority, while also ensuring that critical services are being provided for our residents. All employees have risen to the challenge during this pandemic, and we should all be proud of our collective response.

This document is meant to provide guidance for each department and our employees regarding our phased return to work sites, building sanitization, expectations and best practices, and additional resources. If you have questions or concerns, please speak with your supervisor, department head, Human Resources, or the Office of the County Administrator.

General Guidance:

- All staff and clients will be required to wear face coverings when social distancing of 6 feet cannot be maintained for prolonged contact (more than 5 minutes);
- All staff will be required to complete a health screening prior to beginning work. Staff with a temperature of 100 degrees or greater and certain other symptoms will be sent home and not charged leave for that day;
- All members of the public will be required to complete a health screening prior to meeting with a County employee and must provide contact information for purposes of tracing, if necessary.
- All staff must maintain social distancing guidelines while in County buildings and on County property to the best extent possible, including during building entrance and when utilizing stairs/elevators. In locations where there are designated break/lunch areas, employees may not congregate at any time, including during lunches or breaks without maintaining social distancing. Access to conference rooms will also be limited and prior approval for use will be required;
- When using elevators in the buildings, there should be no more than two people per elevator. If there are already two individuals on the elevator, please wait for the next one;
- Employees should stay to the right and in a single file when using the stairs and hallways;
- Utilizing County vehicles - only one employee should be in the vehicle at a time, with the exception of Law Enforcement, Corrections, and client transport (face coverings to be used in these cases);
- At this time, all employees are advised to utilize e-mails, phone conferences, and/or web meetings rather than having face-to-face contact to the best extent possible;
- Non-essential business travel is prohibited;
- There will be increased availability of hand sanitizer throughout County facilities. Employees should wash hands frequently and/or use hand sanitizer when necessary. Please notify your supervisor if more supplies are needed in your work location;
- Each department should ensure that frequently touched surfaces are sanitized multiple times per day by their staff;
- Staff should follow a 'clean desk practice' and remove papers and other items by the end of each workday to allow Buildings & Grounds to disinfect surfaces;
- Should Public Health find that a COVID-positive employee or client has been in a County facility, the facility may need to be temporarily closed for sanitization. This will be communicated to the department as soon as possible;
- Please remember that all employees must abide by the Ontario County Policy Against Nondiscrimination & Harassment. This includes discrimination and harassment against individuals with perceived, known or unknown cases of COVID-19 or exposure to COVID-19;
- We would also like to remind employees of our EAP program. EAP services are available to address your total wellbeing, from assistance with everyday work and family issues to more challenging personal concerns as the "norm" of everyday life changes. To access your EAP benefits, call 800-252-4555 or online at theEAP.com.

Ontario County

Return to Work Site Phasing Guidance

Phase 1 (in place since March 16, 2020)

- Continuation of operations and services with reduced onsite staffing;
- Staff that can complete all tasks via remote work will continue to do so;
- All services to clients and public will be done via appointment only (no public walk-in);
- Departments may bring staff back onsite, but not to exceed 50% of departmental capacity onsite, unless approved by the County Administrator;
- Limited public access to waiting rooms.
- Implement social distancing and other protective measures.
- Buildings and Grounds sanitizes all department common areas and disinfects touch points multiple times throughout the day.

Phase 2 (Target start date - May 29, 2020)

- Remote work remains preferred for those that can complete all tasks offsite;
- Adopt Safe Return to Work Protocols and provide to all employees;
- Limited hours for walk-in services to clients will be available, with appointments preferred;
- Departments may continue to bring staff back onsite, but not exceed 75% of departmental capacity onsite, unless approved by the County Administrator;
- Limited public access to waiting rooms.
- Daily Health Screening and other protective measures remain in place.

Phase 3 (No Identified Start Date)

- Remote work remains available, but no restrictions of onsite capacity;
- Open to the Public with protective measures in place.
- Safe Return to Work Protocols remain in place.