

## Purpose and Intent

These protocols are developed in accordance with the State's *NY Forward Reopening* guidance and based on what is currently known about the COVID-19 disease and the most recent recommendations from the Center for Disease Control (CDC) and the advice of the County's Public Health Department. COVID-19 is a respiratory illness that can spread from person to person. The intent of adopting these protocols is to help prevent workplace exposures to COVID-19 and to keep our employees healthy.

## Maintain safe behavioral practices

We all must make significant behavioral changes to reduce the spread of COVID-19. To operate safely in Ontario County worksites, all employees will be required to diligently continue these practices:

- \* Washing hands frequently and thoroughly is the best way to help prevent the spread of this disease.
- \* Social Distancing – employees must stay at least 6 feet away from any other people in a shared space. This includes hallways, stair wells, bathrooms, breakrooms, copy rooms, kitchens, conference/meeting rooms, offices, etc.
- \* Respect other employee's work space and do not enter their work area
- \* Wear cloth face coverings/masks if social distancing cannot be maintained
- \* Avoiding touching your eyes, nose, and mouth
- \* Stay home when you have symptoms or are sick
- \* Clean and disinfect frequently touched objects and surfaces

## **CLEANING PROTOCOLS**



### Wash your hands often

- Employees should [wash hands](#) often with soap and water for at least 20 seconds especially after being in a public space, or after blowing nose, coughing, or sneezing.

- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- Employees should **avoid touching eyes, nose, and mouth** with their hands.



### Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.**
- Cleaning supplies will be provided to each department by Buildings and Grounds. Do NOT bring in personal cleaning products to the worksite, as they may not interact with other cleaning agents and could be harmful.
- Employees will be responsible for cleaning the frequently touched surfaces in their own office space on a daily basis.
- Department Heads will develop procedures for cleaning frequently touched surfaces throughout the day within their own department common areas such as counter tops, copiers, kitchen appliances, inter office door handles, etc.
- Buildings and Grounds and contractual cleaners will provide daily cleaning and disinfection in the public areas.

Examples of frequently touched surfaces and objects that will need routine disinfection are:

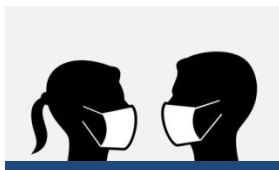
- |                  |                           |
|------------------|---------------------------|
| • tables         | • desks                   |
| • doorknobs      | • phones                  |
| • light switches | • keyboards               |
| • countertops    | • faucets and sinks       |
| • handles        | • shared office equipment |

## SOCIAL DISTANCING



### Avoid close contact

- **Put at least 6 feet of distance between yourself and other people when in prolonged contact (in excess of 5 minutes).**
- Remember that some people without symptoms may be able to spread the virus.
- Continue the use of electronic meeting space when feasible.
- Any in-person meetings must be limited in the number of occupants so that social distancing is strictly maintained. Conference rooms will have limited seating available to ensure compliance.
- Remote work and alternative work arrangements will be permitted to the extent feasible and productive for each department to enable social distancing as much as possible.
- Department Heads will regularly confer with Building and Grounds to address any office arrangements to maximize social distancing.

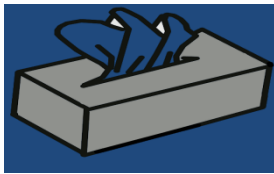


### Wear a Face Covering

- The County will provide face masks for employees in every department. Employees are permitted to use their own face coverings so long as they properly cover their mouth and nose.
- The County will have face masks available to provide to the public when they enter any department for personal interactions. The public will not be forced to wear a mask but they may be denied services.
- All employees must cover their mouth and nose with a cloth face cover when they are around any other person for more than 5 minutes and when social distancing cannot be maintained.

- Remember that you could spread COVID-19 to others even if you do not feel sick, so respect their space. The cloth face cover is meant to protect other people in case you are infected.
- Employees must continue to keep about 6 feet between themselves and others. The cloth face cover is not a substitute for social distancing.

## SYMPTOMATIC EMPLOYEES



### Cover coughs and sneezes

- If employees are in a private setting and do not have on a cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
- If you have a chronic cough you must wear a face covering at all times.
- Throw used tissues in the trash.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

#### COVID-19 Symptoms



1. Fever



2. Cough



3. Shortness  
of Breath

### Watch for symptoms

People with COVID-19 have a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Employees with these symptoms or combinations of symptoms may have COVID-19:

- Cough (not related to seasonal allergies)
- Shortness of breath or difficulty breathing
- Fever (>100)

*Or at least two of these symptoms:*

- Chills
  - Repeated shaking with chills
  - Muscle pain/aches
  - Nausea/vomiting
  - Diarrhea
  - Headache (not related to other causes)
  - Sore throat
  - loss of taste or smell
- Each department will be provided a thermometer in order to take the temperature of symptomatic employees or employees who express concern regarding their health.
  - No employee with a fever over 100 degrees will be allowed to continue to work. They will be sent home and referred to the Public Health & Nursing Department.



## Daily Health Assessments

- ❖ Employees will be required to complete a Daily Health Assessment every day they are scheduled to work. The Daily Health Assessment may be performed electronically, or the employee may sign an attestation each day in their department that they have conducted a self-assessment for the above-described symptoms and that they are not presently exhibiting any symptoms. Employees who develop symptoms during the work day should immediately notify their supervisor.
- ❖ Employees who exhibit the symptoms as indicated above prior to reporting for work should immediately notify their supervisor of their symptoms and stay home until directed otherwise by the Public Health & Nursing Department. The employee may continue to work remotely, if able. The Department Head will provide the employee's name, phone number, and date of birth to the Public Health & Nursing Department for assessment and possible COVID-19 testing.
- ❖ Department Heads can send any employee home from work who is exhibiting any of the above symptoms. Remote work

arrangements will be permitted unless it requires in person contact with individuals outside of the home. The Department Head must also provide the employee's name, phone number, and date of birth to the Public Health & Nursing Department for referral and required COVID-19 testing.

- ❖ An employee that has been referred to the Public Health & Nursing Department must comply with the recommendations and directive of that department with respect to COVID-19 testing, quarantine, isolations, and return to work.
  
- ❖ For employees who test positive for COVID-19 the County will conduct contact tracing into co-workers that may have had close contact with the confirmed-positive employee and may direct those individuals that have had close contact with the confirmed-positive employee to be aware of the symptoms and self-assess for those symptoms every day.

**Employee Who Has Close Contact with a Tested Positive COVID-19 Individual Outside of Work**

Employees that have come into close contact with a confirmed-positive COVID-19 individual must report such information to the Department of Public Health and Nursing and may be directed to self-quarantine. Close contact is defined as six (6) feet for a prolonged period of time.