



Making It Better, Together.

CAMDEN COUNTY OFFICES COVID-19 RETURN TO WORK PLAN

SUMMARY

This plan contains information relating to return to work conditions and operations for Camden County Offices during the COVID-19 health emergency effective June 29, 2020. Our employees are "Essential Critical Infrastructure Workers" and perform "Essential Governmental Functions" under applicable health orders. The Camden County Government strives to provide each member of our team, and the public we serve, with a safe, professional environment. As the level of impact of the virus is fluid, the necessary response by the County may change or expanded beyond this document. As such, this plan may be changed or updated, and supervisors and managers may have to modify their response as necessary as the situation evolves. Moreover, the procedures outlined below are temporary and are not intended to be permanent.

The goal of this plan is to provide a framework to keep everyone safe. Employee cooperation and adherence to the precautions outlined in this Return to Work Plan are crucial.

PREPARATION

The Camden County Board of Freeholders is dedicated to the safety, health, and well-being of all Camden County employees. We have taken several actions in the past three months to prepare for a safe return to work.

CLEANING AND DISINFECTING

Hand washing and or hand sanitizing station will be provided at the main lobby of all county buildings to be used by each employee or visitor while entering county buildings.

Janitorial staff will continue to disinfect common areas, such as restrooms and breakrooms, and frequently touched surfaces, such as elevator buttons and door handles. However, it is not reasonable to expect janitorial staff always to clean all county facilities throughout the day. Moreover, it has been a longstanding practice that employees clean their workspaces. Therefore, it is the responsibility of all employees to do what they can to help keep their workspaces disinfected. Specifically, it is essential to regularly clean (with a disinfecting wipe or equivalent) commonly touched areas in your workspace (e.g., desk, keyboard). Also, after using shared equipment, such as copiers and printers, employees are expected to clean the areas they touched with a disinfecting wipe or equivalent. Disinfecting wipes or equivalent will continue to be provided as needed.



PERSONAL PROTECTIVE EQUIPMENT (PPE) SUPPLIES

The County has been providing disinfectant as well as face coverings (masks) and gloves at many locations throughout the County. Personnel who have high levels of field contact with the public should discuss with their immediate supervisor for proper PPE and coordinate with your COVID-19 Department Liaison. While employees may use PPE supplied by their office, personal PPE is also encouraged and highly recommended, as long as it is regularly cleaned/replaced, meets CDC recommendations, and has a professional appearance.

EMPLOYEE SCREENING PROTOCOLS BEFORE ADMITTANCE TO THE BUILDING

All employees must wear a face mask before entering a County building. If employees can not wear a mask, the employee must provide a doctor's note. Employees are to conduct a self-health assessment before entering any county facility (see self-health assessment form). This must be done once a day at the start of an employee's shift.

A list of symptoms will be posted at the self-health assessment screening station in the lobby or reception of county buildings, for employees to review (such as fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, the new loss of taste or smell, vomiting or diarrhea, and/or sore throat). A no-touch thermometer will also be provided to take employees' temperature, along with wipes for disinfecting before and after use, and hand sanitizer.

If an employee's temperature is at or slightly above 100.4 but believes there is a non-illness related reason for the elevated temperature, such as waiting outside on a warm day or in a warm car or walking a significant distance to get to the office, the employee may wait a few minutes and take another reading.

If an employee has any of the listed symptoms (not solely related to seasonal allergies) or a temperature that remains at or above 100.4, that employee will not be permitted to enter the building and shall immediately and safely inform an immediate supervisor that they are unable to work.

VISITORS SCREENING BEFORE ADMITTANCE TO THE BUILDING

Visitors will go through temperature checks and health assessment screening when entering County buildings in the lobby or reception area. A list of symptoms will be posted for visitors to review (such as fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, the new loss of taste or smell, vomiting or diarrhea, and/or sore throat). A no-touch thermometer will also be provided to take visitor's temperature, along with wipes for disinfecting before and after use, and hand sanitizer.

If the temperature reading is at or slightly above 100.4, but visitor believe there is a non-illness related reason for the elevated temperature, such as waiting outside on a warm day or in a warm car or walking a significant distance to get to the location, the visitor may wait a few minutes and take another reading.

If a visitor has any of the listed symptoms (not solely related to seasonal allergies) or a temperature that remains at or above 100.4, they are denied access to the building. All visitors must wear a face mask before entering a County building. If visitors can not wear a mask, the employee must provide a doctor's note.



ATTIRE

Upon returning to work, employees shall maintain appropriate attire. County employees are expected to maintain professional dress standards inside or outside the office. The dressing should include face coverings when not maintaining a social distance of at least six feet from another person.

SOCIAL DISTANCING REQUIREMENTS

To help minimize exposure between employees and to employees from members of the public, social distancing protocols and precautions will continue throughout county buildings. These practices include but not limited to:

- Promoting frequent and thorough hand washing.
- Encouraging physical distancing of six feet between employees, and between employees and the public to the maximum extent feasible.
- Encouraging employees to stay home if they are sick.
- Encouraging respiratory etiquette, including covering coughs and sneezes.
- Not shaking hands or engaging in any unnecessary physical contact.
- Discouraging the use of other employees' phones, desks, offices, or other work tools and equipment when possible.
- Maintaining regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- While waiting to clock in or out within the county building.

PERSONAL PROTECTIVE EQUIPMENT

Every employee shall, absent an ADA accommodation, wear a cloth or disposable mask that covers both the mouth and the nose in all shared areas of the office, including:

- Restrooms
- Elevators
- Stairwells
- Supply Room
- Other common areas such as hallways, lobby, break rooms, etc.

Employees do not need to wear a face-covering while alone in their office or workspace, as long as that workspace is six feet apart from any other co-worker's workspace.

All visitors to the office shall wear masks unless the situation prevents it. Employees must also wear face masks when meeting with members of the public except if more than six feet is maintained during the meeting.



COMMON AREAS

Breakrooms will remain available for storing and preparing food. Chairs will be removed or taped off to discourage congregating. If employees are eating inside the facility, meals are to be eaten in your own office or at your desk or workstation. **High usage areas, such as handles on refrigerators/microwave handles and buttons shall be cleaned and disinfected regularly.**

The maximum capacity in elevators, while maintaining social distancing protocols, is two people. If an elevator has too many people in it to ensure social distancing, employees must wait for another elevator. If employees use the stairs as an alternative, they should remember to practice social distancing in the stairwell.

To facilitate social distancing when using the restroom, if it is not practical to keep at least a six-foot distance from another restroom user, employees should wait outside the restroom for space to become available while maintaining a social distance of at least six feet apart. Public use of restrooms is discouraged.

VEHICLES

Any employee who uses a pool or shared vehicle shall appropriately disinfect any areas they or their passengers used or touched upon returning the vehicle. Wipes or other cleaning supplies will be made available as feasible. The vehicle driver must be wiped down before exiting the vehicle at the end of the day. The driver is responsible for ensuring disinfected wipes are available at the end of the shift. Contact your COVID-19 liaison for supplies.

Employees are discouraged from riding together in county vehicles when practical. If two or more employees are riding along in a county vehicle, all occupants must wear a face covering.

MEETINGS

All employees are discouraged from having in-person meetings. Even if employees are participating in a meeting at the office, meetings should be conducted by phone or Zoom, Microsoft Teams, or other teleconferencing applications.

Employees shall remember to promote a professional appearance in meetings held by teleconference, especially those they attend from home. This includes not only employee personal appearance, but the appearance of the surroundings visible to others in the meeting.

FIELD CONTACTS

All employees should avoid field contacts whenever possible. Contact by telephone or videoconference is recommended. For field employees, maintain social distancing and wear a face covering when in public or visiting facilities. In these situations, you should consider the need for N95 respirators, eye protection, and gloves and shall utilize these items when the situation presents a heightened risk of exposure. Transporting non-county employees is discouraged.



TRAVEL AND TRAINING

All non-essential travel and off-site training are curtailed. An employee division director must approve requests for essential travel. When on essential travel, employees should utilize PPE as appropriate, avoid public transportation when possible, and review and follow all CDC and local guidelines.

INTERNATIONAL TRAVEL

All employees that travel out of the Country must quarantine for 14 days upon return. Contact Human Resources for further details.

COVID RESPONSE/REPORTING ILLNESS

If an employee should become ill from COVID-19 or has a high-risk exposure (as defined in CDC guidelines) to someone with COVID-19, the county health department has a mechanism for assessing, containing, and tracing the illness or exposure. Employees must leave work if they become sick at work and go home. If an employee is at home, they should stay home and consult their medical provider.

To report illness or exposure, or if an employee had close contact (as defined by the CDC) with someone who has tested positive for COVID-19 or is exhibiting symptoms and awaiting the results of a test, immediately email the Human Resources **Molly.Brown@camdencounty.com** and copy their supervisor.

Any health information will remain confidential to the fullest extent possible. Some information may need to be shared with limited county personnel and with the Camden County Department of Health. The County will take appropriate steps to determine exposure to other employees and make notifications to other employees as necessary. Employees may be directed to remain home for 14 days or longer, depending on individual situations.

RETURNING TO WORK

If an employee had a positive COVID-19 test, had COVID-19-like symptoms, exposure, or close contact with someone who tested positive or is exhibiting symptoms, the employee must contact Human Resources before returning to work. Employees may be required to provide a doctor's note authorizing a return to work.

RESILIENCY

The health and well-being of our employees is our most important goal as we return to work. If an employee has personal issues or concerns, should not hesitate to reach out to others for assistance. Employee Assistant Program is available and ready to help you with handling the challenging stressors of everyday life, especially during this health crisis. Employees can reach out to EAP by phone at 1-800-272-7255. Employees should make sure to provide Camden County ID# **COM589** during the call.



MAIL DELIVERY

Mail will be delivered as usual with extra precaution regarding the spread of COVID -19 on contact surfaces.

COVID-19 DEPARTMENT LIAISON:

There will be a **COVID-19 Department Liaison** for each County Department. This employee will have direct contact with the County's COVID-19 Workplan Coordinator.

The **County COVID-19 Workplan Coordinator** is Sara Kucharski. She can be reached at **sara.kucharski@camdencounty.com** or **856-374-5153**. Employees should first reach out to their Department COVID-19 Liaison for any issues concerning COVID-19.

The COVID-19 Department Liaison is responsible for the following:

- Keeps employees informed of up-to-date information from the Health Officer.
- Keeps employees informed of COVID-19 recommendations or guidelines.
- Ensures signage is displayed appropriately at the County facilities.
- Inform all employees within their Department how to report COVID-19 related issues.
- Regularly evaluate PPE need and handle the Department's PPE cache.
- Notify the COVID-19 Workplan Coordinator of any PPE requests.

VULNERABLE EMPLOYEES

Any questions concerning vulnerable employee accommodations should be directed to Human Resources.

QUESTIONS

Employees should contact their immediate supervisor and the COVID-19 Department Liaison regarding any section of this plan that is ambiguous. Employees should receive further directions from Human Resources, and their supervisors on scenarios not covered in this plan. The safety of all employees is paramount to the board of freeholders. **Welcome Back.!!!**



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This Safe Workplace Practice Checklist is a guide for maintaining a safe and healthy work environment.

SAFE WORKPLACE PRACTICE CHECKLIST

Am I washing my hands frequently enough (before and after breaks, lunch, meetings or using the bathroom)? YES ☐ NO ☐

- Wash often and for at least 20 seconds with soap and water according to CDC guidelines or use hand sanitizer at least 60% alcohol.

Are hand sanitizers /or hand wipes available in my work area? If yes am I using them when entering and when leaving my work area? YES ☐ NO ☐

- If sanitizer or wipes are out, notify your COVID 19 Liaison

Do I avoid touching my eyes nose and mouth? YES ☐ NO ☐

Do I cover my mouth with a tissue or inside of the elbow when coughing or sneezing? YES ☐ NO ☐

Do I have proper protective equipment based on my job requirements, PPE (Mask, gloves, safety glasses, safety shield, protective clothing). Is my equipment clean? YES ☐ NO ☐

Am I practicing 6-ft distancing during work, during lunch breaks, and when I enter and leave the workplace? YES ☐ NO ☐

Have I wiped down company phone and my cellphone before and after use? YES ☐ NO ☐

Am I wiping down door knobs or handles after use? YES ☐ NO ☐

Is there anyone in the building I am not sure should be here? YES ☐ NO ☐

- If Yes, immediately notify your supervisor.

**Information based on EHStoday.com and the CDC Resuming Business Toolkit*

