

MACON COUNTY COMMISSION PLANNED RESPONSE TO THE CORONAVIRUS PANDEMIC FOR COUNTY EMPLOYEES

Macon County is committed to the health and well-being of all county employees. As we face the challenges provided by the global coronavirus pandemic the County will put in place certain emergency measures to mitigate the impact this pandemic will have on our workforce. This plan is subject to change based on federal and state rules and regulations and will be amended at any time as needs and conditions change.

STAFFING

All County Offices will continue to operate as normal as possible in light of the situation, staff is to secure access to their offices. There will be restricted access to the public. Signs are to be used to direct the public to Security for assistance/access to staff.

Employees will not be allowed to work from home.

PROTECTING EMPLOYEES AND OTHERS

Entrance to county facilities may be restricted or denied based on determination by the appointed authority. This may necessitate closing all secondary entrances, instructing anyone entering the facility (including employees) to utilize one main entrance only. Other restriction may be considered, such as non-business visits.

Follow recommended CDC guidelines for anyone entering the facility (including employees). This may include taking temperatures (with digital non-touch thermometer), asking questions regarding recent contacts with exposed/diagnosed individuals, recent travel history, etc.

Follow all department specific exposure protocols especially regarding the wearing of assigned Personal Protective Equipment (PPE).

Employees should not bring children to the workplace at any time – this is for their own protection as well as other in the facility and could present a liability to the county.

All employees and visitors must practice social distancing of at least six feet.

Wash hands often and use other sanitary means to prevent the spread of germs.

If any employee (or immediate family member of an employee) is diagnosed/confirmed positive with this virus, the workplace should be shut down and disinfected thoroughly per CDC recommendations before allowing other employee to return. This includes county vehicle and/or equipment used by that employee before said vehicle or equipment can be assigned to another employee.

IF YOU ARE SICK

Employees must immediately notify their supervisor/department head if they have experienced an exposure or received a presumed or confirmed diagnosis of coronavirus.

All personnel who are exposed to a known case of COVID-19 shall report such to their appointing authority immediately and shall go home to self-isolate for 14 days. They must send a negative COVID-19 test result to their appointing authority and be approved before returning to work. (This may change based on the CDC guidance and will be evaluated on a case by case basis). You will be compensated your scheduled shifts,

All personnel who test positive for a case of COVID-19 shall report such to their appointing authority immediately. You must have a negative COVID - 19 test to return to work. You will be compensated for your scheduled shifts. (This may change based on the CDC guidance and will be evaluated on a case by case basis)

In order to help keep the hospital and doctors' offices from being overwhelmed, the "Sick Leave" *Policy #11.6.6* requirement for a signed physician's certificate after missing three consecutive days (shifts) is hereby suspended.

Employees who report to work having a fever or flu-like symptoms upon arrival, or who become sick during the workday, should be separated from others and immediately sent home. Employees should be fever free for 72 hours before returning to work if they had a positive or presumed case of the virus. Employees should be fever free for 24 hours for all other sickness. Additional information may be required such as medical releases from employee with on-going symptoms after they have been cleared to return to work. Further, employees may be asked to sign a medical release allowing direct contact with their physician's office. All protected health information regarding the employee and family's health will be kept in strictest confidence and maintained in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

These policies remain in effect as long as there is a declared national emergency regarding the COVID-19 Pandemic.

Adopted in an Emergency Meeting of the Macon County Commission where a majority of the Commission members were in attendance, held this 30th day of March 2020.

MACON COUNTY COMMISSION

COVID-19 (Novel Coronavirus) Screening Tool

Employee/Visitor: _____ Phone: _____ Date: _____

1. Are you having fevers or other symptoms of a cold or flu? Check those that apply:

- ☐ Yes
- ☐ Fever
 - ☐ Cough
 - ☐ Shortness of breath
- ☐ NO

2. Have you traveled outside the United States within the last 14 days?

- ☐ Yes
- 1. Where? _____
 - 2. When did you return? _____
- ☐ NO

3. Does someone in your home or work area, or another close contact, have the 2019 Novel Coronavirus infection?

- ☐ Yes
- Comments _____
- ☐ NO

Disposition: (Select One)

- ☐ Clinic/T-MOD: _____
- ☐ Home: _____
- ☐ Emergency Department: _____
- ☐ Other: _____

Name of Screener: _____

CONFIDENTIAL MACON COUNTY COMMISSION WORKING DOCUMENT

COUNTY DEPARTMENT(S): _____ DATE: _____

Essential Business Functions: Those functions that are essential to the mission critical operations/services provided to Macon County residents and/or Macon County employees. It may be helpful to review position job descriptions when determining essential functions.

Elected Officials/Department Heads should develop documented criteria used to determine Essential Functions performed by their department(s). These criteria should be based on the criticality of the function, not the person(s) performing the task and must be defensible if legally challenged.

ESSENTIAL FUNCTION	REASON FUNCTION IS DETERMINED TO BE ESSENTIAL	ESTIMATED MINIMAL STAFF REQUIRED TO PERFORM FUNCTION	ESTIMATED MINIMAL TIME REQUIRED TO PERFORM TASK (HRS)	ESTIMATED MINIMAL TIME REQUIRED TO PERFORM TASK (HRS)	IS THIS ESSENTIAL FUNCTION ABLE TO BE PERFORMED REMOTELY	IS THIS ESSENTIAL FUNCTION ABLE TO BE PERFORMED UTILIZING ALTERNATE WORK SCHEDULES, JOB-SHARING, ETC.

COMPLETED BY: _____

APPROVED BY: _____

REVIEWED BY: _____