

LAKE COUNTY GOVERNMENT COVID-19 SAFETY & ACTION PLAN

Effective: May 15, 2020

In accordance with Governor Holcomb's Executive Order 20-26, we intend to begin reopening Lake County Government offices. To comply with the Governor's order and to ensure the health and safety of our employees and visitors, Lake County Government will enact the following policies related to COVID-19.

- **Instituting an employee health screening process:**

- Employees are to self-monitor for symptoms of COVID-19, which includes persistent cough, shortness of breath or any other acute respiratory symptoms, or fever (100.4°F or above).
 - If you have **COVID-19 symptoms outside of work** you should stay home, contact your personal healthcare provider and notify your supervisor or follow your department's normal call-off procedures.
 - If you exhibit or if you observe another individual exhibiting **COVID-19 symptoms at work**, you are required to contact your supervisor/department head immediately and they will instruct you or the individual to go home. In the event of emergency conditions, EMS will be contacted. Once home, you are to contact your personal healthcare provider.

Do not come to work when you are exhibiting Covid-19 like symptoms

- **Employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces:**

- Housekeeping Staff will continue to clean and disinfect all high-touch surfaces such as doorknobs, light switches, bathroom fixtures etc. on a regular basis in addition to cleaning offices as usual.
- Employees are expected to ensure sanitation at their workstations and to take precautions when using equipment that is not solely used by the employee.

- **Enhancing the ability of employees, and visitors to wash hands or take other personal hygiene measures such as use of hand sanitizer:**

- Soap and hand sanitizer are available at all our facilities. Employees and visitors are encouraged to do the following:
 - Hand wash with soap and water for 20 seconds, multiple times per day. Use hand sanitizer if hand washing is not an option.

- Avoid touching your face, in particular nose and eyes
 - Use cough and sneeze etiquette - sneeze into a tissue or into your elbow/sleeve, dispose of used tissue in trash receptacle, and wash hands immediately after or use hand sanitizer
- **Complying with social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public when possible and / or employing other separation measures such as wearing face coverings or using barriers:**
 - Practice social distancing of 6 feet from each other, and when possible:
 - Stagger scheduled start times, breaks, lunch, locker-room activities, etc.
 - Do not congregate in work rooms, breakrooms, or restrooms
 - Maintain at least a 6 feet distance from other employees when in a shared space
 - Minimize the amount of personnel in work vehicles, mobile equipment,
 - Avoid in-person meetings / communication as much as possible, and instead, communicate by email, phone, skype, etc.
 - Limit contact with Visitors and Vendors.
 - Do not shake hands with others.
 - **Effective immediately all individuals in public areas of our buildings must wear a face mask or face covering. This rule also applies to non-public spaces where a social distance of 6 feet or more cannot be maintained.**
 - At this time, surgical style masks are available at a rate of 1 per workday for those wearing these masks. (These can be disposed of with normal trash.)
 - All masks and personal protective equipment issued by Lake County Government are intended to be used at your worksite.
 - Employees are allowed to bring and wear non-company issued facial coverings provided they do not pose a significant safety risk.

The wearing of face masks and coverings are allowed even if social distancing requirements are met providing, they do not create safety risks.

Michael Repay
 President, Lake County Board of Commissioners