



Beaufort County Reopening Plan

General Guidelines for Employees and Supervisors

May 13, 2020

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Overview

In response to operational changes due to the Coronavirus (COVID-19) global pandemic, Beaufort County Government's goal remains to protect and support its employees to the best of our ability in all circumstances. In the next few weeks we will begin implementing a phased-in plan to return employees to the workplace and reopen a number of County facilities to the public. Dates for the phased reopening are subject to change, depending on guidance from the South Carolina Governor's Office and our ability to follow all safety protocols as recommended by DHEC and the CDC.

New challenges arise daily and much remains unknown about this virus. We will continue to evaluate our facilities and practices to help ensure the safety of all employees and visitors to the best of our ability going forward. As such, this plan should be considered fluid and subject to change. As employees and citizens return to County buildings, you will notice many additional measures and procedures are in place to protect our team and visitors.

In support of our efforts to prevent the spread of COVID-19, we ask all employees to continue these safe behavioral practices:

- Maintain social-distancing (specifically, stay 6 feet away from others when you enter a shared space)
- Frequently wash your hands or use an alcohol-based (at least 60 percent alcohol) hand sanitizer when soap and water are not available
- Wear face coverings
- Avoid touching your eyes, nose and mouth
- Monitor your health, check for fever, and stay home when you are feeling sick
- Clean and disinfect frequently touched objects

The Disaster Recovery and Risk Management departments have installed hand-sanitizing stations throughout County buildings. Employees will be provided with personal hand sanitizer at their workstations for their use. Refill stations for individual sanitizer bottles will be at the Administration Building, Buckwalter Recreation Center, and Burton Wells Recreation Center.

Employees returning to the workplace will also be required to:

- Wear a face mask when in county buildings or entering a citizen's home or business until further notice.
 - Employees may wear their own personal masks or ones that will be provided by the County.
 - Personal masks should be professional and not display any inappropriate wording, images, or logos, and should be safely worn and cleaned regularly.
- Immediately report to their supervisor if they believe they have been exposed to someone with COVID-19 and self-quarantine for 14 days (or until the suspected exposure is confirmed as negative).
- Immediately report to their supervisor if they have tested positive for COVID-19. The supervisor will be required to immediately report the incident to the Administrator for further action. The supervisor should also prepare a written report documenting possible contacts for establishing contact-tracing information. Those potentially exposed may be required to self-quarantine or be tested prior to returning to work.

ADDITIONAL PROCEDURE FOR ADDRESSING EMPLOYEE CONCERNS

If you are uncomfortable or feel your personal safety is at risk, it is important to bring the issue to your supervisor's attention. Together, you and your supervisor will provide a written statement about your concern and this will be submitted to the Director of Risk Management for timely review.

You will receive a response within two working days of the receipt of your concern. If you are not satisfied with the response to your concern, you will be scheduled for an appointment with Human Resources.

Employees who are eligible for and are taking Emergency Paid Sick Leave or Emergency Family and Medical Leave are exempt from returning to work until approved. Employees who have documented underlying health conditions should contact Human Resources to discuss options available to them. Questions regarding eligibility for Emergency Paid Sick Leave or Emergency Family and Medical Leave, or underlying health conditions should be directed to Human Resources.

SAFETY PROTOCOLS FOR ALL DEPARTMENTS

Create a Social-Distancing Plan

- All work spaces are to adhere to the 6-foot social-distancing rule where possible. When creating 6 feet of separation is not possible, Department Heads should notify their Assistant County Administrator or the Deputy County Administrator for guidance on ensuring social-distancing compliance.
- Directors, Managers, and Supervisors are responsible for monitoring building space usage for social-distancing compliance.
- Specify seating assignments if needed to ensure staff adhere to the minimum work distances.
- Redesign work spaces where possible for social-distancing.
- Add panels between desks if redesigning space isn't an option.
- Enforce stringent cleaning protocols for shared spaces.
- Designate the direction of office foot traffic in main circulation paths.
- Extend telework when possible to help with office density.
- Physical meetings will be limited.
- Employees should limit recreational or other leisure classes, meetings activities, etc., where close contact with others is likely.

Reduce Touch Points and Increase Cleaning

- Maintain enhanced cleaning and disinfecting practices. Department Heads are responsible for enforcing cleaning protocols.
- Supply disinfectants near each desk or work area.
- Enable DIY cleaning through disinfectant wipes etc.
- Sanitize all workspaces, offices, conference rooms, and break rooms prior to the start of each workday.

- Limit in-person meetings with the public when possible.
- Employees who interact with the public should offer them hand sanitizer upon greeting them.

Control Access

- Control the entry points for employees, residents and for deliveries.
- Reconfigure gathering and lobby areas for social-distancing.
- Install a Plexiglas type of shield as appropriate to aid in protection from the public.
- Clearly communicate building protocols through signage and floor markings to aid with social-distancing guidelines.
- Provide masks, sanitizer, wipes and any other PPE as appropriate.

Vehicle Safety

- Single cab vehicles limited to one employee per vehicle.
- Vehicles with multiple rows can have one employee per row, but face masks must be worn at all times.

PPE Guidelines

- Face masks are required to be worn when in County buildings or entering a citizen's home or business until further notice.
- Protective gloves should be worn when frequently handling items that exchange hands.

Employee Guidelines

- Employees must self-care and not report to work if they have a fever.
- Employees having a fever lasting over 24 hours should seek professional medical advice.
- Employees must be fever-free for a full 48 hours before returning to work.

Cleaning Guidelines

- Department Heads should designate employees to clean frequently touched surfaces (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.) regularly using appropriate cleaning and disinfectant products.
 - When cleaning, ensure staff are trained on appropriate use of cleaning and disinfection chemicals.
 - Employees should wear disposable gloves and face masks for all tasks in the cleaning process, including handling trash.
- Employees should wash their hands frequently using soap and water for 20 seconds.

Suspension of Nonessential Business Travel

- All nonessential business travel will continue to be suspended until further notice.
- Essential business travel must be approved by the County Administrator.
- Those who are approved for essential travel should prepare to self-quarantine for 14 days upon return.

Citizen and/or visitor contact protocols

- Customers should be directed one way through buildings wherever possible.
- Customers should be limited in the building based on CDC/DHEC guidelines.
- Refrain from handshaking, remain 6 feet apart, and set a good example.
- Provide contactless pick-up or mail items as a courtesy.
- Engage with customers using teleconference or virtual meetings.

PHASED PLAN

Applies to all buildings and departments. Departments will develop detailed reopening plans that may add procedures to those provided here. Dates are subject to change.

Phase 1 (May 18)

- Option to telework remains available.
- Department Heads will be responsible for determining the makeup of the employees who will return in Phase 2.
- Departments are encouraged to increase rotating additional staff in the office and maintain social distancing.
- Continue building preparations including cough guards, signage and PPE distribution.
- Prepare for opening to the public; PPE is provided in each department.
- Employees are required to use face masks when in County buildings. Employees are expected to provide their own face mask until the County supplies are delivered. Expected delivery and distribution dates are on or before June 1.
- Increased cleaning and disinfecting is reinstituted throughout County facilities.

Phase 2 (June 1)

- Most or all employees return to work with telework and shift rotations remaining optional for maintaining social-distancing and office densities.
- Cough guards in place at service counters, floor markings, signage, and one-way directional markings in place.
- PPE provided to employees.
- Soft opening: Buildings are open to public but Department entries remain closed to the public.
- Departments maintain drop-off tables and boxes, instructions, sanitizer, and service bell.
- Public is strongly encouraged to make appointments when dropping off items if assistance is needed.
- Public required to wear a mask to enter County buildings.
- Buildings close at 4:30 p.m. for cleaning.

Phase 3 (June 15 and until further notice)

- Telework remains available when needed for maintaining social-distance requirements and appropriate office-density levels.
- County buildings open to the public.
- Drop-off tables removed, but drop boxes remain available.
- Guests are required to wear a mask to enter a County building until further notice.
- Public is strongly encouraged to do business online, via email, and over the phone to minimize physical contact in buildings.
- Public is strongly encouraged to make appointments when dropping off items if assistance is needed.
- Employees are required to use PPE and maintain proper hygiene in the workplace until further notice.
- Increased cleaning and disinfecting schedules are maintained.
- Buildings close at 4:30 p.m. for cleaning.