

COVID-19 Return to Workplace Protocols

Effective Date: June 1, 2020

Cobb County is committed to providing a safe and productive work environment for all employees and to implementing appropriate measures to help mitigate the spread of COVID-19 so the County can continue to provide essential services to the County's residents. Staff are encouraged to have a COVID - 19 test administered by Cobb County in partnership with and administered by Cobb & Douglas Public Health (CDPH). Additionally, all staff will be required to participate in daily screenings prior to being permitted to enter the workplace. In accordance with the Governor's Executive Order 04.23.20.02 – *Reviving a Healthy Georgia*, these protocols will provide guidance for department directors and employees on taking appropriate measures to mitigate the spread of COVID-19 as the County ends Limited Operational Services (LOS) and returns to normal operations.

§-I. COVID-19 SCREENINGS AND TESTING

1. DAILY SCREENINGS

To protect Cobb County employees, beginning **Monday, June 1, 2020**, as the County begins to phase in more employees returning to the workplace, **all individuals** entering Cobb County Government buildings and offices will be required to undergo screenings each day for signs of possible COVID-19 infection before being permitted to enter. Screenings will be established and managed by the directors of each location as staffing, supplies, etc. are available with the expectation to have screenings implemented by the time each location is opened to the public and resumes normal operations. **This includes employees and members of the public when buildings are officially reopened to the public June 13, 2020, until further notice.**

Each work location will designate a centralized entrance to streamline screenings. All other entryways should not be utilized for entry, if feasible limit entry to one access point.

Time taken to undergo screenings will be deemed work time for all employees. Timesheets may need to be adjusted to account for possible wait times.

The screening process includes designated individuals quickly taking each individual's temperatures with a touchless thermometer, as well as screening questions to ascertain possible respiratory symptoms (cough, shortness of breath, difficulty breathing, etc.).

Individuals with temperatures **below 100.4 degrees** and who are exhibiting no signs of respiratory illness (cough, shortness of breath, etc.) will receive a colored wrist band signifying they are clear for the day (i.e. Monday = red band, Tuesday = blue band). Individuals designated as screeners will be notified of the wrist band color for the day. This wrist band will be good for entry into any Cobb County Government office or building for that specific day (i.e. for those who regularly go in and out of 100 Cherokee), as multiple screenings for an individual are not necessary.

Individuals with temperatures **at or above 100.4 degrees** and/or who are exhibiting signs of COVID-19 must be sent home immediately, and will not be permitted to enter the building.

The screener will provide employees who do not pass the screening with the CDPH flyer outlining testing options.

2. EMPLOYEES WHO FAIL THE SCREENING

Employees who do not pass the screening are responsible for reporting their status to their supervisor immediately after their screening to ensure proper leave protocols are being taken and to ensure their screening status is documented promptly and accurately.

Once the employee notifies the supervisor of his/her screening status, the supervisor must complete the **COVID-19 Employee Health Screening Form** for that employee via Seamless Docs here: https://cobbcounty.seamlessdocs.com/f/CV_Emp_Screening

Employees who do not pass the screening may be able to utilize the emergency administrative leave, until they are clear to return to work, as outlined in the **COVID-19 Exposure Protocols**.

3. EMPLOYEES WHO REFUSE SCREENING

Employees who refuse the mandatory screening will not be permitted to enter the workplace and will be placed on unauthorized leave but may use accrued annual leave if available or leave without pay while the refusal to screen issue is being resolved. In addition, employees may request a leave of absence subject to the provisions of the County's Leave of Absence Policy.

Individuals designated as screeners must document any employee who refuses screening, direct the employee to contact their supervisor immediately regarding their refusal, and notify the Employee Relations and Compliance Specialist at 770-528-1188. A Human Resources representative will follow up with the employee's supervisor regarding the employee's placement on unauthorized leave. An employee who refuses to be screened under this protocol may be subject to disciplinary action up to and including termination.

4. SCREENING RECORD MAINTENANCE

Screening information will only be maintained for those employees who do not pass the screening process. This information will be maintained via the **COVID-19 Employee Health Screening Form** saved in Seamless Docs, completed by the supervisor, which is accessible to HR for documentation purposes.

5. COVID-19 TESTING

At this time, Cobb County is not requiring employees to be tested for COVID-19 to return to the workplace. However, employees are encouraged to be tested and those who choose to be tested are doing so on a voluntary basis. Use the following instructions to be tested.

- a) Log into www.cobbanddouglasspublichealth.com
- b) Click on "Coronavirus"
- c) Click on "Online Testing Referral"
- d) While completing the information, select Jim Miller Park as your testing site.

- e) Write down your four-digit registration number.
- f) Over the next 24 hours you should receive a text message providing you a testing date and time.

Employees who choose to be tested outside of CDPH will be responsible for all costs associated with testing. There will be no reimbursement for testing outside of CDPH.

Employees who choose to be tested and test positive must follow the protocol outlined in the County's COVID-19 policy as it pertains to leave and returning to work.

§-II. CLEANING, SANITATION & SOCIAL DISTANCING

Department directors are in the best position to implement effective mitigation measures that will allow County operations to continue within their respective departments and offices, therefore department leaders should regularly evaluate the operations and workspaces in their departments or offices and implement measures to ensure the County maintains a safe and healthy working environment. The following should be implemented to the extent that is practical:

1. Implement plans for cleaning and sanitation of workspaces and common areas as appropriate. These steps may include providing disinfectant and sanitation products as appropriate and available and requiring employees to wipe down common work items after use (i.e. copiers, tables, etc.).
2. Implement measures to maintain social distancing between employees, to include limiting breakroom use, advising employees to use alternate areas for breaks and meals, holding meetings virtually when possible and prohibiting unnecessary gatherings of employees.
3. Allow employees to telework when possible and practical, ensuring operations continue and the needs of the department or office are met. This includes, but is not limited to, consideration of current assignments, productivity, deadlines, employee performance, and flexible scheduling to accommodate social distancing.
4. Where possible and necessary, increase physical space between employees and/or employee work stations.
5. Implement hand hygiene protocols, encouraging the use of appropriate hand hygiene steps to stop the spread of COVID-19.
6. Providing or allowing employees to wear face masks/coverings when available and appropriate.

§-III. EMPLOYEE RESPONSIBILITY

Employees share a responsibility in helping maintain a safe and healthy work environment. Employees should familiarize themselves with the latest CDC and public health guidelines and, to the extent practical, follow these guidelines:

1. Cover your mouth and nose when coughing or sneezing with tissues or your elbow.

2. Follow social distancing protocols of the CDC and our public health partners, as well as the measures implemented by your chain of command.
3. Wash your hands frequently (for at least 20 seconds). Using hand sanitizer is an alternative to or in addition to hand washing. Sanitizers must contain at least 60% alcohol.
4. Wipe down phones, keyboards and any other frequently-touched objects or surfaces in your work space with disinfectant wipes as appropriate.
5. When traveling on annual leave, all CDC recommendations for travel and requirements for self-quarantine, as may be amended from time to time, are to be followed. As of the date of this amendment, the CDC states that international and cruise travel require a 14 day self-quarantine. The employee may use accrued annual leave for any CDC required self-quarantine period, otherwise it will be leave without pay.

§-IV. SCOPE AND AMENDMENT

These protocols apply to all employees and department directors, and allows for proactive flexible approaches and response for workplace mitigation measures. The County will remain flexible and responsive with respect to appropriate mitigation measures, operational needs, employee needs, and to the COVID-19 pandemic. As such, these protocols may be amended or rescinded as needed to address the rapidly changing circumstances of the COVID-19 pandemic.

§-V. BUILDING OPERATIONS:

The following protocols are to be in place as applicable at all County facilities so we can provide a safe and productive work environment for all employees, until further notice:

A. Parking Decks

1. Where possible parking deck doors will remain propped open to eliminate the need to touch common surfaces.
2. Employees are encouraged to use the stairs versus elevators in parking decks, buildings, etc., in order to maintain social distancing protocols and to eliminate the possibility of touching common surfaces.
3. Elevators should only be used by employees who are physically unable to take the stairs.

B. Inside Buildings

1. Whenever the minimum social distancing (six feet) is not possible employees must wear appropriate mask for their job.
2. Elevator occupancy is limited to one (1) person in order to maintain social distancing protocols, until further notice. Employees are encouraged to use the stairs versus elevators in parking decks, buildings, etc., in order to maintain social distancing protocols and to eliminate the possibility of touching common surfaces.

3. Employees are encouraged to utilize the waste and recycling stations in the hallway or common areas versus individual bins located at their workstation. This will free up the custodial staff to focus on sanitizing the common areas and high traffic areas.
3. Departments will implement traffic flow protocols within their individual departments. Ideally, departments should implement one-way traffic wherever possible.
4. Department directors may decide to stagger start times, as well as breaks and meal periods, to avoid overwhelming the staff at the security checkpoint.
5. Employees are encouraged to take their meal break at their desk, instead of the breakrooms to maintain social distance.
6. Meetings will continue to be held virtually, when possible. If a meeting must take place in person, then organizers must ensure social distancing of at least 6 feet and keep meetings as brief as possible.
7. Employees should refrain from or avoid passing items directly to another person when possible. Instead, the employee should set the item down and allow the other party to pick it up.
8. Employees are encouraged to wear gloves if they are handling mail or interacting with customers in person. However, employees should avoid wearing gloves around the workplace otherwise and instead following public health guidelines for washing hands regularly, using hand sanitizer, etc.