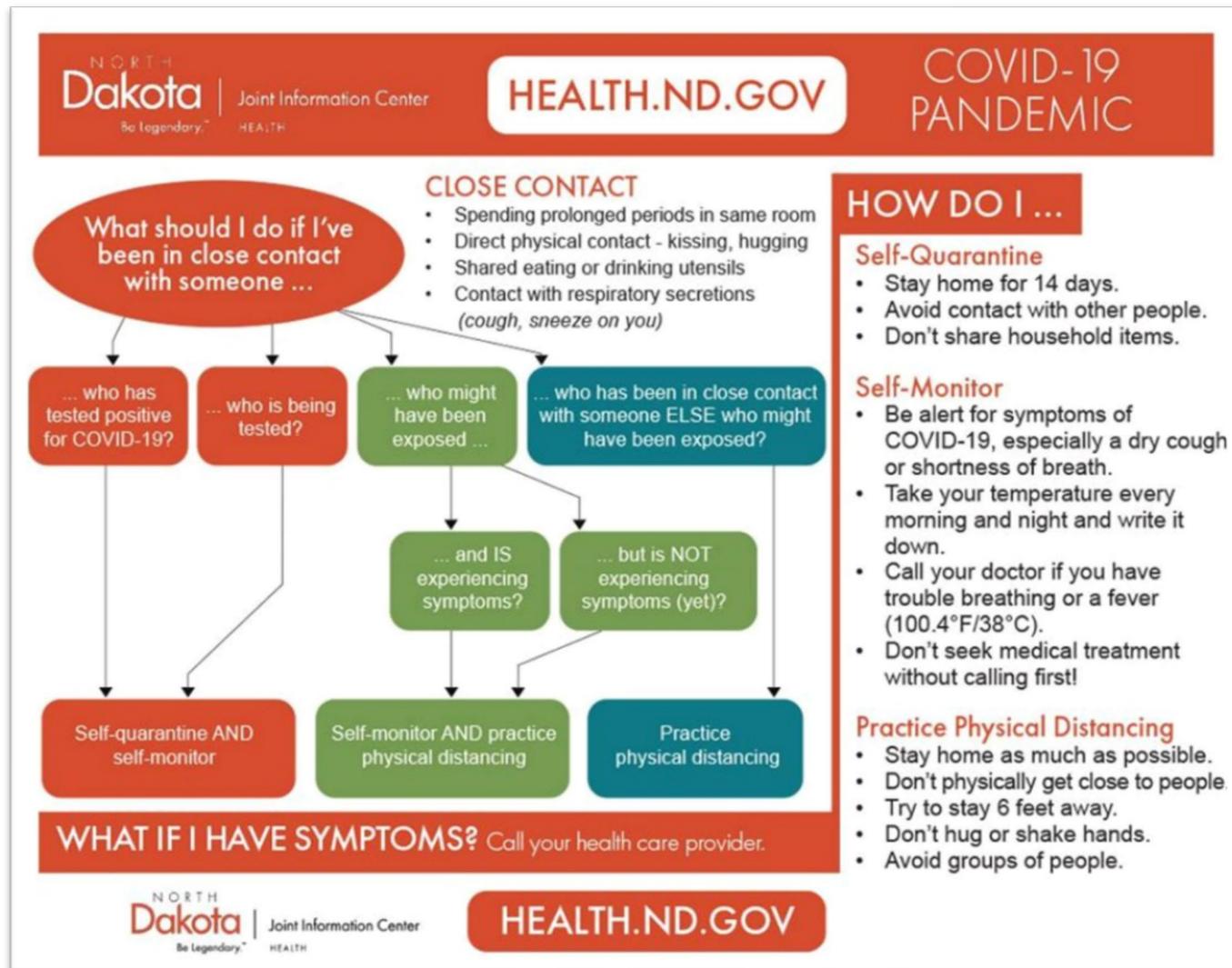


COVID-19 Workplace Guidance

The chart below illustrates the measures recommended by the Health Department if there is a suspected COVID-19 exposure. This week the Dept of Health clarified the close contact definition they use for contact tracing a positive COVID-19 test: **being within 12 feet of the person (who was test/tested positive) for 10 minutes or more**, up to 48 hours prior to having symptoms. This is a very high standard, used by officials when they are determining who is directly impacted by a positive COVID-19 patient. Out of an abundance of caution we are, where ever possible, applying this as our base goal for working conditions within County facilities. In order to mitigate exposure/infection risk for County employees and ensure the continuity of County Government, Department Heads were tasked this week with making adjustments that will diminish these 'close contact' exposures, where possible, in County workspaces. Thank you to the Facilities Department and IT Department for helping to quickly accomplish changes this week! County leaders will remain in communication with health department representatives & continue to collaborate with them to ensure we adhere to best practices, where ever possible, within our buildings.

It should be each person's objective to minimize 'close contact' interactions whenever feasible, outside of their home; if it is unavoidable, employees should be wearing a cloth face covering. In the coming days we will be seeking methods to provide cloth face covers for staff as needed, but for now see the CDC guidelines for DIY solutions. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.



Employees are expected to eliminate all unnecessary 'close contact' exposures!

Interactions that might be defined as 'working within 12 feet of a person for *10 minutes or more*' should be avoided, and if they cannot be avoided a cloth face covering should be worn. Examples of 'close contact' behaviors and **COVID-19 alternatives** are listed below for reference, but scenarios in each department will vary.

Due to possible close contact exposure, employees must avoid:

- sitting directly across from or next to someone at a desk or table
- working in cubicles that are directly adjacent to one-another (even if a cubicle wall provides separation)
- standing in an individual office for a conversation that lasts more than 10 minutes

COVID-19: collaborate with co-workers and office neighbors using email, telephone or TEAMS screen sharing

COVID-19: hold conversations from the threshold of a cubicle or office

COVID-19: stack chairs to eliminate temptation for visitors to sit in a private office

COVID-19: use conference rooms in accordance with the 12 foot separation rules

Due to possible close contact exposure, employees must avoid:

- communal coffee/meal breaks with seating closer than 12 feet

COVID-19: stack chairs to limit seating closer than a 12 foot per person

Due to possible close contact exposure, employees must avoid:

- riding in a vehicle with other people

COVID-19: travel in separate vehicles