

Safeguard Measures - Governor's Executive Order 20-26

The Governor's Executive Order 20-26, section 4, subsection (a) requires: "On or before May 11, 2020, all Hoosier employers shall develop a plan to implement measures and institute safeguards to ensure a safe environment for their employees, customers, clients, and members. The plan shall be provided to each employee or staff and publicly posted." The plan is required to address at least four (4) points:

- 1. Employee Health Screening Process** – Hendricks County employees should not come to work if they are feeling ill, have a temperature, or exhibits any symptoms associated with COVID-19. Elected Officials and Departments Head shall require all employees exhibiting and/or reporting any symptoms associated with COVID-19 to go home and stay at home until all symptoms subside. Any employee that has had direct contact with another person who has tested positive for COVID-19 shall self-quarantine and not return to work for a minimum of fourteen (14) days. There are several forms of paid or partially paid leave available to Hendricks County employees for this purpose. There are up to two weeks (maximum of eighty (80) hours) of paid Public Health Pandemic (PHP) Leave available if an employee meets at least one of the six qualifying criteria. Additionally, there are up to twelve (12) weeks of paid FMLA COVID Leave, paid at two thirds (2/3) of the employees' full pay, if the FMLA is based on a qualifying COVID-19 event. Finally, employees may use PTO to stay at home if neither of the aforementioned leaves are available or applicable. Please check with your Elected Official or Department Head if you have questions or concerns regarding the leave available to you.
- 2. Employing Enhanced Cleaning and Disinfecting Protocols for the Workplace, Including Regularly Cleaning High-Touch Surfaces** - All departments have been provided with disinfectant spray and paper towels for cleaning their local frequent contact surfaces as needed (counter tops, local use materials and/or equipment, etc.) Custodians can clean public high touch items (exterior door handles, elevator controls, handrails, rest room door handles and touched controls and/or fixtures). The County has a good supply of disinfectant for re-supply.
- 3. Enhancing the Ability of Employees, Customers and Clients to Wash Hands or Take Other Personal Hygiene Measures such as Use of Hand Sanitizer** – All restrooms have multiple (except single user restrooms) touch free hand soap dispensers. We have touch free hand sanitizer dispensers adjacent to all our time clocks, with limited refill supplies. We do not normally maintain any hand sanitizer stock other than that. However, Facilities Manager, Kevin Cavanaugh, has recently located two suppliers that seem to have good stock and has ordered from one, and will order from the other soon. Kevin noted his thought is to provide limited dispensers for departments that work with the public at a service counter. Kevin does not believe we will be able to provide sanitizer for all staff members.
- 4. Complying with Social Distancing Requirements Established by the CDC, Including Maintaining Six-Foot Social Distancing for both Employees and Member of the General Public when possible and/or Employing other Separation Measures such as Wearing Face Covering or Using Barriers** – Signage has been posted at the Courthouse elevators limiting occupancy to one at a time, unless from the same household. Signage has been distributed to Elected Officials and Department Heads for posting. Facilities has placed tape "X"s at 6' spacing in areas where people tend to congregate at the Courthouse and can do the same for the Government Center and/or other County buildings. Facilities is providing sneeze guards for all departments that have expressed an interest. Facilities Manager, Kevin Cavanaugh has not yet found a resource for separating workstations but can improvise if needed. The County has a substantial supply of cloth masks, some with ties, some with elastic, and some with metal nose bridges, for distribution to employees that want to wear one. The masks are currently located in Commissioners office space at the Government Center. At this time the Commissioners are not requiring masks be worn by employee or members of the public entering the building but are highly recommending and encouraging that masks are worn.

The week of May 4, 2020 Hendricks County employees returned to work and working from home or "on call" status ends, but County buildings generally remain closed to the public. Next week, beginning May 11, 2020, the County will allow members of the public into County buildings, but by appointment only. This means County buildings will remain locked and employees will need to meet members of the public at an entrance to allow them into the building and escort them to the respective office. The week beginning May 18, 2020, the buildings will be unlocked during normal business hours and open to the general public. This phased reopening schedule is subject to change based on additional information from our Public Health Department and/or the Governor's Office.