



# MASON COUNTY EMPLOYEE PANDEMIC EXPOSURE CONTROL, MITIGATION AND RECOVERY PLAN PROCEDURES

## **1. SELF-REGULATION STATIONS**

If an employee (or a member of their household) develops pandemic symptoms illnesses consistent with a pandemic, are encouraged to stay home. If an employee (or a member of their household) has a suspected or confirmed pandemic illness, s/he is required to follow the isolation and quarantine requirements as established by the Federal, State or Local Health Authority.

In an abundance of caution, all employees will screen themselves at the self-regulation station, upon entering the workplace, for symptoms and instructions to wash their hands for 20 seconds with soap and water upon arrival to each facility. It is the responsibility of each employee, who reports to work, to monitor if they (or a member of their household) have a symptom(s) of the pandemic. If they do, they need to stay home or if it develops during the workday, go home. At the self-regulation station each employee will measure their own temperatures using a 'no touch' or 'no contact' wall-mounted thermometer. Any worker with pandemic like symptoms or a temperature of 100.4 degrees Fahrenheit or higher, will immediately leave the premise and contact their supervisor via telephone to report they are going home based on their self-screened result. If an employee experiences the onset of symptoms during a shift, again, they will be immediately sent home.

Screening employees for symptoms and checking an employee's temperature are considered medical examinations according to the Americans with Disabilities Act of 1990 (ADA) and Equal Employment Opportunity Commission (EEOC). The ADA and EEOC both define a medical examination as, "a procedure or test that seeks information about an individual's physical or mental impairments or health." Medical examinations are not typically performed or allowable by employers; however, the ADA and EEOC make an exception to this legislation when the CDC and/or local health officials proclaim a pandemic or other local health emergency.

In compliance with the ADA and HIPAA, Mason County will not document, maintain health records, share, or discuss your personal health information with anyone other than the Mason County Health Officer or designee. We are committed to respecting and maintaining the personal privacy of our employees.

Following the identification of symptoms or a suspected/confirmed pandemic related illness of either an employee (or a member of their household), the employee will not be allowed to return to work until they have been evaluated by their healthcare provider and are symptom-free.

Employees who are sent home or required to stay home may use leave associated Federal, State or Local pandemic leave (if offered) until it is exhausted. Once exhausted employees are required to use their accrued leave (sick and vacation) prior to being authorized Leave Without Pay (LWOP), unless they choose to use Washington Paid Family Medical Leave.

## **2. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Mason County will provide all employees with needed personal protective equipment (PPE) such as, but not limited to; facemasks, nitrile/vinyl gloves, eye protection, hand sanitizer, and cleaning solutions. Masks, in accordance with the Washington Department of Health guidelines or as required by the Washington Department of Labor & Industries' safety rules, must always be worn by every employee on the property or premises, unless they are working alone.

Therefore, employees are required to wear facemasks while entering any common workspace areas or in locations that others are in or are potentially within required social distancing. For example, a mask should be worn when using the restroom, walking in hallways, or when going to the copy machine. Gloves and eye protection, specific to the task being performed, will also be provided if necessary, please inform Human Resources. Nitrile/vinyl gloves may be used by employees who are performing tasks which do not typically require gloves. However, nitrile/vinyl gloves are one-time use only and should be discarded after each use. All other gloves will be cleaned and sanitized between uses. To prevent potential latex exposures, including anaphylaxis, to those with latex allergies, latex gloves are not permitted on any Mason County facility.

Employees are required to adhere to all other PPE policies outlined in Mason County Safety Policy and Accident Prevention Program as well as the Federal, State, DOH, DOSH and Local Health Authority for the pandemic. In addition to those policies, the Pandemic Exposure Control, Mitigation and Recovery Policy includes required social distancing as a safety prevention measure. Required social distancing is a specific measurement of separation between employees must be maintained at all times. Only infrequent passing within the required social distancing is allowed by employees who are not wearing respiratory protection. Gatherings of any size must be managed by staggering work schedules and taking breaks/lunch in shifts. Any time two or more persons must meet, ensure a required social distancing of separation.

Materials or other work items must be transported between employees by mechanical means or by using staging points. If a staging point is used, employees may go to that central point (one at a time) to drop off or pick up items that typically transfer between employees. Employees may also have "mailboxes," or "bins," at the periphery of their workspace where materials may be left for them by other employees. However, at all mechanical transfer, staging points and peripheral drop off bins, provisions must be made to clean objects handled when the items are transferred.

Identify all 'choke points' and 'high-risk areas' in the office or in our facilities (areas where employees naturally congregate), they must be labeled as such. To control these areas and minimize close interaction, we are implementing an occupancy restriction of one (1) person at a

time. We also ask that you wipe down surfaces after use, avoid touching door handles and wash or sanitize your hands before exiting these designated areas.

Occupied workstations will be separated by the required social distancing or will have physical barriers between them.

Interactions when picking up or delivering equipment must be minimized. If possible, we ask that employees and delivery personnel maintain the required social distancing of separation at all times.

Employees are encouraged to conduct business with other departments electronically, by telephone, zoom or other means, when possible. When not possible, scheduling a meeting is encouraged to ensure the parties can practice required social distancing through scheduled appointments.

Any required in-person employee meetings will be limited to the Federal, State, DOH, DOSH or local Health Authority guidance. ten (10) employees with required social distancing maintained by employees at all time. If employee meetings cannot be performed within these standards, they will need to be conducted via telephone conference or through electronic video media.

### **3. SANITATION & HYGIENE**

Mason County employees will follow the Federal, State, DOH, DOSH or Local Health Authority guidance for sanitation and personal hygiene. will either provide a permanent or portable handwashing station to employees. Regardless of the type, soap and running water (hot and cold) shall be abundantly provided for frequent handwashing. Employees are encouraged to regularly wash their hands. Handwashing is absolutely required upon arrival and departure, before and after using the restroom, before and after eating, after coughing, after sneezing, after blowing your nose.

Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol may be used by employees between handwashing but are not a replacement for handwashing requirements.

Employees are strongly discouraged from touching their face (eyes, nose, mouth, ears) with unwashed hands or while wearing contaminated gloves. Employees are strongly encouraged to cover their mouth and nose when coughing or sneezing.

There will be a strict surface cleaning and sanitizing schedule for public spaces. Employees are required to clean their areas by removing buildup, dirt, debris, and other material on surfaces. To accomplish this, water and soap (or another cleaning fluid) will be used with wipes, clothes, brushes or other physical means of removing these materials so that there is no visible build-ups, smears, or streaks on the surface. Once the surface is clean, All high touch surfaces need to be sanitized. Surfaces may be sanitized using an EPA approved disinfectant or other health authority authorized means.

Disinfectants will be available to workers throughout the office and facilities; all cleaning supplies will be replenished regularly. If you are running low on disinfectant or another cleaning supply,

please notify the maintenance department by entering a help desk request at <http://helpdesk.mason.local/tickets/> immediately.

SDS and MSDS data sheets will be provided for all chemicals used including but not limited to hand soap, sanitizer, disinfectants, etc.

#### **4. SAFETY TRAINING**

During a pandemic all employees are required to actively participate in a safety training meeting on the first day back to work and weekly updates thereafter to be conducted by Risk Management. A schedule of mandatory safety training meetings will be provided to all employees. Employees who work remotely are required to attend all safety training meetings through Zoom. Attendance will be communicated verbally- the trainer will sign in each attendee to prevent supply sharing and physical contact.

Any required in person meetings will be limited to the guidance for business meeting and attendees are required to maintain social distancing practices.

Important information and reminders from the CDC, Washington State Department of Health, DOSH, Local Health Department, and other governing agencies will be posted at each Mason County jobsite for employees to review regularly.

#### **5. INCIDENT REPORTING**

Employees are required to seek medical attention and inform Human Resources if they or a member of their household has a suspected or confirmed pandemic related illnesses.

#### **6. ATTENDANCE**

All employees will be given a Pandemic Contact Tracing Log, which they are required to complete daily. Contact tracing logs will remain at the facility. Employees are required to sign in/out and confirm they have sanitized their work area, were given the proper PPE, and washed their hands upon arrival.

To the extent practical, only one visitor will be allowed on each facility at a time. Visitors include family members, clients, vendors, friends, delivery personnel, etc. All visitors are strongly encouraged to participate in symptom screening procedures and the use of the visitor logs located at each point of entry.

Employees who do not believe it is safe to work may remove themselves from the office and immediately notify management. If an employee does not feel comfortable working, they will not be terminated or retaliated against for their decision to stay home and stay healthy. They will however be required to take appropriate leave. Paid Administrative Leave pay will not be authorized for any such leave, unless approved for all employees by the Board of County Commissioners.

Mason County does offer select administrative employees the option to work remotely (teleworking); however, this option may be revoked at any time at the discretion of management. All employees working remotely are expected to be logged in, actively performing job tasks and

answering phone calls during their regular work schedule. Working remotely is a privilege and we trust employees will treat it as such. Mason County does not offer teleworking to all employees.

In the event an employee opts not to work and working remotely is not an option, information will be provided to him/her regarding expanded family and medical leave requirements included in any leave associated Federal, State or Local pandemic leave (if offered). Employees will also be allowed to use any available form of accrued paid leave, including vacation time and Washington State Sick Pay.

## **7. POST-EXPOSURE RECOVERY PLAN**

Generally, workers who have been exposed will be asked to self-quarantine; however, the Federal, State or Local Health authorities (CDC, DOH, DOSH or MCPH) may update guidance allowing Mason County employees to return to work to ensure continuity of operations of essential functions. In order to safely return, however, the potentially exposed employee must meet the standards of the authorized return guidance to minimally include entry point health screening, wear a mask at all times, practice required social distancing and clean/disinfect workspaces regularly for a period determined by the guidance following the potential exposure.

If an employee or visitor notifies Mason County that they (or a member of their household) has a suspected or confirmed pandemic related illness, the work space and/or facility will be sanitized immediately by maintenance staff, upon notification via <http://helpdesk.mason.local/tickets/>. Sanitation efforts will be focused on areas where the ill employee or visitor physically stayed longer than fifteen (15) minutes through the duration of his/her workday or visit. In addition to these focal points, all accessible surfaces will be wiped, any visible soiling will be cleaned, and commonly touched surfaces will be sanitized. Employees will not be permitted to re-enter the office and/or facility until this process is complete.

The Acting/Standing Health Authority (CDC, DOH, MCPH) will make notification of possible exposure to all employees and visitors who checked in/out on the day of exposure and two days after, utilizing the established contact tracing logs. The notice will be given via telephone, e-mail, and regular mail. The name and personal health information of the sick individual will remain *confidential*, as required by the Americans with Disabilities Act.

In the event of exposure/possible exposure, Mason County will notify the Acting/Standing Health Authority. employees will be instructed to proceed with testing and/or treatment based on the CDC Public Health Recommendations for Community-Related Exposure unless advised otherwise by the Washington State Department of Health.

For questions or concerns regarding this Pandemic Exposure Control, Mitigation and Recovery Policy, please contact Mason County Human Resources or the department Safety Officer.

### **Employee Acknowledgement**

I \_\_\_\_\_ (Employee Name) hereby acknowledge that I have read Mason County Pandemic Exposure Control, Mitigation and Recovery Plan. I understand that it

describes the conduct and behavior expected of me as an employee of Mason County further understand that if I violate the described policies and procedures, disciplinary action may be taken against me and/or I may be sent home for the day and/or I may be terminated for cause because ensuring the health and safety of others is Mason County's first priority.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date