KING GEORGE COUNTY COVID-19

RECOVERY PLAN

Purpose

This plan is designed to provide the guidance to the County staff in order to prepare for a reopening of public facilities in accordance with Federal and State Guidelines.

Current Situation

- Maximize Telework
- Government Buildings Closed to Public
- Maintaining Public Safety Operations and Essential Services
- Take Actions to Protect County Workforce and Citizens
- The Use of Alternate Means to Deliver Government Services

Approach

The plan to re-open public facilities will be accomplished via four phases: Build, Socialization, Limited Opening, and Full Opening.

Phase I: Build (11 – 21 May 2020)

During this phase, the General Properties Department will survey the County's public facilities to identify high touch point areas between the County staff and the general public. The General Properties Department will then design and build physical barriers in the areas to limit casual contact and to promote the protection of both our employees and citizens. These high touch point areas include the Treasurer's Office, the Commissioner of Revenue Office, the Registrar's Office, the Administration Office, the Finance Department, the Citizen's Center, Smoot Library, and the Courthouse.

During this phase, department directors will be responsible for developing staffing plans for their department. These plans must be provided to Human Resources no later than May 21st.

Phase II: Socialization (26 – 28 May 2020)

During this phase, County employees will be brought back to work on May 26, 2020 at 8:00 AM. However, public facilities will remain closed to the general public. This phase will allow for the departments to retrofit their processes to begin servicing customers both in-person and remotely. This phase will also afford the staff the opportunity to re-arrange department furniture and procure the supplies they need to meet State and Federal health guidelines.

A. **Workforce Education**

    1. The EOC will host a "Safety Stand-Down" Meeting with all County employees on May 26, 2020 at 9:00 AM. During this meeting, both the EOC Staff and senior leadership will brief the County staff on latest CDC/VDH COVID19 guidelines and the best practices to maintain a safe and healthy work environment. In addition, time will be allotted to address any questions or concerns from our employees.

    2. Emergency Management will distribute COVID Posters/Flyers to each department. These posters will serve as a method to reinforce lessons learned during the safety stand down.

B. **Reintegration of Staff into Their Respective Offices w/Social Distancing Standards in Accordance with Phase I of the State Guidelines (No groupings of more than 10 individuals)**

    1. Directors should remain flexible in creating a work plan for their department. Teleworking will still be afforded as an option to employees who have been identified as high risk to COVID-19 infection. The Center for Disease Control defines high risk individuals as those that are 65 years or older, suffer from specific illnesses (lung disease, heart disease, liver disease, kidney disease, or diabetes), suffer from severe obesity (BMI of 40 or higher), or are immunocompromised. Department directors will create staffing plans that provide continuity and support the provisions of customer service to citizens who visit their offices in-person.

    2. Teleworking will still be afforded as an option to employees with limited childcare options.

    3. The general public will not be required to undergo temperature checks. However, all employees and visitors will be required to have their temperature checked prior to starting the workday. A visitor is defined as a person that has business with a staff member that requires their sustained presence behind the public counter area(s). Each department director is responsible for ensuring his or her staff and all visitors have their temperatures checked at the beginning of each workday. Any employee with a temperature higher than 100 F degrees will be asked to return home and not to return until they are fever free for 24 hours without medication. Employees who are sent home due to a fever will be allowed to telework until they are fever free for 24 hours without medication. If teleworking is not an option, the employee will be paid without the use of personal sick leave (*Families First Coronavirus Response Act*) up to a maximum of 80 hours. Any visitor with a temperature higher than 100 F degrees will be asked to leave the facility.

4. Employees must report when they feel ill or are living with a person that is sick to their directors. Directors, in turn, must deliver these reports to the Human Resources Department.
5. Interdepartmental travel is highly discouraged. Employees will utilize telephone or e-mail as much as possible to facilitate business between departments.
6. Moderate social distancing protocols will be enforced in employee common areas where personnel are likely to congregate (i.e. kitchen and breakrooms). If social distancing cannot be accommodated, the common area will be closed.
7. Sharing of food/drinks (donuts, baked goods) is prohibited. Special events (i.e. retirement celebrations) may take place with the County Administrator's approval and adherence to social distancing and food safety guidelines.
8. All employees and visitors are strongly encouraged to wear masks to follow the Center for Disease Control (CDC) and Virginia Department of Health (VDH) Guidelines.
9. Videoconference software will remain the preferred method to facilitate business meetings. The County Administrator will approve the use of the Board Room, Finance Conference Room, and Quesenberry Conference Room on a case by case basis.

Phase III: Preparation for Public Opening/Limited Opening (28 May)

A. **Communication Plan**
1. Staff will develop a communication plan to include signage, social media, and press releases that inform the public of public access to County facilities. Online services, drop boxes, and other "no-touch" delivery services will be promoted if available.
2. Signage will include:
     i. Reminder for citizens to stay at home if they feel ill.
     ii. Reminding citizens to maintain social distancing of at least six feet.
     iii. Remind citizens of the importance of regular hand washing.

B. **Preparation for Reopening/Cleaning of the Building**
1. Departments will place markers on the floor for their offices and common areas. These markers will serve to assist our citizens to meet social distancing requirements.
2. Hand sanitizer stations will be placed at the entrances of all public facilities.
3. The common areas of the building (hallways, stairs, elevators, etc.) will continue to be cleaned daily by General Properties.
4. County Offices will continue to close at 3:30 pm in order to provide employees one hour to sanitize their work areas daily.

Building Access Points

1. Access to public facilities will be restricted to one entrance and one exit for citizens. Restricted entrances will not impede ADA requirements.
2. At the Revercomb Building, the County will maintain a staff member to direct citizen traffic and help maintain social distancing inside the Treasurer's and Commissioner of Revenue's offices.
3. In order to comply with social distancing standards, a limited number of customers will be permitted entrance into a County office. For example, only two visitors who require

tax service may be permitted to enter Commissioner of Revenue or Treasurer offices at any given time. Additional visitors requiring tax services will have to wait outside until a visitor from one of these departments exits the office.

4. Employees are encouraged to use alternate entrance than the restricted access points provided to citizens.

Board of Supervisors

1. BOS meetings will continue to be held remotely.
2. During this phase, the County will not host gathering of more than 10 people in the board room (to include elected officials, staff, and citizens). Presentations will be made online versus in person.
3. Public comments may be submitted online, by mail, or in person with a limit on the number of citizens allowed in the board room at a time.

Other Governing Bodies

1. Other King George County Commissions, Authorities, Boards, and Committees will be encouraged to restart their public meetings.
2. Other King George County Commissions, Authorities Boards, and Committees will hold their meetings remotely or virtually in accordance with established King George county polices and ordinances.
3. During this phase, the County will not host gathering of more than 10 people in the board room (to include elected officials, staff, and citizens). Presentations will be made online versus in person.
4. Public comments may be submitted online, by mail, or in person with a limit on the number of citizens allowed in the board room at a time.

Emergency Guidance

A. **Employee Tests Positive (or probable) for COVID-19**
   1. The employee will immediately (including nights/weekends) notify their Director.
   2. The director will immediately (including nights/weekends) notify the EOC.
   3. The EOC will notify the Rappahannock Area Health District, who in turn, will perform contact tracing to determine if any other employees should be quarantined.
   4. The area of the building affected will be closed for the number of days required to disinfect the area.
   5. After completion of the cleaning, and if adequate staff can return, the area will resume operations.
   6. The employee will not report for work until instructed to by their Director and Health Care Provider.
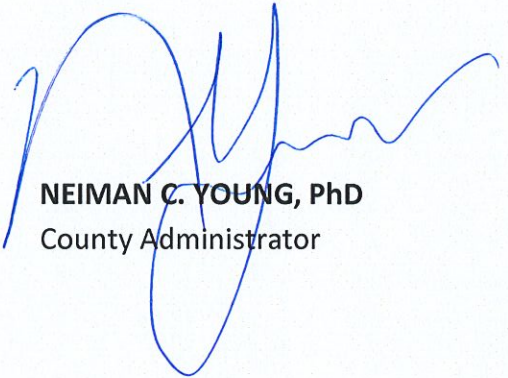
B. **Employee's Immediate Family member tests Positive (or probable) for COVID-19**
   1. Employee will immediately notify their supervisor before arriving to work.
   2. The County Administrator, Employee's Director, HR, and EOC will determine best course of action to protect the Employee and other County Staff.

Phase IV: Full Opening

This phase is defined as a return to our state of conditions prior to the COVID-19 pandemic. Actions during this phase will be dependent upon Phase II and Phase III of the Governor's Forward Virginia Plan.

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County Administrator