



WHITLEY COUNTY BOARD OF COMMISSIONERS

Whitley County Government Center
220 W. VanBuren Street, Ste. 101
Columbia City, IN 46725

11-16-20

All Whitley County Employees;

Due to rising covid-19 positive test numbers and the recent governor's directive the Whitley County Commissioners have been ordered to create a workplace plan to combat covid-19. All the information discussed below can be found at <https://www.osha.gov/Publications/OSHA3990.pdf> and at www.cdc.gov.

- 1) All employees must wear a face covering inside all structures when not at their individual workspace, and anytime they cannot social distance.
- 2) All employees must wear a face covering outside, while on duty, and cannot socially distance.
- 3) Department heads are responsible to ensure all of their staff are symptom free for covid -19 and able to work. This may include allowing staff to contact the department head before or after hours outside the office. If the department head needs equipment, such as thermometers, masks, sanitizer or other PPE, please contact Scott Wagner or Amy Biggs.
- 4) As a reminder, any person with symptoms of covid -19(<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>) will need to isolate for 14 days. They may return early with a doctor's note indicating that the symptoms are not covid-19. The note needs to be returned to the department head and HR.
- 5) All employees who test positive or who have been identified as a close contact must notify their department head, HR and the Health Department Director. Persons who have tested positive must be isolated for 10 days from when symptoms started and have an improvement of symptoms before returning to work. Close contacts must be isolated for 14 days from last exposure to the positive person. The department head may allow a close contact to come back earlier if they wait 5 days from last exposure, have a covid-19 test at or after that 5 days, and it comes back negative. Negative test results need turned in to the department head and HR.
- 6) Restrictions to county government offices will coincide with the color code of the county found at www.coronavirus.com

Red: Buildings to be locked and access from the public will be by appointment only. All visitors to wear masks and socially distance. Socially distance all meetings.

Orange/Yellow/Blue: Buildings open to the public. All visitors to wear mask and socially distance. Socially distance all meetings.

- 7) All county owned buildings will be limited to one entrance unless prohibited by law and will be marked with restrictions for the public use.

Whitley County Government is an Equal Opportunity Employer and does not discriminate upon the basis of race, age, gender, religion, national origin, disability or any other characteristic protected by law. Whitley County will provide reasonable accommodations to qualified individuals with a disability.

- 8) The Commissioners will work with the Maintenance Department to provide each office with disinfectant to be used on hard work surfaces. Each office will be responsible to use the disinfectant on commonly used hard surfaces at least twice a day.
- 9) Please see HR for payroll, FMLA, absences, and etc.
- 10) This plan is a living document and can change at any time with County Commissioner approval.

Whitley County Commissioners