

IN THE COURT OF COMMON PLEAS OF ADAMS COUNTY, PENNSYLVANIA
MISCELLANEOUS

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IN RE: **Administrative Order**
No. 4 of 2020

Courts' Adoption of
Adams County Policy Regarding
Workplace COVID-19 Safety Measures

ORDER OF COURT

AND NOW, this 24th day of April, 2020, the Fifty-First Judicial District adopts the Policy Regarding Workplace COVID-19 Safety Measures adopted by the Adams County Commissioners on April 22, 2020 as a policy of the Court applicable to all Court employees within the Fifty-First Judicial District.

The Adams County Court Administrator's Office is directed to update the Court Employee Manual according and provide notice of this Order to all Court employees within the Fifty-First Judicial District.

BY THE COURT:

MICHAEL A. GEORGE
President Judge

Board of Judges
Adams County Commissioners
Donald Fennimore, District Court Administrator
jvs

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***Adam County Policy Regarding Workplace COVID-19 Safety Measures
Effective Date April 20, 2020***

Effective April 15, 2020, Pennsylvania Secretary of Health Dr. Rachel Levine issued an Order Directing Public Health Safety Measures for Businesses Permitted to Maintain In-person Operations, which Order became enforceable as of 8:00 PM on Sunday, April 19, 2020.

Recognizing that the **County of Adams** must remain open in order to provide essential public services, this policy will outline the actions to be taken by our employees to protect the health and welfare of our employees and the residents that we serve who depend upon our ongoing operation. This policy is not applicable to the Adams County Adult Correctional Complex and its staff or the Department of Emergency Services and its staff, who have instituted work place safety measures specific to their respective 24/7 operations.

A. Effective with the opening of our offices on Monday, April 20, 2020, all employees shall be required to comply with the following protocols:

1. Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor immediately and stay home, pending further instruction.
2. Employees who have had symptoms should follow the Centers for Disease Control and Prevention (CDC) guidelines. Employees should not return to work until the CDC criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
3. Clean and disinfect high-touch areas routinely in accordance with guidelines issued by the CDC, in spaces that are accessible to the public.
4. All common areas, including but not limited to break rooms, rest rooms, conference rooms, etc., will be cleaned and sanitized on a regular basis, including between work shifts.
5. Whenever possible, employee start and end times for a work shift will be staggered to minimize overlap of employees in the same area at the same time. For example, some employees may be asked to start and stop work an hour earlier or later than usual. In addition, employee meal and rest periods may be staggered throughout the day.
6. The number of employees allowed in common areas at any one time will be limited so that employees in the common areas can maintain safe social distance of at least six feet between employees.
7. Whenever possible, meetings will be conducted by telephone or video conferencing. When in-person meetings are required, sufficient space will be provided so that participants can maintain safe social distance of at least six feet between participants.
8. Employees will be provided with access to regular hand soap, hand sanitizer, and disinfectant wipes.

9. Employees will be provided with masks to wear during their time at work, or may wear homemade masks that conform to Department of Health (DOH) guidelines.
 - a. All employees will be required to wear their masks **at all times** while at work or while out in public spaces or dealing with the public during working hours. The only exceptions to this policy is if the employee is confined to his/her own office or private work space/cubicle (or vehicle) and no other individuals are present, or if using break time to eat or drink.
 - b. If another individual needs to enter the employee's office or private work space/cubicle (or vehicle), both the employee and the other individual shall be wearing their masks before the other individual may enter.
 - c. Employees who share a workstation, desk, or vehicle with other employees will also be required to wear their mask at all times.
10. Signage will be placed in all areas that are open to the public advising all individuals to maintain a social distance of at least 6 feet between people.
11. All members of the public who wish to enter one of our facilities must wear a mask while on premises. Anyone who is not wearing a mask should be denied entry and asked to return when they are wearing a mask. The only exception to this policy is for individuals who cannot wear a mask due to a medical condition and children under the age of 2.
12. Employees are encouraged to wash their hands at least every hour.

B. Upon discovery that a person who is a probable or confirmed case of COVID-19 has entered one of our facilities or come into contact with one of our employees, the following additional steps shall be taken:

1. Close off areas visited by the person who is a probable or confirmed case of COVID-19.
2. Open outside doors and windows and use ventilation fans to increase air circulation in the area.
3. Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection.
4. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas including but not limited to employee break rooms, conference or training rooms and dining facilities, shared electronic equipment like touch screens, keyboards, remote controls, and other items used by the ill person, focusing especially on frequently touched areas.
5. Identify employees that were in close contact (within about 6 feet for about 10 minutes) with a person with a probable or confirmed case of COVID-19 from the period 48 hours before symptom onset to the time at which the patient isolated.

- a. If an employee remains asymptomatic, he/she should continue to self-monitor his/her symptoms and take precautions to avoid exposing other individuals.
 - b. If an employee becomes sick during the work day, he/she should be sent home immediately. Surfaces in the employee's workspace should be cleaned and disinfected. Information on other employees who had contact with the ill employee during the time the employee had symptoms and 48 hours prior to symptoms should be compiled. Others at the workplace with close contact within 6 feet of the employee during this time would be considered exposed.
 - c. Promptly notify employees who were close contacts of any known exposure to COVID-19 at the business premises, consistent with applicable confidentiality laws.
- C. The following temperature screening procedures shall occur each day when an employee reports for his/her work shift at the Courthouse:**
1. Within thirty (30) minutes of their arrival to work, each employee must report to the Security Station to have their temperature screening, or must vacate the building in less than thirty (30) minutes.
 2. Any Supervisor or Department Head has the right to request of any employee an additional, subsequent or repeat temperature check, at any time, of any employee under their supervision.
 3. Employees should remain 6 feet apart while waiting for their temperature check at the Security Station.
 4. A Security Officer will take your temperature using an external forehead thermometer. The thermometer will be sanitized by the Security Officer before and after each use.
 5. If your temperature is below 100° F you may continue to remain inside the facility and go about your daily work routine.
 6. If your temperature is 100° F or higher, you should promptly leave the facility and notify your immediate supervisor by phone. You will not be permitted to return inside the facility for a minimum of 24 hours. In such circumstances, you should gather your belongings and leave. You can contact your supervisor by phone/email and discuss remote telework options or sick leave options, but regardless, you must exit the facility immediately.
 7. Failure to properly follow this guideline may endanger co-workers and therefore an employee who purposely disregards or ignores the policy may be subject to potential discipline, up to and including suspension or termination in extreme cases.

D. Employees reporting for work in County/Court locations other than the Courthouse shall perform self-temperature screening each day before leaving home as follows:

1. Prior to leaving your home, take your own temperature. If your temperature is below 100° F you should report to work and go about your daily work routine.
2. If your temperature is 100° F or higher, you should stay home and notify your immediate supervisor by phone/email to discuss remote telework options or sick leave options. You will not be permitted to report to work for a minimum of 24 hours.
3. Failure to properly follow this guideline may endanger co-workers and therefore an employee who purposely disregards or ignores the policy may be subject to potential discipline, up to and including suspension or termination in extreme cases.

Approved at a regularly scheduled meeting of the Board of Commissioners held on the 22nd day of April 2020.

ATTEST:

**COUNTY OF ADAMS
ADAMS COUNTY COMMISSIONERS**

Paula V. Neiman, Chief Clerk

By: _____
Randy L. Phiel, Chairman

(SEAL)

By: _____
James E. Martin, Vice-Chairman

By: _____
Marty Karsteter Qually, Commissioner