

Monmouth County COVID-19 Workplace Precautions

NOTE: Temporary During Coronavirus Public Health Emergency

PURPOSE

As of October 24, 2020, the State of New Jersey remains under a State of Emergency as first declared by Governor Philip D. Murphy on March 9, 2020. Since that time, Monmouth County (“County”) has implemented numerous measures to continuously ensure a safe and healthy work environment for all employees in light of the ongoing issues surrounding COVID-19. In line with those efforts, and in further compliance with additional guidance provided by the Governor in Executive Order No. 192, the County will be implementing additional workplace precautions that are the responsibility of every County employee to acknowledge and comply with.

SCOPE

This policy works in conjunction with the Monmouth County Revised COVID-19 Policy (effective April 20, 2020), the Monmouth County Sick Leave Call-Out Policy (effective June 15, 2020) as well as the Monmouth County Travel Quarantine Policy (effective July 13, 2020), and remains in effect until otherwise revoked by the Monmouth County Administrator. Failure to comply with any of the procedures outlined within this policy may result in disciplinary action.

This policy applies to all employees at any work location of Monmouth County unless otherwise specifically exempted by the County Administrator. This includes regular full and part-time employees, temporary or seasonal employees and paid or unpaid interns. Employees of Constitutional Offices will be governed by the policies set forth by their Constitutional Officer, which may differ from this policy.

POLICY

Precautions Currently in Place:

On June 10, 2020, the County Administrator outlined specific steps that the County had taken, and continues to undertake, in order to keep our workplace as safe and secure as possible during the COVID-19 public health emergency. These steps include:

- Enhanced cleaning and sanitization protocols and schedules for all County buildings and facilities.
- Staggered start times and relocation of several time clocks so fewer employees are in the building entrance areas at one time at the beginning and end of the workday.
- Reconfiguration of all employee work spaces in accordance with CDC-recommended guidelines for appropriate social distancing.
- Strategic installation of Plexiglas barriers, desktop sneeze guards, portable table dividers, room screens and/or other modifications to cubicles, desks, office furniture and/or workstations.
- Placement of social distance floor decals and informational signage in all offices, conference rooms and other common areas.
- New limits on the number of employees allowed to be in offices, conference rooms and other common areas at one time.

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- Distribution of gloves, hand sanitizer and optional face coverings for use by employees.

In addition, guidance was also provided and has been reinforced regarding County expectations of each employee:

- Stay home (or go home) if you are feeling sick.
- Practice proper hand washing and good personal hygiene.
- Practice safe social distancing by staying at least six (6) feet apart when interacting with other employees or moving through the workplace.
- Call, e-mail or video conference as much as possible during the workday instead of meeting with other employees face to face.
- You may, but are not required to, wear a face covering in common areas.
- Be considerate of your fellow co-workers!
- Speak with your department head, division manager or direct supervisor if you have any questions or concerns.

All COVID-19 related policies have been distributed and posted on the County Intranet, along with Frequently Asked Questions regarding COVID-19 and other helpful resources and links to the CDC, Health Department and health and wellness information. Employees have been advised to direct any workplace specific COVID-19 related questions or concerns to their supervisor and/or Department Head.

NEW Precautions in Compliance with Executive Order No. 192

On October 28, 2020, Governor Philip D. Murphy signed Executive Order No. 192, effective November 5, 2020 through the duration of the COVID-19 public health emergency. In addition to the measures the County has already implemented, several additional steps are now required by the County and all employees in order to be in compliance with this latest executive order.

NOTE: Per Executive Order No. 192, the provisions included below do not apply when they interfere with the discharge of the operational duties of employees who fall within the broad definition of a “health care provider” or “emergency responder”, as determined by the County Administrator or Constitutional Officer. Monmouth County has previously defined County employees falling into these two categories (refer to the Monmouth County Revised COVID-19 Policy, Appendices A and B).

New precautions include the following:

1. Wearing of Masks:

- All employees at the worksite **must** maintain at least six (6) feet of distance from one another to the maximum extent possible, including but not limited to during worksite meetings, orientations and similar activities that would traditionally require individuals to be present in a single room or space and in close proximity, in common areas such as restrooms and breakrooms, **and when individuals are entering and exiting the workplace**. Where the nature of an employee’s work or the work area does not allow for six (6) feet of distance to be maintained at all times, **employees are required to wear masks, and supervisors are required** to ensure that each such employee wears a mask.

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- All employees, visitors, and members of the public *entering the worksite must wear cloth or disposable face masks while on the premises*, in accordance with Centers for Disease Control and Prevention (“CDC”) recommendations, except where the individual is under two years of age or where it is impracticable for an individual to wear a face mask, such as when the individual is eating or drinking or where a service being provided by the County cannot be performed on an individual who is wearing a mask.
 - i. **Mask requirements specific to employees:**
 - a. Employees are permitted to remove their masks when situated at their workstations and are more than six (6) feet from other individuals at the workplace, or when an individual is alone in a walled office.
 - b. While the County has made available face masks to its employees, employees are permitted to wear their own surgical-grade mask or other more protective face mask.
 - c. The County *may deny entry to the worksite to any employee who declines to wear a face mask*, except when doing so would violate State or federal law. Where an employee cannot wear a mask because of a disability, the County may, consistent with the Americans with Disabilities Act (“ADA”) and/or New Jersey Law Against Discrimination (“NJLAD”), be required to provide the employee with a reasonable accommodation unless doing so would be an undue hardship on the County’s operations. The County may require employees to produce medical documentation supporting claims that they are unable to wear a face mask because of a disability.
 - d. Failure to wear a mask as outlined above may result in disciplinary action.
 - ii. **Mask requirements specific to visitors and members of the public:**
 - a. The County *may deny entry to the worksite to any visitor or member of the public who declines to wear a face mask*, except when doing so would violate State or federal law.

2. Daily Health Check:

- *Prior to coming into the workplace*, all County employees are required to conduct a daily health check, to include taking their temperature and checking for symptoms of and exposure to COVID-19, consistent with CDC guidance.
 - i. The **Monmouth County COVID-19 Self-Assessment Checklist** (sample attached) must be reviewed on a daily basis by every employee at home prior to coming into the workplace for their shift.
 - ii. If an employee has a temperature of 100.4 degrees or higher, has any of the listed symptoms, or answers “YES” to any of the questions, he/she is not to report to the workplace, but must instead call his/her supervisor immediately.

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- iii. Supervisors of regular shift employees must immediately ***email*** the Monmouth County Health Department at Health@co.monmouth.nj.us with the following information:
 - Employee name, telephone number and whether the employee is experiencing any of the symptoms listed on the Self-Assessment checklist
 - iv. Supervisors in Departments who have employees that work ***holidays, weekends or after regular shift hours*** must immediately ***call*** the Health Department's On-Call nurse directly at (732) 598-5502 with the following information:
 - Employee name, telephone number and whether the employee is experiencing any of the symptoms listed on the Self-Assessment checklist
 - v. A Health Care Professional (HCP) within the Monmouth County Health Department will contact the employee to conduct a Health Screening and direct the employee accordingly. This HCP will conduct a Health Screening in line with CDC guidelines for purposes of determining potential exposure to COVID-19.
- ***If an employee disregards the Daily Health Check process and comes into the workplace sick, the County may take immediate disciplinary action.***
 - i. If an employee does come into the workplace sick, his/her supervisor is required to immediately separate him/her from the rest of the workforce and send the employee home.
 - ii. The employee ***must*** call the Health Department from his/her car to be screened by an HCP. If the Health Department identifies symptoms of COVID-19 during that screening, the employee can proceed to the Health Department for a free COVID-19 test.
 - iii. It is the responsibility of the Health Department to determine if any employees have been exposed to COVID-19 in the workplace, and to conduct contact tracing in accordance with CDC guidelines and following HIPAA protections.
 - If an employee becomes sick during the workday, his/her supervisor is required to immediately separate him/her from the rest of the workforce and send the employee home.
 - i. The employee ***must*** call the Health Department from his/her car to be screened by an HCP. If the Health Department identifies symptoms of COVID-19 during that screening, the employee can proceed to the Health Department for a free COVID-19 test.
 - ii. It is the responsibility of the Health Department to determine if any employees have been exposed to COVID-19 in the workplace, and to conduct contact tracing in accordance with CDC guidelines and following HIPAA protections.

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SAMPLE FOR REFERENCE ONLY

Monmouth County COVID-19 Self-Assessment Checklist

What is your Temperature this morning?

Do you have any of the following symptoms:

Sore Throat

Lack of Taste or Smell

Chills

Cough

Fever

Muscle Pain

Headache

Shortness of Breath

Fatigue

Any other symptoms not listed?

Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?

Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried you may be sick with COVID-19?

Are you awaiting results of a COVID-19 test?

IF YOU HAVE ANY SYMPTOMS OR ANSWER “YES” TO ANY OF THE QUESTIONS, DO NOT REPORT TO WORK

CALL YOUR SUPERVISOR IMMEDIATELY