



# RE-OPENING OF HANCOCK COUNTY POST COVID-19

**Department:** Hancock County  
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**Approvals:** Hancock County Commissioners

**Policy Number:**  
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**Effective Date:** 5/4/2020  
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**Review Date:** Executive Order Changes

### PURPOSE

The purpose of this policy is to set a minimum standard for preventing the spread and transmission of COVID-19 to Hancock County employees and visitors in county buildings. The policy will allow for department specific flexibility.

### PERSONNEL

All Hancock County employees

### REFERENCE AND RELATED DOCUMENTATION

- Govern Holcomb’s “Back on Track IN” Documents
- CDC COVID-19 Website
- Indiana State Health Department

### POLICY

- All employees of Hancock County will wear a protective mask while engaging with the public or in areas where social distancing of 6 feet or less is not possible. Employees may utilize their own mask, or one will be provided for you. Masks can be disposable ear loop (surgical masks) or homemade cloth mask.
  - o Masks may be worn for 1 day (or the equivalent of 8 hours of wear) before a new mask will be provided to the employee
  - o If a mask were to become visibly dirty or wet, a new mask will then be provided.
  - o Hand Hygiene should be performed before putting on a mask, after taking off a mask and anytime the mask is touched.
- Employees of Hancock County will be provided easy access to Hand Sanitizer for proper Hand Hygiene after every internal or external personal interaction and as necessary.
- Employees of Hancock County will be provided easy access EPA Approved Disinfectant.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

- o Currently stocked and available (approved on EPA N List) products should be used first.
- o Re-Juv-Nal is an EPA approved concentrate disinfectant that is available to the current supply chain as an alternate. This concentrate can be used as alternate when the current supply of disinfectant is no longer available. See product label for proper instructions of use. **MUST** be diluted; 2oz. Re-Juv-Nal in 1 gallon of water. This must be done according to manufactures instructions.



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- A routine cleaning and disinfecting of all frequently touched surfaces in the workplace. Extra emphasis should be placed on non-porous/high touch surfaces such as; workstations, phones, keyboards, handrails and door knobs.
- An employee with a temperature of greater than 100.4 or taking physical care of an individual with a temperature of 100.4 will be sent home to self-isolate.
  - If COVID-19 signs or symptoms are present the employee should be evaluated by a medical professional or COVID Clinic (317-325-2683) prior to returning to work. Such signs and symptoms include new onset cough or shortness of breath/difficulty breathing OR at least two of the following; fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell
  - If non-COVID-19 signs and symptoms; (allergies, any other illness) no changes on the ability to work.
- Return to work will depend on the signs and symptoms of the employee.
  - If an employee has signs and symptoms related to COVID-19 (see above), the employee should consult a medical professional. Testing will be determined by the medical professional. If the employee is tested and tests positive, then employee should follow the CDC guidelines for returning to work. This will include at least 7 Days from symptom onset or 3 Days after symptom resolution without the use of medications. The employee may contact Hancock County Health Department with any questions regarding returning to work after testing positive for COVID-19.
  - All non-COVID-19 symptoms will remain unchanged on returning to work, allowing for return to work with elevated temperature resolved.
- Screenings will be maintained by department heads for all employees. An example of employee screening is attached.
- Screenings of all visitors will be determined by each department utilizing the guidelines of the Governor's office and CDC recommendations.
- All outside visitors should be limited to necessary transactions only. All available options should be provided to avoid personal interaction if possible. The following are guidelines for any entering a county building.
  - It is preferred that all visitors wear a mask. If the visitor does not have a mask, one will be offered to them. Verbiage to be (or similar) For your safety and the safety of our county employees, we ask that all visitors wear a mask while in county buildings."
  - Engineering and Administration Controls should be considered for all public interaction. Please see appendix for Hierarchy of Controls

### References

- Hierarchy of Controls from The National Institute for Occupational Safety and Health (NIOSH) and the CDC <https://www.cdc.gov/niosh/topics/hierarchy/>
- The CDC website on COVID-19 <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- Indiana State Department of Health COVID-19 website <https://www.coronavirus.in.gov/>
- Screening of Employees and Visitors within education plan. <https://rise.articulate.com/share/eAgzMxwSuYSSs41ICftaVHTG5oxU5412>