

## **COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Lake County Road Commission hereby adopts the following COVID-19 preparedness and response plan, consistent with recommendations in the Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Safety and Health Administration. The primary goals of this plan are to prevent or minimize the spread of illness within the Road Commission while preserving, to the extent possible, the continuity of essential Road Commission operations. All Road Commission employees are expected to adhere to this plan. This plan may be updated and revised by the Board of County Road Commissioners as future circumstances warrant and will remain in effect until rescinded by the Board.

The following mitigation measures are hereby adopted by the Road Commission:

1. The Road Commission is a critical infrastructure employer and considers all its personnel essential to meeting the core mission of the Road Commission. Some of the employees' work has been appropriately performed without the need for physical presence at the Road Commission, and that will continue for certain employees through the term of this plan where the work activity can feasibly be completed remotely. To the extent employees are required to report in-person to the Road Commission to perform their work, the Road Commission has determined that the work cannot feasibly be performed remotely and believes it is operating consistently with the terms of any Emergency Order or administrative rule.
2. The Road Commission has determined that its employees' jobs fall into the lower exposure risk category as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:
  - Lower Exposure Risk Jobs. These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six (6) feet) with the general public. Workers in this category have minimal occupational contact with the public and other co-workers. Examples are small offices and small construction operations (less than ten (10) employees), provided employees have infrequent close contact with co-workers and the public.

The administrative controls contained in this plan are designed to minimize or eliminate the risks of COVID-19 to these employees in the work place.

3. \_\_\_\_\_ is designated as the COVID-19 Coordinator for the Road Commission.
4. Employees who are required to perform in-person work should follow the general COVID-19 communicable disease prevention actions recommended by the Centers for Disease Control and Prevention (CDC), specifically:
  - Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer (>60% alcohol).
  - Avoid touching eyes, nose, and mouth with unwashed hands.
  - Stay home when sick and avoid close contact with people who are sick.
  - Cover cough or sneeze into elbow or tissue, then throw the tissue in the trash.
  - Clean and disinfect frequently touched objects and surfaces.
5. All employees must practice social distancing as much as possible in the workplace (e.g. limit face-to-face conversations and meetings, maintain a distance of 6 feet between people at all times, etc.). Vendors and contractors will also be requested to practice social distancing when coming into contact with Road Commission employees.
6. All employees will be provided with non-medical grade face coverings. Employees are encouraged to wear them in the workplace as much as they are able to tolerate and are required to do so in shared spaces, including during in-person meetings, in restrooms and hallways, and whenever social distancing (i.e. maintaining a distance of six (6) feet between people at all times) in the workplace is not possible. Employees are responsible for cleaning their masks and/or requesting a new mask as needed.
7. The general public will be provided with alternative ways, besides coming to the Road Commission office, to make emergency notifications to the Road Commission and/or to utilize the Road Commission's services. Employees must limit all face-to-face contact with the general public to the greatest extent possible and practice social distancing when face-to-face contact is required. If the public is allowed entry to the Road Commission office, physical barriers will be added as appropriate to service points that

require interaction with the public, and signs will be posted at the office entrance instructing the public of their legal obligation to wear a face covering when inside the Road Commission office and informing the public not to enter if they are or have recently been sick.

8. Business-related travel for employees will be restricted to essential travel only.
9. Road Commission employees must limit the sharing of tools and equipment to the maximum extent possible and frequently and thoroughly clean tools, equipment, and frequently touched surfaces throughout the day. Disinfecting wipes will be available for this purpose.
10. Employees will be provided with sufficient break time throughout the day to wash hands as needed. Access will also be provided to an alcohol-based hand sanitizer that contains at least 60% alcohol.
11. Use of non-essential common spaces, e.g. break rooms, kitchens, etc., will be restricted, with employees required to practice social distancing in such areas, with at least a six (6) foot distance between employees. Generally, food and drink must not be shared between employees.
12. Employees are required to use work gloves, as appropriate, to prevent skin contact with contaminated surfaces.
13. The Road Commission has implemented a daily entry self-screening protocol for all employees, contractors, or vendors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19. When obtainable, a touchless thermometer will be used for temperature screening of employees.
14. At each work location, a supervisor will be designated to implement, monitor, and report to management on the COVID-19 control strategies set forth in this Plan.
15. The Road Commission will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but not limited to:
  - a. Not allowing known or suspected cases to report to or remain at the workplace.

- b. Sending known or suspected cases to a location (e.g. home) where they are self-isolating during their illness.
  - c. Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.
16. The Road Commission will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.
17. When an employee is identified with a confirmed case of COVID-19, the COVID-19 Coordinator will notify the local public health department immediately and any co-workers, contractors, or vendors who may have come into contact with the person who is the confirmed case of COVID-19 within twenty-four (24) hours. When notifying co-workers, contractors, and vendors, the Road Commission will not reveal the name or identity of the confirmed case.
18. If an employee has tested positive for COVID-19, he/she may not return to work until:
- A. If asymptomatic, the employee can return to work ten (10) days after the date the test sample was provided or when the employee receives two (2) negative test results at least twenty-four (24) hours apart), whichever occurs first.
  - B. If symptomatic and ***the employee will not be tested*** to determine if he/she is still contagious, the employee can return to work after these three things have happened:
    - a. The employee has had no fever for at least twenty-four (24) hours (one full day of no fever without the use of medicine that reduces fevers) AND
    - b. Other symptoms have improved (for example, when cough or shortness of breath have improved) AND
    - c. At least ten (10) days have passed since symptoms first appeared.
  - C. If symptomatic and ***the employee will be tested*** to determine if he/she is still contagious, the employee can return to work after these three things have happened:

- a. The employee no longer has a fever (without the use of medicine that reduces fevers) AND
  - b. Other symptoms have improved (for example, when cough or shortness of breath have improved) AND
  - c. The employee has received two (2) negative tests at least twenty-four (24) hours apart.
19. An infected employee's privacy will be protected to the greatest extent possible. Management will only share that information determined to be necessary to protect the health of employees in the workplace, but at the same time maintain confidentiality as required by the Americans with Disabilities Act (ADA). Medical information related to a specific employee will not be disclosed.
20. The Road Commission will train workers on, at a minimum:
- a. Workplace infection-control practices.
  - b. The proper use of personal protective equipment.
  - c. Steps the employee must take to notify the Road Commission of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
  - d. How to report unsafe working conditions.

The COVID-19 Coordinator shall create a record of the training. The Road Commission shall place posters in the workplace that encourage staying home when sick, cough and sneezing etiquette, and proper hand hygiene practices.

21. The Road Commission will maintain the following records as they relate to the COVID-19 preparedness and response plan:
- a. Training records.
  - b. A record of daily entry self-screening results for all employees or contractors entering the workplace, including a questionnaire covering signs and symptoms of COVID-19 and exposure to people with suspected or confirmed COVID-19.

- c. When an employee is identified with a confirmed case of COVID-19, a record of when the local public health department was notified, as well as any co-workers, contractors, or vendors who may have come into contact with the person who is the confirmed case of COVID-19.

The COVID-19 Coordinator will maintain the records.

Any employee who has questions about this plan or concerns about health and safety in the workplace should contact the COVID-19 Coordinator. No employee who expresses a concern about health or safety in the workplace will be subject to any retaliation. Employees who are concerned about possible exposure to COVID-19 should refer to CDC guidance for how to conduct a risk assessment at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/assess-manage-risk.html>.