



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Reconstitution of Operations Plan Policy

Adopted Date: August 31, 2020

In accordance with the Reconstitution of Operations Plan (ROOP), and to ensure implementation of the plan strategies in a manner that best suits their operational needs, County departments shall create Department Annex Plans and Standard Operating Procedures for their individual departments. However, this policy outlines certain objectives that must be consistently followed throughout County departments to mitigate the spread and risk of exposure to COVID-19, and promote the safety of its employees, and members of the public.

As the COVID-19 pandemic continues to evolve, the County of El Paso shall follow the guidance of the Centers for Disease Control and Prevention (CDC) in its efforts to prevent the spread of this disease. As CDC guidance changes, the County will amend its policies accordingly.

I. Assessment

It is the responsibility of each department to create the necessary infrastructure for a safe and effective reconstitution effort. Departments must assess their workforce, facilities, workspaces and operations for reconstitution.

Social distancing guidelines require a minimum of six (6) feet distance between individuals when at all possible.

A. Scheduling

Departments must schedule staff in a manner that will minimize crowding within the workplace, and allow for compliance with social distancing guidelines. The strategies listed below may be used when achieving this goal. Use of these strategies must follow the requirements set out in the County Working Hours Scheduling and Telework policies.

1. Modified Work Schedule – daily work hours from the traditional 8:00 a.m. to 5:00 p.m. day. Examples include working 7:00 a.m. to 4:00 p.m., 7:30 a.m. to 4:30 p.m., and 9:00 a.m. to 6:00 p.m. (Refer to the **Working Hours Scheduling Policy** for more information.)
2. Compressed Work Week – a full-time weekly work schedule completed in less than five (5) days. An example is working four (4) ten (10) hour days. (Refer to the **Working Hours Scheduling Policy** for more information.)
3. Teleworking – work arrangements between an eligible County employee and their supervisor that allows them to engage in work in an area that is outside of their designated office space for all or part of their workweek. (Refer to the **Telework Policy** for more information.)

B. Workspace Design

Where feasible, departments shall ensure the workspaces of each employee are designed in a manner that provides safety, minimizes crowding, and which honor social distancing guidelines. Where redesigning workspaces is impractical, or only partially effective, departments will utilize scheduling procedures in **Section A** to ensure social distancing guidelines can be met.

Examples of current work station modification include Plexiglas barriers, cubicle rearrangements, and other alterations that will enhance the safety of employees and the public. Departments shall work with the Facilities Department as necessary.

C. COVID-19 Screening/Contact Tracing Maintenance

The County of El Paso is responsible for ensuring that **all** persons entering a County of El Paso controlled facility are screened for COVID-19 related symptoms.

As such, each employee and/or member of the public who:

1. Has been diagnosed with COVID-19 and has not yet been cleared to discontinue isolation (or is still under quarantine);
2. Is under evaluation for COVID-19 and waiting for the results of a viral test to confirm infection;
3. Has a fever equal to or higher than 100.4 degrees Fahrenheit;
4. Has been in contact with someone who has tested positive for COVID-19 and has not yet been cleared to discontinue isolation (or is still under quarantine); and/or
5. Who is experiencing symptoms of COVID-19¹ will **NOT** be allowed to enter a County facility. (If a medical provider confirms the cause of an employee's fever or other symptoms is not COVID-19 related, the employee may return to work. Please consult with the Human Resources Department regarding further guidance and assistance.)

Any person not meeting all screening requirements shall not be permitted to enter the County facility.

County's Responsibility:

1. The County of El Paso is responsible for displaying COVID-19 signage at all entry points indicating the requirement above to ensure persons entering the facility acknowledge such requirement.
2. The County of El Paso is responsible for providing appropriate PPE for those who are required to screen manually, including but not limited to a thermometer, mask, face shield, and gloves.
3. The County of El Paso is responsible for providing a hand sanitizer station at each public entrance to their facilities.

Screening Process:

Each employee and/or member of the public shall be screened via one of the following methods:

1. Touchless forehead/temporal artery thermometer;
2. Automated body temperature device which produces a sticker for verification; or
3. Electronic affirmation of compliance with posted entry/exit requirements (Ex. Employee access card use acknowledging their agreement to posted notice requirements).

All screening for COVID-19 must be conducted on a non-discriminatory basis.

Department's Responsibility:

Departments are required to **verify** a pre-screening was conducted of each employee and/or member of the public before allowing entry to their offices.

Due to limited technology and the unavailability of Sheriff's Security at all County facilities, some departments may need to **conduct** daily temperature checks and maintain a COVID-19 Respiratory Symptom Screening Log (attached)².

For the purpose of Contact Tracing, all departments shall maintain a COVID-19 Contact Tracing log to track all individuals who enter their offices each day. Logs shall be maintained at the department level, and will be used to notify others in the event of a positive case within that department.

D. Positive Protocol

Employee Responsibility:

Any employee who becomes ill from COVID-19, or is displaying COVID-19 symptoms must notify his or her supervisor immediately.

An employee shall not return to work until cleared by the HR Department if an employee:

1. begins experiencing symptoms outside of work;

¹ Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. (www.cdc.gov)

² All screening logs shall be submitted to the HR Department on a monthly basis to ensure proper storage of such information.

2. has been exposed to someone that is exhibiting coronavirus symptoms; or
3. is positive for COVID-19, or has tested positive for COVID-19. The employee must report this to their supervisor and shall not return to work until cleared by the HR Department.

Supervisor Responsibility:

1. Supervisors shall notify their Department Heads/Elected Officials when notified of a potential positive case.
2. Supervisors must contact the Human Resources Department who will provide guidance and assistance to the department utilizing internal HR procedures and checklists.
3. Supervisors must also contact the Facilities Department regarding the sanitation of an employee's workspace as appropriate.
4. Employees who are sick for any reason are encouraged to stay home rather than come to work.

Critical Infrastructure Workers: The CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. Supervisors shall consult with the Human Resources Department regarding further guidance and assistance.

II. Planning

Utilizing information obtained during the Assessment phase, it is the responsibility of each department to create a Department Annex Plan which will outline how reconstitution will occur.

A. Creating the Department Annex Plan

Each department is responsible for creating a Department Annex Plan which can be found within the actual ROOP. The Department Annex Plan is specific to the operations of and services performed by each department, and provides departmental details connected to the overarching ROOP.

1. Chief Administrator Review – Department Annex Plans must be approved by the Chief Administrator prior to implementation, and prior to reconstitution of work.
2. Annual Submission – Upon initial review, Department Annex Plans shall be reviewed at least annually, updated as necessary, and submitted to the Chief Administrator each year for review.

B. Safety Ambassador

Departments shall identify personnel and designate a minimum of one (1) Safety Ambassador whose duties shall include:

1. Monitor and enforce the Department Annex Plan;
2. Ensure department facilities are operated in compliance with the ROOP;
3. Ensure an adequate supply of safety and sanitation equipment for the department; and
4. Communicate and coordinate efforts with the ROOP committee, as necessary.

C. Personal Protective Equipment (PPE)

Departments are responsible for ensuring all individuals within their office, to include employees and members of the public, are wearing the appropriate PPE as necessary at all times. PPE may include masks, gloves, face shields, etc. and may be supplied by the department at their discretion.

1. Individuals shall maintain at least a six (6) foot distance from others when at all possible.
2. Masks **must** be worn at all times unless the employee is working in a single occupant office, and no other individuals are present in that office.
3. It is the responsibility of the individual to have the appropriate PPE on their person for utilization as necessary; however, departments are encouraged to have a supply of relevant PPE as necessary.
4. Departments must follow the purchasing guidelines when ordering PPE and supplies that qualify under the CARES Act.

D. Sanitation & Hygiene

Departments are responsible for ensuring a sanitary environment at all times.

1. Hand Washing - Employees are required to wash their hands with soap and water for a minimum of 20 seconds, prior to entering their workspace, and as frequently as possible throughout their work day. If hand washing is not available at the worksite, departments should make every effort to provide hand sanitizer in these instances. Otherwise, employees may need to wear gloves during their time at this location, until they can wash their hands.
2. Coughing/Sneezing - Employees shall cough or sneeze into a tissue, sleeve or elbow; but shall avoid doing so in their hands. If they must do so in their hands, employees must wash their hands immediately thereafter (#1 above) and clean any surface they may have touched prior to washing hands. To maximize a safe environment, Supervisors reserve the right to ask an employee to go home if the coughing or sneezing is considered excessive.
3. Shaking Hands - Employees shall refrain from shaking hands with other individuals while at the workplace.
4. Work Station Cleaning - At a minimum, employees are required to clean their workstation, and any high touch surfaces, at the end of their work day, and before and after entry of an individual. Work stations will be limited to one (1) person, unless social distancing measures can be maintained, or face masks are in use. Cleaning supplies shall be provided by the Department as reasonably necessary.
5. Bathrooms, Breakrooms and other Common Areas – Employees must adhere to social distancing guidelines, and/or wear a mask as directed in **Section C** when entering a bathroom, breakroom or other common area. Departments are responsible for ensuring these areas are sanitized as reasonably necessary.

E. Social Gathering

Employees shall minimize social gathering events to include informal/formal office gatherings, meetings, etc. when at all possible; however, when such gatherings are necessary, employees shall ensure social distancing measures are maintained and enforced during those events.

III. Implementation

Once the assessment and planning phases have occurred, it is the responsibility of each department to create Standard Operating Procedures which will assist with the implementation of reconstitution.

A. Creating Standard Operating Procedures

Departments are responsible for formalizing their operations through the development of Standard Operating Procedures (SOPs) specifically designed to address the long-term implications of COVID-19. SOPs should include a provision which outlines operational changes in the event of a COVID-19 resurgence.

B. Notices

Departments are responsible for posting appropriate notices as provided by the Facilities Department, which will be used to communicate requirements and expectations to the public. At minimum, a notice shall be posted at each facility entry point informing any individual accessing the facility of the following:

1. Social distancing guidelines require a minimum of six (6) feet distance between individuals must be met;
2. Masks must be worn at all times; and
3. Temperature screening and relevant information for log maintenance are required when entering a County facility/department.

C. Employee Training & Education

Because the ROOP is incorporated within each of these levels, at minimum, departments are required to ensure staff receives training and education of the following:

1. ROOP Training **Video**
2. Reconstitution of Operations Plan **Policy**
3. Department Annex Plan
4. Standard Operating Procedures

D. Continuous Monitoring

Once reconstitution efforts are launched throughout the County, individual departments must closely monitor the effectiveness of their plans to ensure the safest and most effective environment for staff and members of the public.

IV. Violations

All employees are required to comply with the expectations set forth by this policy, and their individual Department procedures.

Employees have a duty to report any conduct that violates this policy to an immediate supervisor or manager.

Any violation of this Reconstitution of Operations Policy may result in disciplinary action, up to and including termination.