

**HENRY COUNTY
COMMISSIONERS**
HENRY COUNTY COURTHOUSE
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June 10, 2020

Office Holders and Department Heads

Dear Office Holders and Department Heads:

On March 19, 2020, the Board of Commissioners issued an amendment to the County personnel policies regarding the closure of County offices during an emergency health pandemic. The policy provided, in pertinent part, that employees who were directed to stay home from work as a result of the health pandemic would continue to be paid at the employee's regular salary. It is our understanding that this practice has largely been followed by all County offices and departments.

By Resolution dated June 10, 2020, the County Commissioners have declared that County offices will re-open to the public on June 15, 2020, at 8:00 a.m. As a result, effective June 20, 2020, employees that you have directed not to report to work due to the closure of County facilities will no longer be paid for time in which the employee is not working.

An employee who is not comfortable with returning to work may utilize vacation time, personal time or unpaid leave as provided in the current County policies. In addition, an employee may qualify for leave additional paid leave under the Emergency Paid Sick Leave Act if the employee: (a) is subject to a federal, state or local quarantine or isolation order related to COVID-19; (b) has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19; (c) has experienced symptoms of COVID-19 and seeking a medical diagnosis; or (d) is caring for an individual who is either subject to quarantine or isolation order related to COVID-19 or has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.

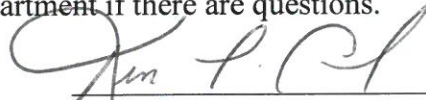
An employee may also remain off of work if the employee qualifies for leave under the Family Medical Leave Act or the Emergency Family Medical Leave Act.

If you have an employee who voluntarily discloses that he or she has a medical condition or disability that puts him or her at an increased risk of COVID-19 complications, you may ask the employee if any modifications to his or her job duties or work conditions are necessary to alleviate the risk. If an employee requests a specific accommodation to perform his or her job duties, under the Americans with Disabilities Act, you may be required to provide a reasonable

accommodation to the employee. If an employee requests an accommodation, please contact the County Human Resource Department for guidance.

A number of you have employees that are currently not working or working a limited schedule and not being paid for time away from work. As elected officials, you are free to direct such employees to return to work, or in your discretion, the employees may continue to remain off of work without pay.

Thank you for your attention to these matters. Please do not hesitate to contact us or the County's Human Resource Department if there are questions.



Kim Cronk



Ed Yanos



Ed Tarantino

RESOLUTION NO. 2020-05-06-005

RESOLUTION DIRECTING THE REOPENING OF COUNTY FACILITIES

WHEREAS, on March 19, 2020, the Board of Commissioners of Henry County issued a directive closing all County facilities to the general public due to the outbreak of the COVID-19 global health pandemic; and,

WHEREAS, on May 1, 2020, the Governor of Indiana issued Executive Order 20-26, which provided for the re-opening of Executive Branch state offices commencing on June 14, 2020; and,

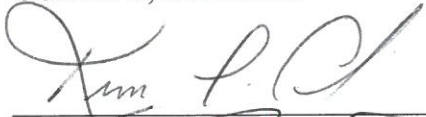
WHEREAS, the Board of Commissioners of Henry County have conferred and believe that County offices should begin to re-open to the general public during normal business hours.

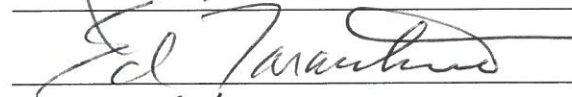
NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Henry County, as follows:


- 1. All County government offices shall re-open to the general public commencing on June 15, 2020, at 7:00 a.m.
- 2. Nothing in this Resolution should be construed to restrict any office holder or department head from instituting measures to ensure the safety of the office holder's employees or the general public, including without limitation, restricting the number of persons that can be physically present in an office during any one time, requiring persons entering into the office to wear face coverings or requiring members of the public to make appointment prior to visiting an office.

All of which is resolved by the Board of Commissioners of Henry County, Indiana this 10th day of June, 2020.

BOARD OF COMMISSIONERS OF HENRY COUNTY, INDIANA







ATTEST:

Debra G. Walker, Auditor

Henry County Government's Plan to Re-Open to the Public

Effective Date: June 15, 2020

The purpose of the plan is to ensure a safe environment for both employees and the public. While County Offices will begin to reopen to the public on Monday, June 15, 2020, business cannot be conducted as it was prior to the COVID-19 state-declared public health disaster emergency. Henry County will adjust this plan as necessary with the effective date identified at the top of the plan. We recognize that each worksite and public space is unique and will require customized solutions for implementing the social distancing and sanitation measures required by Governor Holcomb's Executive Orders. With that understanding, the following procedures will be in place and Department Heads and Elected Officials must adapt their workspaces to ensure the health and safety of their employees and the general public.

Employee Health Screening:

1. Every day, employees will be required to review the attached Employee Daily Health Screening Questionnaire **BEFORE** they leave their residence. All employees must certify that they have received a copy of the Questionnaire and keep a copy of the Questionnaire at home for daily review.
2. Any employee that answers "yes" to any question on the Questionnaire must not report to work. Instead, the employee must immediately contact their supervisor to notify them of their circumstances and then contact their health care provider.
3. If the employee answers "no" to every question on the Questionnaire, they are authorized to report to work. By reporting to work, the employee certifies having reviewed the Questionnaire just before reporting to work and verifies that all answers were "no."
4. Any employee that is found to have reported to work even though their answer was actually "yes" to any question on the Questionnaire will be subject to disciplinary action.

Health and Safety Protocols:

1. A sign will be posted at the entrance of every County building preventing members of the general public from entering the building if the symptoms or circumstances identified on the sign, associated with COVID-19, apply to the individual.
2. When possible, employees and members of the general public must maintain 6 foot social/physical distancing. Where possible, departments must designate with signage, tape, or other means six-foot distances to ensure employees and members of the general public maintain appropriate distances.
3. When 6 foot separation cannot be maintained between individuals, the Department Head or Elected Official will employ other separation measures. Employees and members of the general public are not required to wear face coverings (i.e. masks), except to the extent such are used by a department head or elected official as an alternative separation measure. Additional notice will be publicly posted in any area where such separation measures are required. Employees and members of the general public may voluntarily wear face coverings in County buildings.

4. High-touch surfaces (i.e. doorknobs; light switches; keyboards) must be regularly sanitized. Employees must follow the cleaning procedures applicable to the type of equipment (i.e. keyboards should not be soaked).
5. Each department will be responsible for sanitizing the areas in their offices available to the general public. The regularity of such sanitizing procedures are dependent upon the degree such areas are used by the general public.
6. The general public should only touch surfaces to the extent necessary to fulfill their permitted reason for entering the County building.
7. To the extent possible, employees should stay in their own workspace and only touch their own equipment (i.e. answer their own phone; use their own keyboard).
8. Upon arrival at any County building, an employee or member of the general public should wash their hands with soap and water for at least 20 seconds or use hand sanitizer containing at least 60% alcohol. Throughout the workday, employees should frequently wash their hands with soap and water for at least 20 seconds or use hand sanitizer containing at least 60% alcohol.
9. Hand sanitizer and signs encouraging social distancing must be readily available and visible as the public and employees enter and exit buildings. Hand sanitizer must also be made available to employees and members of the general public in high traffic areas.
10. Employees and members of the general public should avoid touching their eyes, nose, or mouth while in the County building. If an employee or member of the general public needs to touch their eyes, nose, or mouth while in the County building, they should wash their hands before and after doing so.
11. Employees and members of the general public should follow appropriate respiratory etiquette, which includes covering their mouth and nose for coughs and sneezes with the inside of their elbow.

Additional Safety Considerations:

1. When possible, employees should encourage customers to handle their business over the phone or email. When an employee knows that a member of the general public needs to meet in person and discuss a matter for any significant period of time, the meeting should be scheduled by appointment to reduce the total number of general public in a building at any given time.
2. Where possible, each building will establish separate operating hours that are limited for members of the general public who are considered part of the vulnerable population (i.e. elderly; immunocompromised).
3. Workspaces should be a minimum of 6 feet apart. Plexiglass barriers, similar dividers, or other separation measures should be considered when space between work areas is not possible.
4. Common areas, like break rooms, must be avoided unless physical distancing of 6 feet or more is possible. The number of individuals permitted in such common areas must be reduced to ensure physical distancing of 6 feet or more is maintained.
5. Meetings may take place but only if all social distancing and sanitation measures can be followed.

HENRY COUNTY GOVERNMENT
ACKNOWLEDGMENT OF RECEIPT

Henry County Government's Plan to Re-Open to the Public
and
Employee Daily Health Screening Questionnaire

By signing below, I hereby certify that I received, read, and agree to follow the above titled Henry County Government's Plan to Re-Open to the Public ("Plan") and the accompanying Employee Daily Health Screening Questionnaire ("Questionnaire") both effective June 15, 2020. I further certify that I will keep a copy of the Plan and Questionnaire at my residence and office. I further certify that I will review, on a daily basis BEFORE reporting to work, the Employee Daily Health Screening Questionnaire and confirm that all answers are "no." If any answer identified on the Questionnaire is "yes," then I agree to not report to work and contact my supervisor and health care provider immediately. I agree it is my responsibility to adhere to information outlined in the Plan and Questionnaire. I understand that my failure to follow the requirements of the Plan (i.e. social distancing requirements and sanitation measures), including the Questionnaire procedures, will subject me to disciplinary action. If I have questions or concerns regarding the Plan or Questionnaire, it is my responsibility to direct them to my supervisor and/or Henry County Human Resources. I agree to do my part to help ensure the health and safety of all Henry County employees and the general public.

Signature _____

Printed Name _____

Date _____ Department _____

Employee Daily Health Screening Questionnaire

If you require immediate medical attention due to respiratory distress or a life-threatening emergency, please call 911 or your local emergency service. The questionnaire below is not an alternative for professional medical advice, treatment, or diagnosis. This questionnaire is effective June 15th, 2020, but may be amended by Henry County.

If you answer "yes" to any of the questions below, **PLEASE DO NOT REPORT TO WORK**. Instead, contact your supervisor and health care provider immediately. Having answered "yes" to any question below does not mean that you have COVID-19, but means that your symptoms or circumstances are similar to those contracting COVID-19. Check with your supervisor or the County Human Resources Department, as applicable, to determine if you qualify for any paid leave during your absence.

If you answer "no" to all of the questions below, you are authorized to report to work.

1. Have you had any of the following symptoms in the past 72 hours (3 full days) or have you used fever reducing or other symptom altering medicines (i.e. cough suppressant) to suppress any of the following symptoms? Yes or No
 - a. If Yes, check ALL that apply:
 - NEW-ONSET cough (developed recently)
 - Fever (temperature of 99.4 or greater)
 - Shortness of breath/difficulty breathing
 - Nausea, vomiting, diarrhea
2. Have you had any two of the following symptoms in the past 72 hours (3 full days) or have you used symptom altering medicines (i.e. pain relief medicine) to suppress any of the following symptoms?
 Yes or No
 - a. If Yes, check ALL that apply:
 - NEW-ONSET loss of taste and/or smell (developed recently)
 - NEW-ONSET sore throat (developed recently)
 - NEW-ONSET muscle pain (developed recently) that is not attributed to a known physical activity
 - NEW-ONSET chills or repeated shaking with chills (developed recently)
3. If you tested positive for COVID-19, have (1) you had any of your COVID-19 symptoms in the past 72 hours (3 full days) or have you used fever reducing or other symptom altering medicines (i.e. cough suppressant) in the past 72 hours (3 full days) to suppress any of your COVID-19 symptoms or (2) has less than 10 days passed since your symptoms first appeared? Yes or No
4. Have you (1) been within 6 feet for a prolonged period of time of someone that has received a confirmed diagnosis of COVID-19 or (2) been in direct contact with the secretions (i.e. fluids from a sneeze or cough) of someone that has received a confirmed diagnosis of COVID-19 in the past 14 days? Yes or No
5. Have you (1) been within 6 feet for a prolonged period of time of someone that has been or is scheduled to be tested for COVID-19 or (2) been in direct contact with the secretions (i.e. fluids from a sneeze or cough) of someone that has been or is scheduled to be tested for COVID-19 in the past 14 days? Yes or No
6. Have you traveled to any country, state, or location where COVID-19 has sustained widespread community transmission in the past 14 days? Yes or No
[If you do not know whether the area you travelled has sustained widespread community transmission contact the Henry County Human Resources Department prior to reporting to work]