

**HENRY COUNTY INDIANA'S  
COVID-19 RESPONSE SAFETY PLAN  
Effective: OCTOBER 27, 2021**

**Introduction.** The health and safety of our employees and citizens is taken very seriously. In response to the spread of COVID-19, Henry County Indiana (“Henry County”) has developed this COVID-19 Safety Plan (“Plan”) as part of our efforts to reduce the potential for exposure to and spread of the coronavirus. This Plan is based on information available from the U.S. Centers for Disease Control and Prevention (“CDC”), the Occupational Safety and Health Administration (“OSHA”), and the State of Indiana and is subject to change based on further guidance from these and other public health agencies. Henry County will monitor coronavirus-related guidance and will communicate any changes to this Plan.

**Free Copy of the COVID-19 Response Safety Plan.** A copy of this Plan shall be distributed to each employee of Henry County, Indiana. A copy shall also be made available to the public at each department of Henry County, Indiana. There shall be no charge for obtaining a copy of this Plan.

**Become Familiar with the Plan.** Please familiarize yourself with this Plan. We are counting on all employees and visitors to do their parts to promote a healthy, safe working environment. If you have any questions about the Plan, please contact Angela Cox, MS RN at 765-521-7059 Extension 4201 or at [acox@henrycounty.in.gov](mailto:acox@henrycounty.in.gov).

**1. General Rules**

Henry County seeks to educate and ensure that the recommended OSHA and CDC preventative guidance for all workers is followed. This includes the following:

If an employee is sick, they will be encouraged to stay home. Henry County shall encourage the employee to follow applicable Henry County’s call-in procedures to report his/her absence.

Henry County shall encourage employees to frequently wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, encourage use of an alcohol- based hand rub with at least 60% alcohol.

Henry County shall remind and encourage employees to avoid touching their eyes, nose, or mouth, particularly with unwashed hands.

Henry County shall remind and encourage employees to follow appropriate respiratory etiquette, which includes covering the mouth and nose (with tissue, arm, or something other than his/her hands) when coughing or sneezing.

Whenever and wherever possible, the Henry County shall ensure that employees avoid close physical contact (within 6 feet) with others.

Henry County shall remind and encourage employees to avoid using other workers' phones, desks, offices, or tools and equipment, whenever possible.

Henry County shall encourage employees and visitors to use face coverings while on Henry County's property.

Henry County shall provide information to help all employees to familiarize themselves with the symptoms of COVID-19. According to the CDC, symptoms include the following:

- 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
- Diarrhea

## **2. Employee Health Screening Process**

Henry County has instituted the following health screening process for all employees reporting for work on-site at our facilities:

### **Temperature Screening**

Upon reporting for work, each employee is encouraged to have his or her temperature taken at the temperature screening kiosk. The kiosks are located on each floor of the Court House, the entrance to the Justice Center and at other convenient locations near the entrances to other Henry County offices.

An employee with a temperature of 100.4 degrees Fahrenheit or higher shall report this to his or her supervisor and will be asked to return home and not report to work until:

**At least 24 hours have passed since the fever has resolved (without the use of fever-reducing medications)**

**IF the employee has any additional COVID-19 symptoms, it is highly encouraged that the employee receives a COVID-19 test and follows the current CDC guidelines for returning to work after a COVID-19 infection.**

### **Symptom Assessment Questionnaire for each Employee**

**Prior to reporting for work, each employee should review in his or her mind the following to gauge whether he or she may be exhibiting symptoms**

consistent with COVID-19.

**Have you exhibited any symptoms of COVID-19 including fever, new cough, fatigue, shortness of breath, difficulty breathing, chills, body aches or muscle pain, sore throat, headache, diarrhea, nausea/vomiting, runny nose, or new loss of taste or smell, which are not caused by another diagnosed condition?**

**If the employee has answered “yes” to exhibiting any of the above symptoms, then the employee shall contact his or her supervisor prior to reporting for work. It is highly encouraged that the employee receives a COVID-19 test at that time.**

### **Exposure Questions**

**Prior to reporting for work, if any of the following has occurred, then an employee shall report such fact to his or her supervisor:**

**Have you been in close contact (less than six feet for a cumulative total of 15 minutes within 24 hours) in the last 14 days with any persons who have been diagnosed with COVID-19 or who has symptoms consistent with COVID-19?**

**Have you been advised by a healthcare provider to self-quarantine due to COVID- 19?**

**Have you tested positive for COVID-19 since you last completed this questionnaire?**

### **COVID-19 Testing and Diagnosis**

**Any employee who tests positive for COVID-19 or is diagnosed by a healthcare provider with COVID-19 should not report to work but should immediately notify his or her supervisor.**

**Any employee who tests positive for or is diagnosed by a healthcare provider with COVID-19 should not return to work until the following criteria are met:**

- 1. At least 10 days have passed since the symptoms first appeared or if asymptomatic, 10 days from the day the positive test was administered AND**
- 2. 24 hours have passed since the fever has resolved (without the use of fever-reducing medications) AND**
- 3. Symptoms are improving.**

**We remind our employees they should stay home when they are sick. Additionally, when**



coughing or sneezing, employees should use proper etiquette, including turning away from other individuals and coughing/sneezing into their elbow.

### **3. Enhanced Cleaning and Disinfecting Protocols for the Workplace**

The following enhanced cleaning and disinfection protocols will be in place until further notice:

We are providing disinfectant wipes and hand sanitizers throughout our facilities and to our employees. We ask each employee to regularly wipe down any area in the employee's personal workspace where the employee has been in contact with high-touch surfaces, including keyboards, telephones, light switches, sinks, tables, and handles.

We have engaged our cleaning service to increase the frequency and depth of cleanings to ensure all areas of the workplace are thoroughly cleaned with additional regularity.

### **4. Enhanced Personal Hygiene Measures**

Henry County requires all employees to wash their hands with soap and water regularly and thoroughly, including at the beginning of each shift and upon returning from any break. In addition:

Henry County is providing hand sanitizer stations throughout the workplace for employees, customers, and guests to use.

We are providing tissues and no-touch disposal receptacles throughout the workplace for employee use.

### **5. Social Distancing**

Henry County encourages all employees, customers, and visitors to follow the social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and **visitors** when possible. In addition:

Employees are **encouraged** to wear **masks** while on the Henry County premises unless they are alone in a private office or are in a private office and able to maintain six feet of social distance.

**Visitors** are encouraged to wear masks while on Henry County premises, **except for** outdoors locations and in large spaces where social distancing of at least six (6) feet can **be maintained**.

**To facilitate social distancing on Henry County premises, please maintain at least six (6) feet in distance from another.**

## **6. Know Your Rights**

Federal and state law entitles you to a safe workplace. Your employer must keep your workplace free of known health and safety hazards. You have the right to speak up about hazards **without fear of retaliation**. You also have the right to:

Receive workplace safety and health training in a language you understand

Work on machines that are safe

Receive required safety equipment, such as gloves or a harness and lifeline for falls

Be protected from toxic chemicals

Request an OSHA inspection, and speak to the inspector

Report an injury or illness, and get copies of your medical records

Review records of work-related injuries and illnesses

See results of tests taken to find workplace hazards

## **7. When to File a Complaint. Safety and Health Complaint**

If you believe working conditions are unsafe or unhealthful, you may file a confidential complaint with OSHA and ask for an inspection. If possible, tell your employer about your concerns.

## **8. How to File a Safety and Health Complaint. Protection from Retaliation**

It is illegal for an employer to fire, demote, transfer, or otherwise retaliate against a worker who complains to OSHA and uses their legal rights. If you believe you have been retaliated against in any way, file a whistleblower complaint within 30 days of the alleged retaliation.

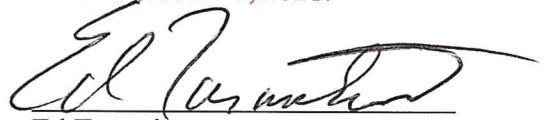
## **9. How to File a Whistleblower Complaint. Occupational Health and Safety. Retaliatory Action.**

An employee may file a complaint with the Indiana Department of Labor, Occupational Safety and Health Division (IOSHA). The complaint must be filed within 30 days of the retaliatory action.

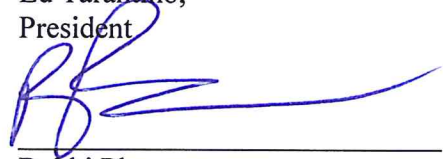
If you believe you have a claim, you should contact IOSHA immediately as follows:

Indiana Department of Labor  
Indiana Government Center – South  
402 W. Washington Street, Room W195  
Indianapolis, IN 46204  
Phone: (317) 232-2655  
TT/Voice: (800) 743-3333  
Fax: (317) 233-3790

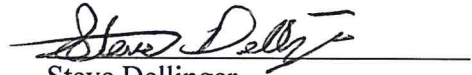
Henry County Indiana's COVID-19 Response Safety Plan was adopted by a unanimous vote of the Henry County Board of Commissioners on October 27, 2021.



Ed Tarantino,  
President

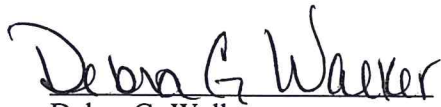


Bobbi Plummer,  
Vice President



Steve Dellinger

Attest:



Debra G. Walker,  
Auditor of Henry County