The County of Mercer is committed to providing a safe and healthy workplace for all its employees. As a result, we have developed the following COVID-19 Response Plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among all employees. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Our COVID-19 Response Plan follows Centers for Disease Control and Prevention (CDC) and New Jersey Department of Health (NJDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-122 which lays out the mitigation requirements for businesses. The Policy addresses:

1. Screening Policies for Employees Exhibiting COVID-19 Symptoms
2. Hygiene
3. Respiratory Etiquette
4. Cleaning
5. Social Distancing

1. SCREENING POLICIES FOR EMPLOYEES EXHIBITING COVID-19 SYMPTOMS

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. If you exhibit any symptoms prior to coming to work (i.e. cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, loss of taste or smell), immediately notify your supervisor, stay home, monitor your symptoms and seek the appropriate medical care if necessary. For Employees who exhibit symptoms of COVID19 while at work, each building and/or worksite will have a designated isolation center where you will be placed and separated from the rest of your colleagues for further evaluation to determine whether you should go home. Once again, our concern is the collective safety of all so each employee exhibiting any symptoms is encouraged to go home. In accordance with CDC guidance the County will conduct a temperature check to employee’s returning from work who have exhibited symptoms.

You may elect to use the Federal Emergency Paid Sick Leave for your own illness. You may also elect to use your available sick leave balances if you prefer or if your need for leave exceeds the time under the Emergency Paid Sick Leave policy. When you call out, you should tell your supervisor which leave balances you intend to use for your absence.

If you are unable to call on your own behalf because you are experiencing symptoms of COVID-19, any adult member of your family may call on your behalf.

Within three days of the start of your absence, you should send an email to the Mercer County Department of Personnel with your name, the day that you are requesting leave, that you are requesting leave due to your own illness, and a statement that you are unable to work because of your COVID-19 related symptoms. If you are too ill to send this communication in on your own
behalf during the first three days of your absence, any adult member of your family may do so on your behalf.

2. **HYGIENE**

Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Employees are also strongly encouraged to wash their hands after blowing their nose, coughing, sneezing, touching or removing their County provided mask. A visitor to the facility will be required to wash their hands prior to or immediately upon entering the facility. The county will provide hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

3. **RESPIRATORY ETIQUETTE**

Employees must cover their mouth and nose with their sleeve, i.e. inside of their elbow, or a tissue when coughing or sneezing. Employees should also avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

4. **CLEANING**

The County will routinely disinfect your workstations, keyboards, telephones and door knobs, and encourages employee’s to do the same. Employees are required to disinfect things in their possession such as cellphones, and immediately clean any dirty surfaces attributed to them such as during lunch etc. Avoid using other employees’ phones, desk, offices, keyboards, or other work tools and equipment when possible.

5. **SOCIAL DISTANCING**

All employees are required to social distance at work. According to the CDC and State Department of Health, this means avoiding being within 6 feet of another person for more than 10 minutes. We encourage you to maintain 6 feet distance from others during your workday. Workers, visitors and customers are prohibited from gathering in groups, and physical touching one another including handshakes, or hugs. Workers and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers’ personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. The County will increase the physical space between employees who are working at work stations not separate by enclosed individual offices where feasible.
Social Distancing At A Glance

- Signs will be placed at the entrances of all County building advising staff of social distancing and appropriate hygiene practices.
- Masks must be worn at all times upon entering a County building. Cloth masks will be made available to all employees.
- Cones will be placed at least 6 feet away from the main entrance to remind staff of social distancing while entering and exiting the building.
- Whenever possible, only one employee will be allowed in an elevator at one time and staff should keep at least six feet apart while waiting for the elevator.
- Avoid In-person meetings. Employees are encouraged to use online conferencing, phone or email when possible, even when people are in the same building.
- Work-related meetings or gatherings that can only occur in-person will be canceled, adjusted or postponed when possible.
- Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other; avoid shaking hands.
- Employees are prohibited from congregating in work rooms, break areas or other areas where people socialize.
- The break rooms and employee lobby will be closed for seating and standing.
- Employees are prohibited from using other workers’ phones, desks, offices, or other work tools and equipment, when possible.
- Physical barriers where appropriate where social distance cannot be achieved or change office layout when feasible to achieve social distancing.