



# UINTAH COUNTY

STATE OF UTAH

*Our Past is The Nation's Future*

COMMISSIONERS:

William C. Stringer

Brad G. Horrocks

Bart N. Haslem

ASSESSOR - Barbara Simper

ATTORNEY - Greg Lamb

CLERK-AUDITOR - Michael W. Wilkins

RECORDER - Brenda McDonald

TREASURER - Wendi Long

SHERIFF - Steve Labrum

SURVEYOR - John Slaugh

## EXECUTIVE ORDER REGARDING COVID-19 CONTRACT TRACING FOR UINTAH COUNTY EMPLOYEES AND USE OF BARRIERS OR PARTITIONS

**WHEREAS**, On January 21, 2020, the Utah Department of Health activated its Department Operations Center in response to the evolving COVID-19 global outbreak. The Utah Department of Health recognizes COVID-19 as an imminent threat to the health and safety of the residents of Utah; and

**WHEREAS**, as of June 29, 2020, the State Emergency Operations Center is at Level 1 – Full Activation; and

**WHEREAS**, The CDC identifies the public health threat posed by COVID-19 in the United States as "high", and has advised that person-to-person spread of COVID-19 will continue to occur within the United States unless adherence to recommendations are followed; and

**WHEREAS**, the following scientific facts concerning COVID-19 are known at this time:

1. COVID-19 is a novel coronavirus.
2. There is a Worldwide pandemic of COVID-19.
3. COVID-19 is shown to be highly contagious with an NRAD score of 2-3.
4. COVID-19 has a higher level of mortality and hospitalization than other similar viral infections which can quickly exceed the surge capacity of our healthcare facilities.
5. There are no FDA approved antiviral treatments.
6. There is very little natural immunity within the population.
7. Currently, there is no vaccination available to provide immunity.

**WHEREAS**, Uintah County has averaged 1 new case per day since June 11, 2020 and the cases have come from known contacts and community-spread which significantly decreases the ability to stay ahead of transmission throughout the workplace; and

**WHEREAS**, individuals with coronavirus lacking symptoms ("asymptomatic") and those who eventually develop symptoms ("pre-symptomatic") can infect others; and

**WHEREAS**, the CDC has issued the following guidance, <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>, concerning interim guidance for businesses and employers; and

**WHEREAS**, Uintah County provides essential services to residents and businesses; and

**WHEREAS**, all these matters when considered together mandate the following order.

**NOW THEREFORE**, BE IT ORDERED BY UINTAH COUNTY COMMISSION, AS FOLLOWS:

**Section 1. Mandatory use of Barriers or Partition Controls in Uintah County Offices.**

All Uintah County offices and departments shall institute measures to physically separate and increase distance between employees and the public by installing partitions or barrier shields made of plexiglass, plastic, or other similar substance. To the maximum extent possible all employees must conduct business behind such partition or barrier.

Failure to do so will require all employees and patrons within the non-compliant office or department to wear face coverings (conforming with CDC guidelines) while in the office space and such patronage will be by appointment only. Failure of the supervisor or elected official to enforce mandatory face coverings and appointment schedule will result in the closure of the non-compliant office or department. The closure will continue until a permanent barrier or partition can be properly installed. The costs of required face coverings and/or permanent barrier or partition will come out of the non-compliant office or department budget.

**Section 2. Prevent and Reduce Transmission Among Employees.**

**Sick employees to stay home:**

- Employees who have symptoms or have tested positive for COVID-19 must notify their supervisor and stay home.
- The Supervisor must notify the Human Resource Department within one (1) hour of obtaining knowledge of the positive test results of an employee.
- Employees may not return to work until the CDC criteria to [discontinue home isolation](#) are met and in consultation with healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 shall notify their supervisor and follow [CDC recommended precautions](#).
- Employees who appear to have symptoms upon arrival at work or who become sick during the day must immediately be separated from other employees and patrons and sent home.
- Employees and supervisors must fully disclose all contacts the employee had with other individuals within 48 hours before the onset of symptoms or the positive test result.

**Daily in-person or virtual health checks for employees who had significant exposure with infected individual (e.g., symptom and temperature screening) before they enter the facility:**

- "Significant exposure" is defined as being around an infected individual within six (6) feet and for more than fifteen (15) minutes. This does not apply if both individuals were using CDC approved face coverings or an approved barrier or partition was utilized for the entire period of exposure.
- If an employee has significant exposure, in-person health checks will be conducted safely and respectfully. Uintah County will use social distancing, barrier or partition controls, or personal protective equipment (PPE) to protect the screener.
- Complete the health checks in a way that helps maintain social distancing guidelines, such as providing multiple screening entries into the building.
- To limit stigma and discrimination in the workplace, health screenings will be as private as possible and maintain confidentiality of everyone's medical status and history.
- All employees (as delegated by the HR Department) that perform health checks shall use the data sheet created by the HR Department.
- Employees with significant exposure must wear a cloth face covering at work until cleared by the HR Department.

**Take action if an employee is suspected or confirmed to have COVID-19 infection or significant exposure with a person with COVID-19:**

In most cases, Uintah County will not need to close an entire Department or Office. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for more than fifteen (15) minutes by infected person. The Facilities Department should wait 24 hours before cleaning and disinfecting to minimize potential for other individuals being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. If it has been 7 days or more since the infected employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

**Follow the CDC [cleaning and disinfection recommendations](#):**

- The Facilities Department will be responsible for properly cleaning workspaces used by infected employees.
- To disinfect surfaces, use [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and are appropriate for the surface.
- Always use PPE appropriate for the chemicals being used.
- For each product you use consult and follow the manufacturer's instructions for use.

**Determine which employees may have been exposed to the virus and may need to take additional precautions:**

- The Human Resources Department will inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required.

### **Section 3. Maintain Healthy Business Operations**

**Identify a workplace coordinator** who will be responsible for COVID-19 issues and their impact at the workplace.

**Implement flexible sick leave and supportive policies and practices:**

- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
- Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures.
- Review human resources policies to make sure that your policies and practices are consistent with public health recommendations and with existing state and federal workplace laws (for more information on employer responsibilities, visit the [Department of Labor's](#) and the [Equal Employment Opportunity Commission's](#) websites).
- Connect employees to employee assistance program (EAP) resources, if available, and community resources as needed. Employees may need additional social, behavioral, and other services, for example, to help them [manage stress and cope](#).

**Communicate supportive workplace policies clearly, frequently, and via multiple methods.** Supervisors will at least every two weeks:

- Train workers on how implementing any new policies to reduce the spread of COVID-19 may affect existing health and safety practices.
- Communicate to any contractors or patrons about changes that have been made to help control the spread of COVID-19. Ensure that they have the information and capability to comply with those policies.
- Assess the essential functions provided by the office or department.
- Develop protocols to change or adapt business practices to maintain critical operations.
- Identify alternate supply chains for critical supplies and services. Some supplies and services may be in higher demand or unavailable.

**Determine how you will operate if absenteeism spikes** from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children until [childcare programs and K-12 schools](#) resume.

- Plan to monitor and respond to absenteeism at the workplace.
- Implement plans to continue your essential business functions in case you experience higher-than-usual absenteeism.
- Prepare to institute flexible workplace and leave policies.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

**Establish policies and practices for [social distancing](#).** Elected Officials and Department Heads shall:

- Increase physical space between employees at the worksite by modifying the workspace.
- Increase physical space and separation between employees and patrons (e.g., drive-through service, physical barriers, use of phone, or appointments).

- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Prohibit handshaking.
- Deliver services remotely (e.g., phone, video, or web) whenever possible.
- Move the electronic payment terminal/credit card reader farther away from the cashier, if possible, to increase the distance between the patron and the cashier.

**Provide appropriate cleaning supplies. Uintah County will supply:**

- No-touch trash cans.
- Subject to availability, appropriate cleaning supplies.
- Place posters that encourage hand hygiene at workplace entrances and in other workplace areas where they are likely to be seen. This should include signs for non-English speakers.

**Minimize risk to employees when planning meetings or gatherings. All Uintah County employees must:**

- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- When videoconferencing or teleconferencing is not possible, hold meetings in well-ventilated spaces continuing to maintain a distance of 6 feet apart.

#### **Section 4. Exemption**

The Uintah County Sheriff's Office is exempt from this Executive Order so long as the Sheriff's Office takes all reasonable steps, consistent with its statutory duties, to address exposure of COVID-19 to its staff, inmates, and public contacts.

#### **Section 5. Compliance**

Failure to comply with this Executive Order will result in disciplinary action.

#### **Section 6. Duration.**

This Order shall be effective at 12:00 a.m., July 1, 2020 and shall run concurrently with the Declaration of Local Emergency, as extended.

**Signatures Follow Below**

Signature Date: 29<sup>th</sup> day of June, 2020.

ATTEST:

Michael W. Wilkins  
Michael W. Wilkins  
Uintah County Clerk-Auditor

UINTAH COUNTY:

Brad G. Horrocks  
Brad G. Horrocks, Chair

William C. Stringer  
William C. Stringer, Member

Bart N. Haslem  
Bart N. Haslem, Member

