



Office of County Commissioners
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MEMO TO: Board of Commissioners
FROM: Phil Sutton, County Manager
DATE: March 13, 2020
SUBJECT: COVID-19 Preparedness

With the coronavirus emerging in Georgia, our staff has been working on preparedness steps and will continue to evaluate responses to COVID-19 potentially appearing in Habersham County. Our emergency response groups have taken the following actions:

1. E911-Central Communications have changed their E911 questionnaire form to include questions regarding travel and flu symptoms.
2. Personal protection equipment has been increased for firefighters, Emergency Medical Services personnel, and Sheriff's Department personnel as we are now equipped with N95 air filters and have ordered 100 more. We have acquired, through Habersham Medical Center, pure air respirators that are self-contained breathing apparatuses and air purifiers (PAPRS). There are enough PAPRS for each person on all our ambulances and all Emergency Services supervisory staff.
3. We are disinfecting public buildings, ambulances, EMS Supervisors' vehicles, transit vehicles and patrol vehicles with Biosque Solution. The solution kills viruses, including coronavirus, for 30-45 days.
4. We have reviewed a contagious disease policy, prepared for ACCG by Jarrard & Davis, LLP, to strengthen our personnel policies regarding dealing with absences related to potential contagious diseases. We recognize the County provides critical services to the community, particularly in the area of emergency services and law enforcement. The Contagious Disease policy will be presented to the Commissioners for review during the March 16th Commission meeting.
5. We are meeting regularly with staff from E911, the Sheriff's Department, Emergency Services, Parks & Recreation, the Senior Center, and other community and state partners in order to make plans for the potential outbreak of coronavirus in our community.
6. Habersham Medical Center has prepared a flow chart describing how a patient with a potential contagious disease, such as COVID-19, would be handled in an in-patient and out-patient setting. Also, we have distributed CDC and DPH materials explaining precautions to avoid spreading the virus.
7. We have been working with the school system, Habersham Medical Center, Piedmont College, and the State Emergency Management Agency to develop plans to address responses to emergency events.

Please contact me if you have specific questions or observations.

BIOESQUE BOTANICAL DISINFECTANT SOLUTION CAN BE USED AGAINST SARS-CoV-2 COVID-19 (Coronavirus Disease 2019)



Bioesque Botanical Disinfectant Solution has demonstrated effectiveness against viruses similar to **Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2)** on hard non-porous surfaces. Therefore, **Bioesque Botanical Disinfectant Solution** can be used against SARS-CoV-2 when used in accordance with the directions for use against Norovirus (Feline Calicivirus surrogate) on hard, non-porous surfaces. Refer to the CDC website at <https://www.cdc.gov/coronavirus/index.html> for additional information.

** To disinfect Norovirus, let stand for 4 minutes. Follow product label Directions for Use for detailed information.*

Bioesque Botanical Disinfectant Solution is an EPA registered Bleach-Free, Phosphate Free, Non-Corrosive Disinfectant targeting broad spectrum efficacy. This formula contains no harsh chemicals and does not require any personal protection equipment. Safe for everyday use, Bioesque Botanical Disinfectant is a Ready to Use, patented formula. No rinse required – even on food contact surfaces and NSF certified.

DIRECTIONS FOR USE:

TO DISINFECT: For use on hard nonporous surfaces. Spot test to check compatibility with the surface. Spray to thoroughly wet the surface to be disinfected. Surfaces must remain wet for 1 minute to eliminate viruses*, 2 minutes to eliminate bacteria, 3 minutes to eliminate fungi and M.bovis BCG (TB), and to disinfect Norovirus, let stand for 4 minutes. Allow to air dry. If desired, wipe dry. No rinse required, even on food contact surfaces. **TO SANITIZE:** Spray to thoroughly wet the surface to be sanitized. Surfaces must remain wet for 30 seconds on hard nonporous surfaces and 2 minutes for soft surfaces.

TO CLEAN, DEODORIZE & REMOVE ALLERGENS: Spray on surface and wipe clean. To remove heavy soil let stand a few minutes and wipe clean. For soft surfaces; spray to wet surface and wipe or blot to clean. Always test an inconspicuous area first.

This product removes the following allergens: dust mite matter, cat dander, dog dander, mouse dander, rat dander, guinea pig dander, cockroach matter, peanut, birch pollen, timothy grass pollen, rag weed pollen.

TO CLEAN VIA FOGGING: This product can be applied effectively with a ULV fogger as a supplement to normal cleaning procedures on restoration and remediation projects in confined, vacant areas of schools, healthcare facilities, and in HVAC systems as well other vacant, indoor areas. It is effective for pre-cleaning or as a supplement to final cleaning. Do not dilute. This product is ready-to-use in ULV foggers. Seal off doors and windows in the area prior to fogging. After fogging, vacate the treated area during the treatment interval as specified by the device manufacturer, and do not re-enter the treated area until all fog has settled or been exhausted. After the treatment interval, ventilate the treated area until the air is purged of all suspended product. Do not operate equipment in the fogged area until the treatment is dry. When fogging as a pre-treatment, follow the cleaning and disinfection procedures on the product label.

Bactericidal, Virucidal, Tuberculocidal, and Fungicidal

- **30 Second Kill Time – SANITIZING KILLS > 99.99%**
 - Staphylococcus aureus
 - Enterobacter aerogenes
- **1 Minute Kill time - VIRUSES KILLS > 99.99%**
 - Swine Influenza A (H1N1)
 - HIV-1 AIDS Virus
 - Human Coronavirus
 - Respiratory Syncytial Virus (RSV)
 - **4 Minute Kill Time:**
 - Norovirus
 - SARS-CoV-2 COVID-19 (Coronavirus Disease 2019)
- **2 Minute Kill Time - BACTERIA KILLS > 99.99%**
 - Staphylococcus aureus (Staph)
 - Salmonella enterica (Salmonella)
 - Pseudomonas aeruginosa (Pseudomonas)
 - Listeria monocytogenes (Listeria)
 - Escherichia coli (E. coli)
 - Escherichia coli (E. coli O157:H7)
 - Streptococcus suis (Streptococcus)
 - Vancomycin-Resistant Enterococcus (VRE)
 - Methicillin-Resistant Staphylococcus Aureus (MRSA)
 - Klebsiella pneumoniae – NDM01 positive
 - **3 Minute Kill Time:**
 - Mycobacterium Bovis BCG (TB; Tuberculosis)
- **3 Minute Kill Time - FUNGI & MOLDS KILLS > 99.99%**
 - Trichophyton mentagrophytes (Athlete's Foot Fungus)
 - Candida albicans

HABERSHAM COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Contagious Symptom or Contagious Condition Policy

DATE: March 13, 2020

RECOMMENDATION

POLICY DISCUSSION

BUDGET INFORMATION:

STATUS REPORT

ANNUAL-

OTHER

CAPITAL-

COMMISSION ACTION REQUESTED ON: March 16, 2020

PURPOSE: To obtain Commission approval of the new Contagious Symptom or Contagious Condition Policy to be included in the Employee Handbook and Policy Guidelines.

BACKGROUND / HISTORY: The County strives to provide a safe and healthy workplace for all employees. News of the Coronavirus continues to require action on the part of employers and citizens to prevent the spread of infectious diseases. The County has established a policy to address the growing concerns of the workforce and to outline steps taken to respond to the ongoing pandemic. This policy will ensure the county's ability to continue providing essential services to our citizens while keeping our employees safe.

FACTS AND ISSUES:

1. As news of COVID-19 (coronavirus) continues to evolve, the County has decided to implement procedures as an overall response to a pandemic flu outbreak or similar illness.
 2. This policy outlines specific steps the County will take to safeguard employees' health and well-being during a flu pandemic, or similar illness.
 3. This policy also provides guidance on how the County intends to respond to specific operational and human resource issues in the event of a pandemic.
 4. Employees with Contagious Symptoms and/or a Contagious Condition will not report to the workplace so as not to infect other employees or members of the public.
 5. Employees may be permitted to work from.
 6. Anyone found to violate this policy will be subject to disciplinary action up to and including termination.
 7. Proposed policy is attached.
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OPTIONS:

- 1) Approval of proposed Contagious Symptom or Contagious Condition Policy.
- 2) Denial of proposed Contagious Symptom or Contagious Condition Policy.
- 3) Commission defined alternative
- 4) Commission tabled until further notice

RECOMMENDED SAMPLE MOTION:

I make a motion to approve the Contagious Symptom or Contagious Condition Policy.

DEPARTMENT:

Prepared by: Vinitha Robinson, MPA, PHR
Human Resources Director

**ADMINISTRATIVE
COMMENTS:** _____

_____ **DATE:** _____

County Manager

SECTION 63: WELLNESS

The Habersham County Board of Commissioners supports and is committed to the overall health and well-being of its employees. A healthy workplace results in a more productive workforce with less absenteeism, fewer accidents, lower health care demands and a greater overall savings by reducing the incidence of disease and disability. County employees are encouraged to participate in education classes and disease screening that help identify and reduce health risks before serious health problems occur or allow better management of existing conditions.

1) PURPOSE

Through partnerships with community organizations and health care providers, the County Employee Wellness Program provides employees access to classes, screenings and follow up assistance to identify and manage health issues and preventable illnesses.

2) GUIDELINES FOR EMPLOYEE WELLNESS

The County encourages healthy lifestyles by:

- Promoting wellness through the County's Safety and Wellness Committee, emails, and the annual Employee Health Fair
- Encouraging the inclusion of healthy food options at meetings and special events
- Encouraging employees to utilize breaks for walking or stretching
- Employees will complete a brief confidential personal health analysis and receive advice from a confidential wellness report
- Employees will receive a self-care book so they can learn to manage common health problems

SECTION 63.1 CONTAGIOUS SYMPTOM OR CONTAGIOUS CONDITION POLICY

This policy outlines our overall response to a pandemic flu outbreak or similar illness. This policy outlines specific steps the County takes to safeguard employees' health and well-being during a flu pandemic, or similar illness, while ensuring the County's ability to maintain essential operations and continue providing essential services to our citizens. In addition, it provides guidance on how we intend to respond to specific operational and human resource issues in the event of a pandemic.

A. Protection and Prevention

Sick employees who report to work with Contagious Symptoms and/or a Contagious Condition, as those terms are defined in this Section, may significantly impact County operations due to the potential for spreading sickness, diminished productivity, and lack of quality or attention to safety.

1. Employees must consider options and practices that will reduce the risk of contracting a contagious condition or passing on a contagious condition by observing healthy practices such as:
 - a. receiving flu vaccinations, covering their noses or mouths when coughing or sneezing, washing or
 - b. sanitizing their hands, using sanitizers on common work areas, and other health practices that are designed to reduce infection and the spread of disease.
 - c. Employees should also refrain from reporting to work with Contagious Symptoms and/or a Contagious Condition, so as not to spread a condition or disease.
2. In the interest of maintaining a safe and healthy workplace, the County may require persons with Contagious Symptoms and/or a Contagious Condition not to report to work and/or may send employees with Contagious Symptoms and/or a Contagious Condition home.

B. Contagious Symptoms and/or Condition

For purposes of this Section, Contagious Symptoms and/or a Contagious Condition exist when:

1. An employee exhibits influenza-related symptoms (e.g., fever, vomiting, diarrhea, headache, cough, sore throat, runny or stuffy nose, muscle aches) or other symptoms, described by a public health organization as indicative of other contagion, such as Coronavirus, SARS, swine flu, H1N1, etc.; and/or
2. An employee is diagnosed with an infectious/contagious condition (e.g., influenza, strep throat, tuberculosis, bacterial meningitis, mononucleosis, mumps, measles, rubella, chicken pox, etc.); or
3. An employee and/or family member/household member has recently traveled or plans to travel to a geographic area or has been subjected to a confined area, such as cruise ship or airplane, actively identified by a recognized health organization to present a high degree of contagion health risk or an area for which the Centers for Disease Control and Prevention (CDC) has issued a Level 2 or 3 travel advisory.

C. Workplace Requirements

The County and its employees bear responsibility for a safe and productive workplace environment. Accordingly, an employee with Contagious Symptoms and/or a Contagious Condition:

1. Will not report to the workplace so as not to infect other employees or members of the public.
2. Will not report to the workplace until his/her symptoms have subsided. A health care provider's statement that an employee may return to work may be required during epidemics, pandemics, or similar situations during which enhanced precautions are warranted. (Such statement must be submitted to Human Resources for approval as provided in subsection (d), below, in advance of returning to the workplace.)
3. May be sent home, with or without the opportunity to work from home, based on observations of symptoms of a Contagious Condition.

D. Absence Due to Contagious Symptoms or Conditions

An employee who has been sent home by the County and/or has not reported to work due to Contagious Symptoms and/or a Contagious Condition, or who has been quarantined, will be required to use accrued Sick Leave or Annual Leave.

1. If accrued paid leave is unavailable or exhausted, the employee will be recorded as absent with approved unpaid leave. In the event that an employee's absence pursuant to an approved unpaid leave extends beyond five (5) days and/or an employee's absence pursuant to an approved unpaid leave becomes a recurring issue, and such absences are deemed to constitute an undue burden upon the County, the County may request that the employee provide a doctor's certification as to the employee's current condition.
2. Ultimately, any prolonged absences will be addressed in compliance with all federal and state laws and regulations, including the ADA and the FMLA (where a serious health condition is involved).
3. The County may approve an employee to work from home or another private location while recuperating. Such approval is dependent upon consideration of factors, including employee's position, the severity of the illness, and other safety and logistical considerations.
4. Any employee subject to absence due to Contagious Symptoms or a Contagious Condition must contact Human Resources to determine if the employee and medical condition qualifies for Family Medical Leave. In such case, the policy covering Family Medical Leave Act shall apply.

E. Return to Work from Contagious Symptoms or Contagious Condition

A health care provider's statement that the Contagious Symptom or Contagious Condition that the employee experienced has been cleared and the employee may return to work without risk to other employees may be required during epidemics, pandemics, or similar situations during which enhanced precautions are warranted. The written statement must be submitted electronically to

Human Resources, which shall review and must approve the release before the employee may return to work.

F. Children in the Workplace

As an extra precaution to ensure the wellbeing of the workforce, parents will not be permitted to bring children who display symptoms outlined in section a above to work.

G. Compliance

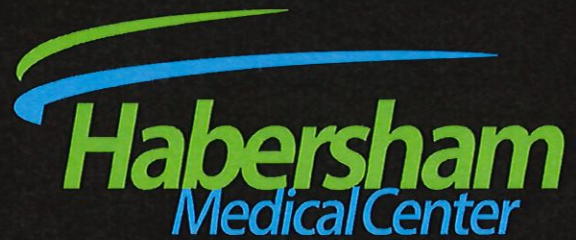
Due to the seriousness of the ramifications of non-compliance, any violation of the policy as set forth will subject the employee to disciplinary action, up to and including, termination.

This Section will be administered in accordance with all federal and state laws and regulations, including the ADA and the FMLA (where a serious health condition is involved).

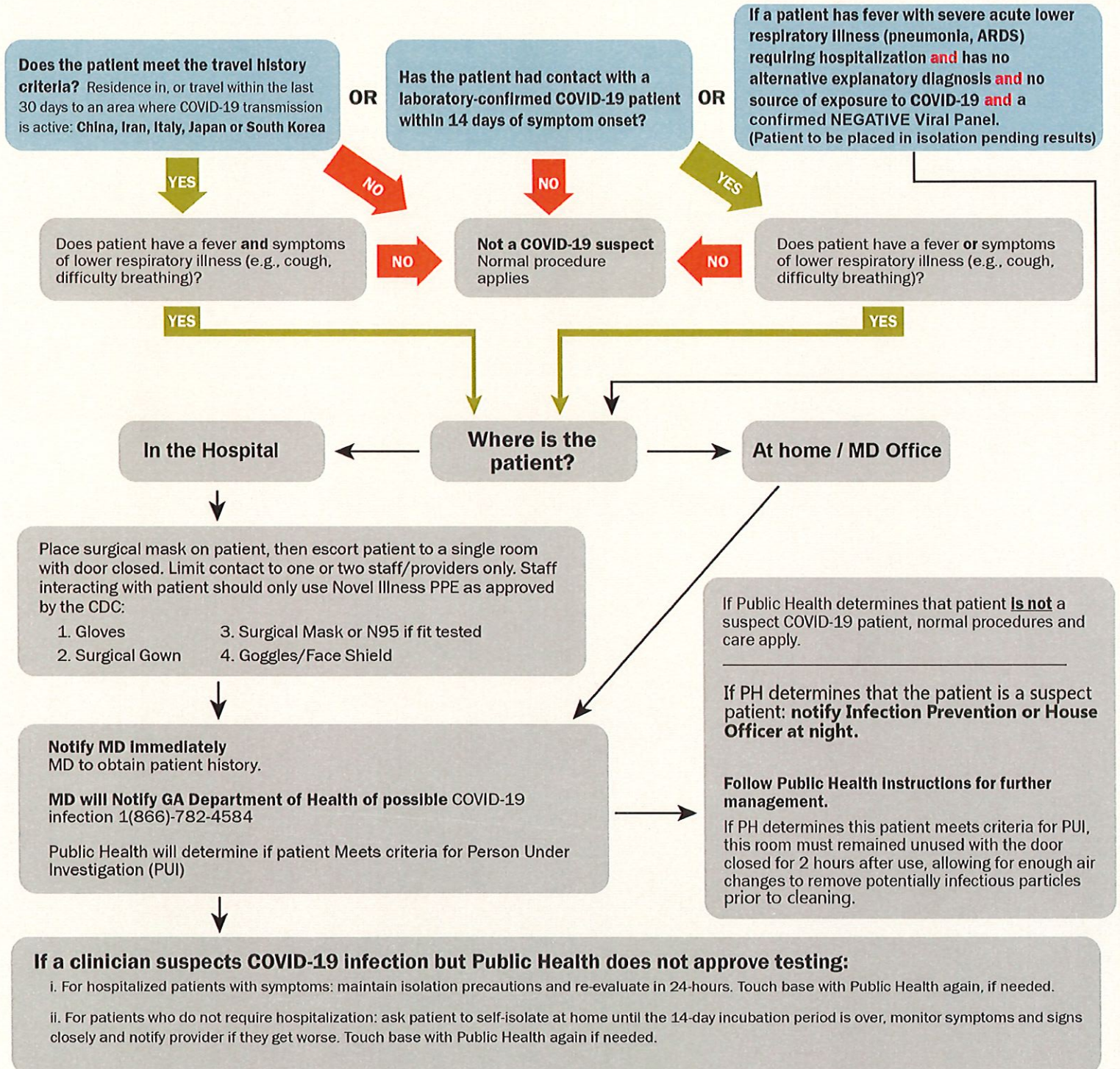
H. Scope of Policy

This section applies to all employees, volunteers, interns, and any other individuals performing services on the County's behalf, whether paid or unpaid.

Coronavirus



Algorithm for Screening Patients for Novel Coronavirus (COVID-19) Illness



*For any planning and response questions, please contact the local health department.

Keeping the workplace safe

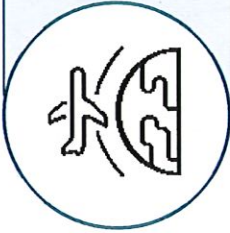
Encourage your employees to...

Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Be careful with meetings and travel



- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

Stay home if...



- They are feeling sick
- They have a sick family member in their home

What every American and community can do now to decrease the spread of the coronavirus

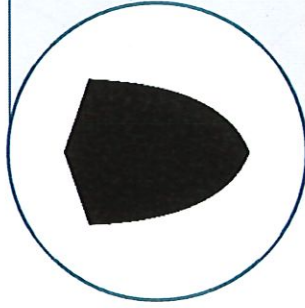
Keeping the home safe Encourage your family members to...

All households



- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their face and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Households with vulnerable seniors or those with significant underlying conditions



Significant underlying conditions include heart, lung, kidney disease; diabetes; and conditions that suppress the immune system

- Have the healthy people in the household conduct themselves as if they were a significant risk to the person with underlying conditions. For example, wash hands frequently before interacting with the person, such as by feeding or caring for the person
- If possible, provide a protected space for vulnerable household members
- Ensure all utensils and surfaces are cleaned regularly

Households with sick family members



- Give sick members their own room if possible, and keep the door closed
- Have only one family member care for them
- Consider providing additional protections or more intensive care for household members over 65 years old or with underlying conditions

What every American and community can do now to decrease the spread of the coronavirus