

Guidance for Elected Officials and Department Directors for Managing During COVID-19

This DRAFT document was prepared to assist Grand County Elected, Appointed Officials and Department Directors in managing during COVID-19.

Communications Plan

The Communications Plan will largely follow the lead of Grand County Public Health (GCPH) with information disseminated locally by our Communications team members. Efforts will focus on:

1. Internal communications designed to keep personnel informed and safe while continuing critical government functions (e-mails, texts, etc.); and,
2. External communications that are first, supportive of Public Health Department communications to the public, and second, useful for specific local needs of the public (Website, Facebook).

Proposed Tiered Response Plan

Tier I – Heightened awareness. The CDC and local health authorities have indicated that COVID-19 is in the U.S. and are encouraging citizens to be aware and to focus on sanitization and hygiene.

- Encourage employees to stay home if sick or to go home if exhibiting symptoms while at work. Employees will continue to use sick leave.
- Identify work spaces where employees can temporarily isolate if they are awaiting transportation to their home or medical care.
- Wash hands often, also use hand sanitizer often.
- Cover mouth with arm/elbow if coughing.
- Heightened amount of environmental sanitation – Lysol, wipes, environmental germicide sprays, etc.
- Employees should refrain from traveling to conferences and/or meetings in other parts of the Country where cases of COVID-19 are expanding.
- Acquire/Inspect/Issue Personal Protective Equipment (PPE) to selected County Staff (gloves, masks, etc.).

Tier II – Statewide Concern. The Colorado Department of Health and Environment (CDPHE) have indicated multiple cases of COVID-19 within the State of Colorado. When directed by the County Manager, or delegate, the County will move its response to Tier II which, in addition to Phase I steps, include:

- Trial teleworking and staggered shifts authorized. Departments should, on a very limited basis, begin to set up telework sites for a limited number of employees to lessen the impact on Tech Services.
- Employees should refrain of physical contact with each other and with members of the public (i.e. handshakes, hugging, etc.). CDC recommends a 6' distance of separation.
- Employees should consider limiting or eliminating any outside agency meeting attendance, unless able to be done remotely.
- Departments should begin to limit internal meetings.
- Employees who self-identify as high risk (having compromised immune systems, for example) should work from home. **For questions involving time entry, please reference the BOCC policy approved on March 13, 2020: Sick Leave Policy and Procedures During Periods of Pandemic Conditions**
- The County will take direction from GCPH and the State.

Tier III – Grand County Concern. Grand County Public Health has indicated multiple cases of COVID-19 within the County. When directed by the County Manager, or delegate, the County will move its response to Tier III which, in addition to Phase II steps, include:

- Employees will be directed to stay home (or go home) if they or any family member they live with is exhibiting any symptoms, or if they are high risk. **For questions involving time entry, please reference the BOCC policy approved on March 13, 2020: Sick Leave Policy and Procedures During Periods of Pandemic Conditions**
- Elimination of any County meetings or events (unless able to be done remotely).
- Teleworking and staggered shifts authorized. Departments will continue to roll out additional measures or plans to allow employees to work remotely, when feasible.

- Departments must take additional steps they have identified to limit exposure between employees and between employees and members of the public.
- County buildings reduced staffing authorized. Departments will take steps to ensure County Buildings are minimally staffed, but public spaces are very limited.
- Heightened level of sanitization of spaces including additional germicide spraying.
- Selected County Staff have PPE on hand and begin utilization, as appropriate.
- Other steps as directed by GCPH and the State.

Tier IV – Full implementation of Response Plan. Tier IV may occur at such time as Grand County Public Health recommends regionwide social spacing, or schools are shut down, or at such other time as Grand County deems it to be in the best interest of the organization and/or community. When directed by the County Manager, or delegate, the County will move its response to Tier IV which, in addition to Phase III steps, include:

- County Buildings minimally staffed, no public access. Public will be directed to conduct business online, if feasible, or by phone.
- Departments will fully enact Departmental plans. Teleworking options and staggered shift work maximized. Only essential services ongoing, unless able to be provided through employees working remotely.
- Incident Command may be set up locally or in coordination with County Authorities.
- Selected Staff mandatory use of PPE.
- Other steps as directed by GCPH and the State, including support of their efforts.

Quarantine Plan

In the event of the need for a quarantine, the County will follow the direction of GCPH, who will provide specific information relative to cancellation of public events, quarantine processes and procedures, etc.