

Grant E. Smith

Director

WASHINGTON COUNTY DEPARTMENT OF HUMAN SERVICES

REOPENING PLAN

THIS PLAN OUTLINES THE INTENTION OF
THE DEPARTMENT TO RETURN TO THE
PRE-COVID -19 DISASTER STATE OF
BUSINESS

Relevancy

Office Hours

For

Staff

&

Reopening to the Public

This plan is contingent on the state of the Cova-19 spread,
testing and control to assure the safety of our staff and the
people we serve in Washington County

REOPENING PLAN

May – The Department will continue through May with the status quo as outlined.

Child Welfare and Eligibility Staff will rotate house working from home and in the office.

The Chief Financial Officer will work from home four days a week and be available in the office on Monday.

The Director will work from home two days a week and be available in office three days a week.

The Front Desk staff will be available in the office regular five days a week.

The office will remain closed to the general public through the month of June. Masks will be worn by all staff members that come in close proximity of another person in the office or out on assessment.

June – The Department will start to return to a normal work status as outlined.

Child Welfare and Eligibility Staff will reduce their work at home hours by two thirds for the first two weeks and return to full time in office hours by the end of June.

The Chief Financial Officer will reduce her work at home hours by at least fifty percent by the end of June.

The Director will return to full time in office schedule by the end of June.

PROPOSAL AND REOPENING PLAN

SAFTY PROSEDURES IN PLACE THAT WILL REMAIN A NECESSARY PRACTICE

1. INDIVIDUAL WILL CONTINUE TO PRACTICE SOCIAL DISTANCING IN AND OUT OF THE OFFICE
2. INDIVIDUALS WILL BE REQUIRED TO STAY AT HOME IF THE ARE FEELING ILL OR PRESENT A FEVER OR OTHER SYMTOMS
3. IF ANYONE THAT RECIEVES MEDICAL TREATMENT FOR A SYMTOMATIC CONDITION THEY ARE ASKED TO HAVE A WRITTEN NOTICE FROM THE DOCTOR TO RETURN TO WORK
4. INDIVIDUALS WILL AVOID CONGRIGATING IN A CLOSE PROXIMITY IN AND OUT OF THE OFFICE
5. INDIVIDUALS WILL WEAR FACE COVERINGS WHEN THEY HAVE TO COME IN CLOSE PROXIMITY OF ANOTHER INDIVIDUAL
6. THE OFFICE WILL CONTINUE TO BE CLEANED AND SANITIZED FOUR DAYS A WEEK BY OUR CLEANING SERVICE.
7. OFFICES THAT ARE BEING USED NEED TO BE SANITIZED ON A REGULAR BASIS AND ARRANGEMENTS FOR THE CLEANING SERVICE TO DO THAT WILL REMAIN
8. PEOPLE ARE ENCOURAGED TO WASH THEIR HANDS AND USE HAND SANITIZER AND AVOID SHAKING HANDS.
9. DO EVERYTHING WE CAN TO KEEP OURSELVES AND OUR FAMILIES SAFE.

DEPARTMENT OF HUMAN SERVICES
WASHINGTON COUNTY