Dear Grand Forks County Employees:

As COVID-19 continues to be a rapidly evolving situation, we want to ensure County employees are updated with the current response efforts and latest information. We also know that employees may also be getting questions from the public, friends and family. If you have questions or concerns, please discuss with your supervisor, manager, or human resources. As a County organization, we are committed to continue working together to assure we are taking all necessary steps to be prepared.

The County will follow the direction of the Grand Forks County Public Health and the North Dakota State Health Department. If circumstances changes, further and updated communication will be available.

Remember that coronavirus does not recognize race, nationality, or ethnicity. Ancestry does not make a person more vulnerable to this illness. Please keep this in mind when interacting with your fellow employees and the public.

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Precautionary Measures within our Facilities

- Our maintenance department is implementing extra sanitation measures during the day to ensure heavily used items and high traffic areas are disinfected. Nightly, maintenance employees will disinfect all common area surfaces.
- Updated posters are being placed in bathrooms.
- All employees are encouraged to frequently clean and disinfect touched objects and surfaces, two to three times a day. Employees are encouraged to continue to clean keyboards, mice, laptops, phones, etc.

How to Protect Yourself and Others

- Wash your hands for 20 seconds, especially after using sneezing or coughing into a tissue, after using the bathroom before eating, and after being in a public setting.
- If you can't wash, then use hand sanitizer as directed.
- Cough and sneeze into your elbow or a tissue. Wash hands after discarding the tissue.
- Avoid touching your eyes, nose, and mouth.
- Limit close contact with those who are sick.
- Stay away from others if you are sick, including staying home from work.
- Clean surfaces that are touched often, including your mobile phone.
- If you have not received your flu shot yet, it's not too late; annual flu shots are the best protection from flu, which still sickens and kills thousands of people in the US every year.

Travel and Meetings

Employees planning personal travel are encouraged to review the Centers for Disease Control and Prevention (CDC) travel guidance for COVID-19 to determine the associated risk based on destination: https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html

In person meetings at this time are still being held; however, if the situation warrants, events, meetings, etc. will be reviewed and possible postponed or cancelled. Additional, it is strongly encouraged, when applicable, to move in person meetings to conference calls or video based meetings. If circumstances changes, further and updated

communication will be available. Please continue to review business related trips and training as more things are being cancelled.

Staffing Concerns

The ultimate goal of modified staffing is to reduce the number of employees in a workplace and enable social distancing. The ability and success of these changes, if needed, will vary widely between different worksites, job classifications, and work conditions. Fortunately, Grand Forks County is operating as usual. If circumstances changes, further and updated communication will be available.

Grand Forks County will implement staffing changes if a need arises. Management is currently working on contingency plans. There is a range of staffing changes that could take place depending on specific circumstances.

If you are sick

Employees who are exhibiting fever or respiratory symptoms are asked to stay home and notify their supervisor that they are ill, or go home immediately if they are already in the workplace. Employees are expected to stay out of the workplace until they are free of fever for at least 24 hours without taking fever-reducing medication. Employees should consult their healthcare provider immediately if they have symptoms and believe they have been exposed to someone diagnosed with COVID-19.

If you are diagnosed with COVID-19 and/or notified that you are under quarantine, you should comply with your doctor's and/or public health recommendations for care and quarantine. In the event of a diagnosis of COVID-19 or a quarantine, you can return to work pursuant to the instructions of your doctor (if diagnosed), or at the end of the quarantine period if you have no symptoms.

Employees who are sick and do not report to work, or are taking care of an ill family member, are to follow the normal process for calling in sick. Employees will continue to use accrued sick leave, vacation and compensatory hours in accordance to County policies. If circumstances changes, further and updated communication will be available.

Employee Assistance Program

We understand that you and your families may be feeling anxious, fearful or stressed by the Coronavirus outbreak. The County's Employee Assistance Plan has resources available 24/7 by phone at (866) 831-2181. Online resources and articles are also available at: http://www.livewellworklife.com/. Grand Forks County company code is: **GFCounty**.

Keeping Yourself Informed

- Grand Forks Public Health: https://www.grandforksgov.com/government/city-departments/public-health
- Department of Health North Dakota:
 Hotline: (866) 207-2880
 https://www.health.nd.gov/diseases-conditions/coronavirus
- CDC Guidance
 <u>COVID-19 Website</u>
 <u>What You Need to Know About COVID-19pdf icon</u>
 What to Do If You Are Sick With COVID-19pdf icon

• Altru Hotline – Questions and Concerns – Screening (701) 780-6358