

REOPENING WORKING GROUP

On Friday May 29, 2020, at 1:00 p.m., the Reopening Work Group (“Group”) convened via video conferencing. Present and participating were Ann Ames, Deputy Chief Administrative Officer, Board Administrative Office; Kerin Peterson, Director, Facilities and Properties; Jerry Witte, Captain, Lancaster County Sheriff’s Office; Robert Walla, Director, Purchasing Department; Doug McDaniel, Director, Human Resources Department; Rick Tast, Assistant City Attorney representing Lincoln-Lancaster County Health Department; and Jenifer Holloway and David Derbin, Deputies, Lancaster County Attorney’s Office.

Prior to the meeting, Scott Holmes, Manager, Environmental Public Health Division, Lincoln-Lancaster County Health Department, provided minimum protective strategies for implementation with respect to employees in the following settings:

I.A Office Space To Which The General Public Does Not Have Access; and

I.B. Retail-Type Counters Serving The General Public (For Example, DMV Service Counters).

Except for Items 2.e (altering HVAC system) and 2.b (altering time clocks before implementation of global payroll system update), the Group did not identify any insurmountable barriers to implementation of the protective strategies within the present reopening timeline dictated by the Governor. *See* Governor, State of Nebraska, “Gov. Ricketts Unveils Plan to Use Federal Funds to Get Nebraska Growing,” May 27, 2020, <https://governor.nebraska.gov/press/gov-ricketts-unveils-plan-use-federal-funds-get-nebraska-growing>). The protective strategies and specific comments regarding those strategies can be found below.

With respect to protective strategies for employees in other settings, Scott Holmes indicated that:

- A. The Lincoln-Lancaster County Health Department (“Health Department”) was continuing to develop minimum protective strategies for non-law-enforcement field work (for example, Assessor/Register of Deeds, County Engineer) and would forward those strategies upon completion.
- B. The Health Department’s Health and Facilities Division would be meeting about and continuing to evaluate custodial or quasi-custodial settings (for example, Corrections, Youth Services Center, Crisis Center, Community Corrections).

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- C. With respect to law enforcement field work, Scott Holmes was unaware of any additional actions that Lancaster County law enforcement needs to implement. Law enforcement may contact the Health Department if it requires additional guidance.

Finally, with respect to strategies to protect visitors in buildings, Scott Holmes indicated that the Health Department's Health and Facilities Division would be meeting to discuss these strategies in greater detail, including specific applications in the court system. Since the Group's meeting, the Health Department issued DHM 2020-05, requiring visitors to the Hall of Justice at 575 South 10th Street to wear face coverings. Additionally, many of the protective strategies listed in Section I also will function as protective strategies with respect to building visitors. Ultimately, due to the collaborative nature of the management of County buildings serving the general public, the County, the City of Lincoln, and the Public Building Commission will need to collaborate to develop and implement supplemental visitor-directed protective strategies.

Reopening Protective Strategies

- I. Minimum protective strategies that should be implemented in each of the following settings with respect to **employees**.
 - A. Office Space To Which The General Public Does Not Have Access.
 1. Physical Distancing.
 - a. Employees should maintain a minimum six (6) feet of separation between themselves and coworkers or members of the public to the extent possible.
 - b. Employees should avoid in-person meetings to the extent possible. Web- or phone-based platforms for meetings (e.g. Zoom, Webex, GoToMeeting, Microsoft Teams, conference call, etc.) should be used.
 - c. Stagger lunches and breaks.
 2. Engineering Controls.
 - a. Install physical barriers between workers where 6-foot distancing is not possible or practical.
 - i. To the extent there was a need for these barriers, it is the understanding of the Group that they have been purchased and/or installed.
 - b. If time clocks are used, install a ‘no-touch’ or ‘touchless’ time clock-in/check-in.
 - i. The County presently is in the midst of an update to its payroll system. It is impracticable to implement this strategy until completion of the global payroll system update.
 - c. Reduce the number of chairs and tables in break rooms to provide 6-foot distancing.
 - i. Except for the community break room in the 605 Building, this strategy would be the responsibility of individual offices and departments.
 - d. Where possible, install automatic doors and leave doors open to minimize touch.

- e. Increase air exchanges in the HVAC system to provide increased fresh air intake and air dilution.
 - i. It is impracticable to update the HVAC systems. The 555, 575, and 605 building each has its own air circulation system, therefore air is not circulated between buildings even though air is circulated within each building.
3. Illness and illness monitoring.
- a. Screen employees upon arrival for COVID signs and symptoms, dismiss employees with the following symptoms:
 - i. Fever >100°F, cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. If temperature is > 100, or are showing other symptoms, they should be excused from work.
 - aa. A Personnel Policy Bulletin regarding employee screening and face coverings is being prepared for the Board's consideration. Touchless thermometers previously were distributed to offices and departments. Additional PPE for temperature takers consistent with CDC guidance will be made available.
 - b. Employees should stay home if sick, and if they become sick at work, they should distance themselves from co-workers, contact their supervisor and go home.
 - c. Employees should avoid contact with those who are sick.
4. Personal Protective Equipment (PPE).
- a. Face Coverings.
 - i. Face coverings should be worn by all employees when interacting with co-workers, members of the public or in group meetings larger than 2 people. Social distancing of at least 6 feet must always be maintained. The face covering should:
 - aa. fit snugly against the side of the face.
 - bb. be secured with ties or ear loops.
 - cc. include multiple layers of fabric.

- dd. allow for breathing without restriction.
- ee. be able to be laundered and machine-dried without damage or change to shape.

- ii. Post reminders for employees regarding the benefit of face coverings.

- iii. Face coverings should be provided by the County; however, employees are free to provide their own face coverings provided they meet the conditions stated above.

- iv. Face coverings should also be appropriate for the workplace and any inappropriate depictions or materials on the coverings will not be allowed.

- v. Face masks do not need to be worn in private offices or cubicles if the employee is the only occupant.

- vi. Those employees who have a health condition for which a face covering would otherwise compromise that individual should speak privately with their supervisor or Human Resources, a modification may be possible.

- vii. The use of face coverings is not a substitute, and is instead a supplement, to maintaining adequate physical distance between individuals.

- viii. The use of cloth face coverings is not a substitute for other forms of Personal Protection Equipment (PPE) that may be required and utilized by some employees in specific work classifications or work environments.

- ix. For more information visit: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>
 - aa. A Personnel Policy Bulletin regarding employee screening and face coverings is being prepared for the Board's consideration. There appears to be a sufficient supply of masks available for employee distribution and use.

5. Handwashing & Hand Contamination.

- a. Employees should frequently clean hands with soap and water for 20 seconds, or if a sink is not available, use an alcohol-based hand sanitizer with at least 60% alcohol. This is especially important after touching high contact surfaces.
 - i. Sufficient hand sanitizer and dispensers are available although washing with soap and water is preferred method of cleaning hands. Touchless dispenser stands are available for ordering through Purchasing. Stands should not be situated in common areas of PBC buildings and should be arranged so as not to constitute a tripping hazard.
 - b. Increase signage encouraging frequent handwashing, disinfection, and cleaning for both employees and customers.
 - i. Building maintenance is working to make signage consistent and clear.
 - c. Employees should avoid touching their eyes, nose, and mouth.
 - d. Employees should practice good cough and sneeze etiquette. If a tissue is used, wash hands after coughing or sneezing.
6. Disinfection.
- a. Employees should routinely disinfect high touch points, facilities, and work areas, including: personal electronics, mouse, key boards, pens; meeting room tables, backs of chairs, chair hand rails; light switches, door knobs and handles, hallway and stairway handrails, and shared equipment and spaces. If workstations or tools are shared, they should be disinfected between users.
 - i. In addition to measures to be taken by individual employees, each day building maintenance is cleaning high touch points with an expanded protocol. Building maintenance also can be available to implement that protocol after large meetings in Rooms 112 and 113 provided that meeting times are spaced accordingly. Sufficient cleaning supplies are available.
 - b. Avoid bare hand contact with any high touch surface.
 - c. Use a barrier such as a paper towel or clothing when bare hand contact is unavoidable.

- d. Enhanced disinfection, especially for high contact surfaces (door/other handles, light switches, bathroom fixtures).
 - e. Where possible, leave doors open to minimize touch and need for disinfection.
7. At risk and vulnerable employees: Employees over the age of 65 or with underlying health conditions may need extra protective measures. Encourage such employees to consult with the medical provider and with Human Resources if needed.
- a. Offices and departments should be encouraged to continue telework to the extent practicable, with employees being phased back into the office as necessary to allow for public opening.
- B. For Retail-Type Counters Serving The General Public (For Example, DMV Service Counters), the strategies in Section I.A. should be followed plus:
- 1. Customer Flow.
 - a. Control the physical flow of customers. The less customers are close together, the better. Clearly mark how you want customers to move into service areas, including where to stand in line when waiting to be served. Establish "One-Way" directional movement to prevent mixing and to maximize spacing between customers with signs and/or floor markings.
 - i. Directional and distancing tape / signage has been bid and will be available to install. Additional signage is available through office supply and janitorial contracts.
 - b. Install highly visible marks/tape on the floor at six (6) foot distances with signage that says "Please keep a safe distance" to help customers understand how far apart they should stand. Place these in high traffic areas, waiting lines, etc.
 - i. Directional and distancing tape / signage has been bid and will be available to install. Additional signage is available through office supply and janitorial contracts.
 - 2. Engineering Controls: Install Plexiglass in counter areas where there are interactions with the public and a 6" distance cannot be easily kept.

- a. Standard-sized plexiglass has been ordered and will be begin to be available this week for installation by building maintenance. Custom-sized plexiglass has been ordered and likely will not be available for installation before reopening, but standard-sized plexiglass will be available as a stop-gap measure.
3. Personal Protective Equipment (PPE).
- a. Gloves: If employees must frequently handle documents, money, etc. received from customers, wearing gloves may be a reasonable consideration.
 - i. The Group discussed that, generally speaking, handwashing and sanitizing are equally if not more effective than use of gloves, although gloves may still be indicated in certain circumstances.
 - b. Handwashing & Hand Contamination: Increase signage encouraging frequent handwashing, disinfection, and cleaning for both employees and customers.
 - i. Building maintenance is working to make signage consistent and clear.
4. At risk and vulnerable customers.
- a. Consider offering special hours.
 - b. Consider offering electronic payment, curbside service, delivery, or other options.
- C. Non-law-enforcement field work (for example, Assessor/Register of Deeds, County Engineer):
- 1. That entails interactions with members of the general public.
 - 2. That does not entail interactions with members of the general public.
 - a. The Health Department is working on guidance for its own staff on conducting field work. Once that is done, the Health Department will share that as well.
- D. Custodial or quasi-custodial (for example, Corrections, Youth Services Center, Crisis Center, Community Corrections).

1. These operations by necessity have remained open with certain restrictions. Correctional operations have taken appropriate steps pursuant to CDC guidance and, as appropriate, in conjunction and compliance with Nebraska Jail Standards.
 - a. The Health Department's Health and Facilities Division soon will be meeting to discuss this and other issues.

E. Law enforcement field work.

1. County law enforcement by necessity has continued to operate in the field with certain procedural changes and has been coordinating with and participating in Unified Command.
 - a. The Health Department is unaware of any additional actions that Law Enforcement needs to implement. County law enforcement may contact the Health Department if it believes additional guidance is needed.

II. Minimum protective strategies that should be implemented in buildings with respect to building **visitors**.

1. General public.
2. Visitors by appointment.
 - a. Since the Group's meeting, the Health Department issued DHM 2020-05, requiring visitors to the Hall of Justice at 575 South 10th Street to wear face coverings.
 - b. Many of the protective strategies listed in Section I also will function as protective strategies with respect to building visitors.
 - c. The Health Department's Health and Facilities Division soon will be meeting to discuss this and other issues. Kerin Peterson already has her staff doing additional cleaning and disinfection, wearing PPE, etc. and the Health Department believe their strategies appropriate. The Health Department is planning to meet to discuss special situations, such as the court system.
 - d. Ultimately, due to the collaborative nature of the management of County buildings serving the general public, the County, the City of Lincoln, and the Public Building Commission will need to collaborate to develop and implement supplemental visitor-directed protective strategies.