

ROBERTS COUNTY, TEXAS

PUBLIC ACCESS TO COUNTY OFFICES

STRATEGIC PLAN TO OPEN TEXAS

Roberts County is closely monitoring information from Texas Governor Greg Abbot, Centers for Disease Control and Prevention (CDC), Texas Department of State Health Services (Texas DSHS), and our local Emergency Management Coordinator to ensure the health and safety of our employees, our county residents, and the general public as a whole. County officials are working diligently to stay informed of the newest information as it becomes available and make appropriate decisions to safeguard the public and employees. Pursuant to Executive Order No. GA-18 relating to the expanded reopening of services as part of the safe, strategic plan to Open Texas in response to the COVID-19 disaster, and effective 8:00 A.M. Monday, May 18, 2020, Employees and “Customers” may access Roberts County Offices according to the following guidelines:

“Customers” include an individual or a number of individuals who are all members of the same household.

“County Office” shall include every office in the Roberts County Courthouse and all of those governmental or quasi-governmental bodies that work in a County-owned Building, including the Roberts County Library, Roberts County Museum, City of Miami, Texas AgriLife Extension, Natural Resources Conservation Service, Miami EDC/CDC, Miami/Roberts County VFD, and Miami ESD.

All Customers and County Officials/Employees (“Employees”) shall follow “Minimum Standard Health Protocols—Checklist for All Individuals.”

All Employees shall follow Texas Department of State Health Services “Checklist for All Employers.”

Prohibited Access

The following Customers (“Prohibited Customers”) will not be allowed to access any County Building or Office.

Any person who has the following: (1) Cough, (2) Shortness of breath or difficulty breathing, (3) Chills, (4) Repeated shaking with chills, (5) Muscle pain, (6) Headache, (7) Sore throat, (8) Loss of taste or smell, (9) Diarrhea, (10) Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit, or (10) Known close contact with a person who is lab confirmed to have COVID-19

Prohibited Customers who need to conduct business should contact the appropriate County Office, which will assist in making arrangements for Prohibited Customers to conduct their

business. For a list of offices and their respective phone numbers, please visit our website at <http://co.roberts.tx.us>.

The County Official responsible for a County Office shall Screen employees before coming into the County Office and shall send home any employee who has any of the following new or worsening signs or symptoms of possible COVID-19: (1) Cough, (2) Shortness of breath or difficulty breathing, (3) Chills, (4) Repeated shaking with chills, (5) Muscle pain, (6) Headache, (7) Sore throat, (8) Loss of taste or smell, (9) Diarrhea, (10) Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit, or (10) Known close contact with a person who is lab confirmed to have COVID-19.

The County Official responsible for a County Office shall not allow employees with the new or worsening signs or symptoms listed above to return to work until:

- (1) In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 7 days have passed *since symptoms first appeared*; or
- (2) In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed in (1) above; or
- (3) If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

The County Official responsible for a County Office shall not allow an employee with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).

Responsible Access to County Buildings

Customers who enter a County Building shall: (1) maintain at least 6 feet separation from other Customers. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced, (2) Wash or disinfect hands upon entering a building and after any interaction with Employees, other Customers, or items in the building, and (3) Consistent with the actions taken by many individuals across the state, consider wearing cloth face coverings (over the nose and mouth) when entering a building, or when within 6 feet of another person who is not a member of the individual's household. If available, individuals should consider wearing non-medical grade face masks.

The County Official responsible for a County Office shall (1) train all employees on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette, (2) Have employees wash or sanitize their hands upon entering the building, (3) have employees maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced, and (4) Consistent with the actions taken by many employers across the state, consider having all employees wear cloth face coverings (over the nose and mouth). If available, employees should consider wearing non-medical grade face masks.

Responsible Access to Public Offices

Customers, who are not Prohibited Customers, may access County Offices so long as they abide by the following guidelines:

- (1) Access to County Offices shall be limited to one Customer at a time;
- (2) Access to County Offices shall be limited to official business; social visits are prohibited;
- (3) Employees and Customers shall conduct official business as quickly and efficiently as possible and no Customer may spend more than 30 minutes in a County Office per day.

Responsible Access to Common Areas

Customers, who are not Prohibited Customers, may access Common Areas of County Buildings, but are limited to the following areas for the following purpose:

- (1) Customers may access hallways to go to or from a County Office;
- (2) Customers may wait in hallways, if the County Office they need to access is already occupied by a Customer,
- (3) Customer access to other Common Areas (breakrooms, conference rooms, etc.) is prohibited.

If a Common Area is located wholly within a single County Office (for example a records vault), the County Official who is responsible for said Common Area shall be responsible for regulating access to the Common Area. Said regulations should include (1) measures to protect Customers and Employees (including social distancing and sanitation), and (2) should be in accordance with laws and regulations that govern access to public records.

Responsible Access to Roberts County Museum/Library

All Customers shall (1) maintain at least 6 feet separation from other Customers not attending the museum or library together. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced, (2) Wash or disinfect hands upon entering a museum or library and after any interaction with employees, other visitors, or items in the museum or library, and (3) Consistent with the actions taken by many individuals across the state, consider wearing cloth face coverings (over the nose and mouth) when entering a museum or library, or when within 6 feet of another person who is not a member of the individual's household. If available, individuals should consider wearing non-medical grade face masks.

Employees shall ensure that the County Museum and County Library operate at no more than 25 percent of the total listed occupancy, 2) wash or sanitize their hands upon entering the building, (3) maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced, and (4) Consistent with the actions taken by many employers across the state, consider having all employees wear cloth face coverings (over the nose and mouth). If available, employees should consider wearing non-medical grade face masks.