

4 Week Pandemic Plan to Reopen County Buildings

Timeline will start after the Emergency Executive Order to
Stay at Home has Expired

Week 1-2 (Start Date Monday May 18th)

- a. Open to public by appointment
 1. All employees and public entering Lincoln County Buildings will be required to wash their hands after entering the building
 2. Anyone reporting signs or symptoms of COVID-19 will not be allowed into Lincoln County Buildings (Employees with signs and symptoms please contact your supervisor/department head)
 - Symptoms of COVID-19 can include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea.
 3. Optional-Wear Masks for public and employees if unable to properly social distance according to CDC guidelines
 4. A Lincoln County Employee will be positioned at the front door to assist with the public entering and exiting the building. Limit 10 individuals from the public in the building
 5. Staff will clean counter or work area after each appointment is finished before next appointment is allowed to start
- b. Employees will continue 12hr shift work during weeks 1-2 of pandemic reopen plan

Week 3 (Start Date Monday June 1st)

- a. Open to public 4hrs per day (12:30-4:30) enter through handicap door and exit through opposite end (north) door (all other doors will be remained locked)
- b. All employees and public entering Lincoln County Buildings will be required to wash their hands after entering the building
- c. Anyone reporting signs or symptoms of COVID-19 will not be allowed into Lincoln County Buildings (Employees with signs and symptoms please contact your supervisor/department head)
 - Symptoms of COVID-19 can include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea.
- d. Optional-Continue to Wear Masks if unable to properly social distance according to CDC guidelines
- e. A Lincoln County Employee will be positioned at the front door to assist with the public entering and exiting the building. Limit 10 individuals from the public in the building
- f. 1 person from the public in an office at a time and put taped marks on the benches for proper social distancing not allowing more than 10 individuals from the public in the building to allow for proper social distancing
- g. Staff will clean counter top or work area after each individual from the public is in and out of your office before next individual is allowed to enter. Doors to office will remain closed while helping individual from the public in your office
- h. Employees back to normal work week

Week 4 (Start Date Monday June 8th)

- a. Open to public normal businesses hours for 8hrs per day (8:30-4:30) enter through handicap door and exit through opposite end (north) door (all other doors will be remained locked)
- b. All employees and public entering Lincoln County Buildings will be required to wash their hands after entering the building
- c. Anyone reporting signs or symptoms of COVID-19 will not be allowed into Lincoln County Buildings (Employees with signs and symptoms please contact your supervisor/department head)
 - Symptoms of COVID-19 can include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea.
- d. Optional-Continue to Wear Masks if unable to properly social distance according to CDC guidelines
- e. A Lincoln County Employee will be positioned at the front door to assist with the public entering and exiting the building. Limit 10 individuals from the public in the building
- f. 1 person from the public in an office at a time and put taped marks on the benches for proper social distancing not allowing more than 10 individuals from the public in the building to allow for proper social distancing
- g. Staff will clean counter top or work area after each individual from the public is in and out of your office before next individual is allowed to enter. Doors to office will remain closed while helping individual from the public in your office
- h. Employees back to normal work week

This plan is a living document and will be evaluated to have changes made if necessary.

This plan is for Lincoln County Offices only. SWHHS/Public Health and MN Courts are located in the Lincoln County Courthouse and will have their own plans to accommodate social distancing and staff safety. You will be required to follow Lincoln County handwash and door policies that have been set in place during this 4-week pandemic reopen plan. Sharing of how your department will be staffed and accommodating the public would be greatly appreciated.