

ORDER NO. 2020-19

RANDALL COUNTY COMMISSIONERS COURT

**ORDER REOPENING COUNTY FACILITIES AND
ADOPTING COVID-19 SAFETY PROTOCOLS**

WHEREAS, a pandemic has been declared by the World Health Organization regarding the spread of the novel coronavirus and its resulting illness, COVID-19;

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency because of COVID-19;

WHEREAS, on March 13, 2020, the Governor of Texas declared a state of disaster because of COVID-19;

WHEREAS, among the President's coronavirus guidelines for America issued on March 16, 2020, and renewed on March 30, 2020, citizens are encouraged to work or engage in schooling from home whenever possible;

WHEREAS, on March 18, 2020, the Randall County Judge declared a local state of disaster because of COVID-19;

WHEREAS, on March 19, 2020, the Governor of Texas issued an executive order in response to COVID-19 that every person in Texas avoid social gatherings of more than 10 people and closing schools;

WHEREAS, on March 20, 2020, the Randall County Commissioners Court extended the County Judge's declaration of disaster;

WHEREAS, on March 20, 2020, the Randall County Commissioners Court entered an Order Closing County Facilities to the Public to Control the Spread of COVID-19 and Authorizing Compensation for Employees, which was set to expire on the earlier of April 3, 2020, when the Governor's March 19, 2020, executive order is lifted or when the order is lifted or modified by action of the Randall County Commissioners Court;

WHEREAS, on April 2, 2020, the Randall County Judge extended the Order Closing County Facilities to the Public to Control the Spread of COVID-19 and Authorizing Compensation for Employees;

WHEREAS, on April 27, 2020, the Governor of Texas issued an executive order allowing local governments to reopen and encouraging them to follow the minimum standard health protocols recommended by the Texas Department of State Health Services; and

WHEREAS, the Texas Department of State Health Services issued the minimum recommended health protocols for all businesses choosing to operate in Texas, a copy of which is attached to this order as Exhibit "A" and incorporated herein as if set forth at length, to be effective May 1, 2020;

NOW, THEREFORE, BE IT ORDERED BY THE RANDALL COUNTY COMMISSIONERS COURT:

- A. The Randall County Judge's April 2, 2020 Order Closing County Facilities to the Public to Control the Spread of COVID-19 and Authorizing Compensation for Employees is rescinded upon this order taking effect.
- B. County buildings that were closed by the Order Closing County Facilities to the Public to Control the Spread of COVID-19 and Authorizing Compensation for Employees shall reopen and resume normal operation on May 18, 2020 at 8:00 a.m.
- C. Effective May 18, 2020, County employees shall resume their normal duties at their assigned work stations subject to the following protocols:
 1. At the beginning of each shift, and upon returning to work from lunch break, each employee shall take the employee's temperature using county issued equipment and shall record the temperature reading on documentation provided by the county.
 2. At the beginning of each shift, each employee shall complete the health questionnaire attached to this order as Exhibit "B," which is incorporated herein as if set forth at length, and deliver the completed questionnaire to the person in the employee's department designated as custodian of the health records required by this order.
 3. Employees who do not regularly report to work in the same location must, whenever possible, take their temperature and complete the health questionnaire at the location where their shift begins or where they report after lunch. Elected officials and department heads may develop procedures that enable their employees to submit temperatures and health questionnaires remotely. If such procedures are adopted, the custodian of the health records shall verify that all required information has been submitted no later than 30 minutes after an employee's shift begins or resumes. Wherever possible, this information shall be submitted immediately upon an employee arriving at the workplace.
 4. Each elected official or department head shall designate an employee in their department as custodian of the health records required by this order. The custodian shall ensure that the records are accurately completed and timely submitted by every employee in the department. The custodian shall

review each record when submitted and, if a record reveals that an employee is experiencing any of the symptoms in the health questionnaire or a measured temperature greater than or equal to 100.0 degrees Fahrenheit, report that fact to the elected official or department head. These records are protected health information in accordance with Health Insurance Portability and Accountability Act regulations and shall be safeguarded in accordance with said regulations.

5. The Commissioners Court hereby adopts the Texas Department of Health Services minimum recommended health protocols for all businesses, attached as Exhibit "A." All county officials and personnel shall comply with these protocols while on duty. Elected officials, department heads and supervisory personnel shall adhere to these protocols when managing employees who report or exhibit COVID-19 symptoms or who have had known close contact to a person who is lab-confirmed to have COVID-19.

This order is effective May 18, 2020, at 12:01 a.m., and shall continue in effect until modified or rescinded by the Randall County Commissioners Court.

Passed by the Randall County Commissioners Court this 12th day of May, 2020.


Ernie Houdashell, County Judge

ATTEST:



Susan Allen, County Clerk



Exhibit "B"



The following questionnaire shall be completed by each employee when reporting at the beginning of each workday. Employees must wash or sanitize their hands immediately upon entering the building.

Please check after washing or sanitizing your hands.

Please check next to any of these symptoms that you began experiencing, or that have become worse, today:

- | | |
|--|---|
| <input type="checkbox"/> Cough | <input type="checkbox"/> Sore throat |
| <input type="checkbox"/> Shortness of breath or difficulty breathing | <input type="checkbox"/> Loss of taste or smell |
| <input type="checkbox"/> Chills | <input type="checkbox"/> Diarrhea |
| <input type="checkbox"/> Repeated shaking with chills | <input type="checkbox"/> Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit |
| <input type="checkbox"/> Muscle pain | <input type="checkbox"/> Known close contact with a person who is lab confirmed to have COVID-19 |
| <input type="checkbox"/> Headache | |

A.M. Temperature: _____

P.M. Temperature: _____

Employee Signature: _____

Date: _____



CHECKLIST FOR ALL EMPLOYERS

In accordance with Governor Abbott’s executive order GA-18, the following are the minimum recommended health protocols for all businesses choosing to operate in Texas. Employers may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees and customers.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Employers should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Employers should also be mindful of federal and state employment laws and workplace safety standards.

Health protocols for your employees:

- Train all employees on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees before coming into the business:
 - Send home any employee who has any of the following new or worsening signs or symptoms of possible COVID-19:

<ul style="list-style-type: none"> - Cough - Shortness of breath or difficulty breathing - Chills - Repeated shaking with chills - Muscle pain - Headache 	<ul style="list-style-type: none"> - Sore throat - Loss of taste or smell - Diarrhea - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit - Known close contact with a person who is lab confirmed to have COVID-19
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 - Do not allow employees with the new or worsening signs or symptoms listed above to return to work until:
 - 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: at least 3 days (72 hours) have passed



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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

- 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 above; or
- 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.

Do 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).

Have employees wash or sanitize their hands upon entering the business.

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.

If an employer provides a meal for employees, employers are recommended to have the meal individually packed for each employee.

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.

Health protocols for your facilities:

Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.

Disinfect any items that come into contact with customers.

Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and customers.

Place readily visible signage at the business to remind everyone of best hygiene practices.