

From: [Mark Belton](#)
To: [All CCG](#)
Subject: Health Precautions for Those Working in County Facilities
Date: Friday, June 26, 2020 2:49:35 PM

CCG Employees:

I am so proud of the work you are all doing during the current county state of emergency. As we have begun to enter back into our workplaces and are planning to open our building to the public in a couple of weeks, I wanted to take a moment to remind everyone of some very important safety and health precautions we must all be taking. If you are returning to the workplace, there are safety requirements that must be followed. You will be required to:

- use hand sanitizer when you enter;
- take your temperature;
- If your temperature is greater than or equal to 100.4 degrees, immediately leave the building. After exiting, call your supervisor. Sometimes, if you've been standing outside in the hot sun, your temperature may appear higher. If this occurs, you may want to wait a few minutes by the check-in table and then retake it once you've cooled down.
- If your temperature is less than 100.4, check in by completing the COVID-19 health screening questionnaire
- Complete the County Health Screening using the County kiosk to access the online app, access the app through your smartphone or complete the paper log;
- wash your hands frequently;
- wear a face mask in common areas and within your office if you are in close contact; and
- clean your workspace daily.

The county will provide a thermometer, hand sanitizer, and a face mask if you need one. You will also receive cleaning wipes and we ask you to watch this video for details on how to thoroughly disinfect your work surfaces:

https://youtu.be/U_H2sXNiNt4.

If you are sick, please stay home. Everyone who reports to a county building for work will be required to take their temperature and complete a brief health screening questionnaire daily, which you can view here:

<https://www.charlescountymd.gov/Home/ShowDocument?id=5662>. Please understand that if you have any symptoms, including a fever of 100.4 degrees or higher, you will be sent home, so it is safer to stay home if you think you might be sick.

Contact tracers are trained to respond if an employee tests positive for COVID-19. It is a scary time for all of us. I want to assure you that several of our employees are now trained as contact tracers, so if a colleague in close proximity to you tests positive, you will be notified and informed of your potential risk. The county will work with the health department to advise you on quarantine or self-isolation steps, as we already do for our emergency services providers.

Human Resources is available to provide guidance on pay, leave, accommodations, and many other policy-related issues. Many of you have issues related to daycare availability, care of elderly parents,

and other reasons why you are unable to either work from home or return to the office. Our Human Resources Department is your first point of contact for options that our county can make available to you if you are facing these challenges.

Our top priority continues to be the safety of our employees. Please take every effort to practice all requirements listed above.

Thank you for always going above and beyond to make our County great and “open” during this time.

Mark