

# READY SET GO

## Lincoln County's plan to return to operation

Lincoln County Government has developed a 3 phase plan to guide a safe and orderly return to full operation. This plan is subject to review and modification by county management and the Board of County Commissioners.

Released: May 15, 2020

**READY: May 18 - 29**

**SET: May 30 - June 20**

**GO: June 21 - TBD**

### EMPLOYEES

#### Telework:

Employees may continue to work remotely with department head approval.

#### Outside county travel:

Not permitted with the exception of special circumstances.

#### Telework:

Department managers will begin to transition employees back to normal work schedules. Staggered schedules may also be established if proper social distancing measures are not attainable.

#### Outside county travel:

Employee travel is situation dependent.

#### Telework:

Employees should be operating under normal work schedules during this phase. If social distancing remains a problem, contact Human Resources.

#### Outside county travel:

Employee travel is situation dependent.

### DEPARTMENTS

#### Library:

Remain closed to the public but continue offering curbside book service and online opportunities.

#### Recreation:

Remain closed to the public but continue promoting parks as a primary form of recreation. Increase the number of website updates for the public.

#### Veterans:

Remain closed to the public but continue working with Veterans via email and phone.

#### Senior Services:

Remain closed to the public but continue offering curbside services to seniors. Increase the number of website updates.

#### Library:

Lincolnton branch only - Open at 25% total capacity. Limit time per visitor to one (1) hour per day. Only two (2) computers may be used by the public at a time and they should remain spaced apart >6 feet. The other two branches will continue with curbside book service during this phase. Cleaning should take place throughout the day. Staff to wear protective masks.\*\*

#### Recreation:

Remain closed to the public but continue promoting parks as a primary form of recreation. Increase the number of website updates for the public.

#### Veterans:

Open to the public by appointment only. Limit number of clients inside at the same time to maintain social distancing measures. Employees should wear protective masks.\*\*

#### Senior Services:

Remain closed to the public but continue offering curbside services to seniors. Increase the number of website updates.

#### Library:

All branches - Open at 50% total capacity. Limit time per visitor to one (1) hour per day. Only two (2) computers may be used by the public at a time and they should remain spaced apart >6 feet. Curbside book service will continue to be available during this phase. Cleaning should take place throughout the day. Staff to wear protective masks.\*\*

#### Recreation:

Remain closed to the public but continue promoting parks as a primary form of recreation. Increase the number of website updates for the public.

#### Veterans:

Open to the public by appointment only. Limit number of clients inside at the same time to maintain social distancing measures. Employees should wear protective masks.\*\*

#### Senior Services:

Remain closed to the public but continue offering curbside services to seniors. Increase the number of website updates.

## FACILITIES

**High Touch/Contact Areas:** Cleaning high touch areas will be necessary. The maintenance staff and employees of each department will work together to ensure frequent and adequate cleaning of high-contact areas.

**Barriers:** Physical barriers that are currently in place shall remain in place. Please assure that 6 feet of separation is achieved. Floor decals denoting social distancing requirements and direction may be used where appropriate.

**Physical Space:** Employees should practice social distancing when possible. Meetings should be conducted by remote access whenever possible.

**Ingress and Egress:** When possible, there should be two avenues for citizens to enter and leave the building. Ingress and egress needs to be clearly indicated and properly displayed for the public.

## PROTECTIVE MEASURES

**Screening:** Departments that must conduct close contact activities, such as Health, DSS, Sheriff's Office, Veterans, Human Resources, and Senior Services shall screen the public for high temperatures.\*

**Protective Shields:** Protective shields should be considered and purchased for counter areas where the public frequent.

**Face Coverings:** Departments that have direct contact/interaction with the public, or other employees, are encouraged to wear protective masks.\*\*



\* Departments should contact Human Resources for thermometers

\*\* Departments should contact Emergency Management for protective masks