

BRUNSWICK COUNTY BOARD OF COMMISSIONERS
SPECIAL CALLED MEETING
MARCH 15, 2020
2:00 PM

1. Call to Order

2. Order Of Business

Sanitizing of County Buildings

Landfill - Free Week

Adjustments to Work Schedules for County Employees

Telecommuting for Appropriate Positions/Classifications

Travel Restrictions

County Budget Calendar Amendment

Decision Making Protocol

Cancellation of Events at County Facilities

Well Workforce Protocol

3. Adjourn



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 15, 2020

Action Item # 2. -
Sanitizing of County Buildings

From:
Andrea White

Issue/Action Requested:
Request that the Board discuss and consider the possible sanitizing of County Buildings.

Background/Purpose of Request:
Request that the Board discuss and consider the possible sanitizing of County Buildings and discuss potential overtime costs.

Fiscal Impact:

Approved By County Attorney:

ATTACHMENTS:

Description

- ☐ Disinfection/Sterilization Protocols

Brunswick County Advanced Disinfection/Sterilization Protocols

- **Products:**

Commercial formulations based on disinfectant chemicals are considered unique products and must be registered with EPA or cleared by FDA prior to use in our facilities. Products are designed for a specific purpose and are to be used in a certain manner. Therefore, users should read labels carefully to ensure the correct product is selected for the intended use and applied efficiently.

2020 Current Disinfectants approved for Corona Virus elimination kept on hand by Custodial department: Atco Santastic with a dilution ratio not to exceed 1/32 or 4oz per gallon of fresh water. Aerosol Disinfectant foggers not exceeding 6,000cuft disinfection radius each. Lysol/Clorox wipes and Hospital grade Aerosol Disinfectant non dilution.

- **Employees & Disinfection Procedures upon implementation of this protocol:**

Appropriate and up to date PPE will be worn at all times necessary. Proper grooming and dress standards enforced daily. PPE must be changed between EVERY room, including gloves. Any employee exhibiting symptoms of the viruses must be removed from the facilities until cleared to return.

- a) Custodial staff will begin 10-hour workdays Monday through Friday 9:30am to 8pm. This will ensure staff has appropriate time to expand disinfection of the buildings while still accomplishing daily cleaning duties/standards. Expanded hours will also help reduce theft and ensure hygiene products remain stocked.
- b) Staff will stop daily tasks every 2 hours to disinfect in assigned areas all Doorknobs, Light switches, Bathroom fixtures, Door trim, and Any commonly touched surface as deemed necessary.
- c) Custodial 2 staff will begin disinfection of commonly used outdoor fixtures such as ATM machines, Handicap fixtures/buttons, Mail Delivery Bins, etc. on the same 2-hour disinfection schedule.
- d) Floor Maintenance apart from disinfection will be postponed, Custodial 2 Staff will be reassigned to buildings of high traffic, those that see prominently elderly clients, outdoor fixtures, and backup staffing for custodial needs.
- e) Lobbies and areas where gathering of individuals occurs, will be thoroughly disinfected daily immediately following the close of business. This will include a complete disinfectant fogging of the area.
- f) Meeting rooms with carpet will be shampooed then extracted with approved disinfectant following each use.
- g) Special weekend scheduling may be asked of staff for off and onsite site buildings being used. This can include libraries, senior/community centers, probation, Law enforcement, and Emergency management centers.



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 15, 2020

Action Item # 2. -
Landfill - Free Week

From:
Andrea White

Issue/Action Requested:
Request that the Board of Commissioner discuss free week at the Landfill scheduled for next month and cancel/postpone if necessary.

Background/Purpose of Request:

Fiscal Impact:

Approved By County Attorney:



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 15, 2020

Action Item # 2. -

Adjustments to Work Schedules for County Employees

From:

Andrea White

Issue/Action Requested:

Request that the Board of Commissioners discuss adjustments to work schedules for County employees.

Background/Purpose of Request:

Fiscal Impact:

Approved By County Attorney:



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 15, 2020

Action Item # 2. -

Telecommuting for Appropriate Positions/Classifications

From:

Andrea White

Issue/Action Requested:

Request that the Board of Commissioners discuss possible telecommuting for appropriate positions/classifications and authorize if necessary.

Background/Purpose of Request:

Fiscal Impact:

Approved By County Attorney:



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 15, 2020

Action Item # 2. -
Travel Restrictions

From:
Andrea White

Issue/Action Requested:

Request that the Board of Commissioners consider travel restrictions on County employees and limiting travel to within the County or neighboring counties for official business.

Background/Purpose of Request:

Fiscal Impact:

Approved By County Attorney:



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 15, 2020

Action Item # 2. -

County Budget Calendar Amendment

From:

Andrea White

Issue/Action Requested:

Request that the Board of Commissioners consider amending the County budget calendar by delaying the County Goals Workshop.

Background/Purpose of Request:

Fiscal Impact:

Approved By County Attorney:

ATTACHMENTS:

Description

- ☐ Current Budget Calendar

County of Brunswick
Budget Calendar (Amended)
Fiscal Year 2020-2021

Date of Action	Budget Procedure	Action By
12/3/2019	Distribution of Capital Improvement Forms and Instructions	Director of Fiscal Operations
1/23/2020	Distribution of Goals and Budget Forms	Director of Fiscal Operations
1/23/2020	Preliminary Capital Improvement Forms Due to County Director of Fiscal Operations	Department Heads
1/24- 2/10/2020	Compiled Preliminary Capital Improvement Plan Due to County Manager from Director of Fiscal Operations	County Manager
3/9/2020	Submit Goals and Budget Requests to Director of Fiscal Operations	Department Heads and Agency Officials
3/16/2020	Commissioners' Countywide Goal Workshop 1:00 p.m. - 5:00 p.m.	Board of County Commissioners County Manager
3/23/2020	Compiled Department and Agency Budget Requests and Goals Due to County Manager from Director of Fiscal Operations	Director of Fiscal Operations
3/24- 4/3/2020	Meet with Department Heads on Requested Budget and Goals	County Manager Director of Fiscal Operations
5/4/2020	Commissioners' Goals and Budget Workshop 9:00 a.m. - 3:00 p.m.	Board of County Commissioners County Manager
5/18/2020	Presentation of Recommended Budget and Budget Message to Board of County Commissioners, Set Date and Time of June 17, 2019 at 6:00 p.m. for public hearing	County Manager, Board of Commissioners
5/19/2020	File copy with Clerk to the Board; Recommended budget remains open for public review until Budget Ordinance is adopted	County Manager
5/19/2020	Submit legal notice for publication in media stating Recommended Budget submitted to the Board; copy available for public review; time, date, place of public hearing	Clerk to the Board of County Commissioners
6/1/2020	Study session on Recommended Budget at 1:00 p.m. - 3:00 p.m.	Board of County Commissioners
6/15/2020	Public Hearing 6:00 p.m. Regular; Adoption of Budget	Board of County Commissioners
7/1/2020 if applicable	Within thirty (30) days after enactment of the budget a public notice shall be published, reflecting a summary of the enacted budget showing the intended use of entitlement funds, if any.	Clerk to the Board of County Commissioners



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 15, 2020

Action Item # 2. -
Decision Making Protocol

From:
Andrea White

Issue/Action Requested:
Request that the Board of Commissioners discuss decision making protocol.

Background/Purpose of Request:

Fiscal Impact:

Approved By County Attorney:



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 15, 2020

Action Item # 2. -

Cancellation of Events at County Facilities

From:

Andrea White

Issue/Action Requested:

Request that the Board of Commissioners discuss and consider the cancellation of events at County facilities such as advisory boards, etc., or activities with potentially over 100 participants.

Background/Purpose of Request:

Fiscal Impact:

Approved By County Attorney:



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 15, 2020

Action Item # 2. -
Well Workforce Protocol

From:
Andrea White

Issue/Action Requested:
Request that the Board of Commissioner review and discuss the proposed well workforce protocol.

Background/Purpose of Request:
Review the well workforce protocol and discuss the option of allowing departments to develop their own plan that would work for their organization

Fiscal Impact:

Approved By County Attorney:

ATTACHMENTS:

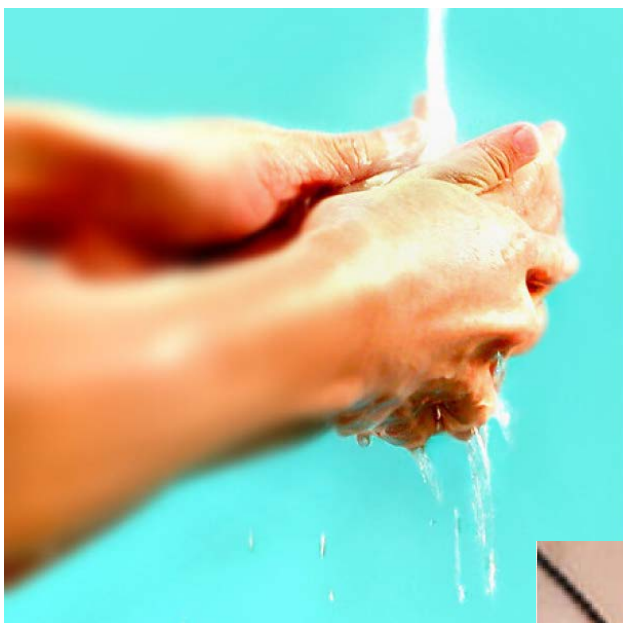
Description

- ▣ Well Workforce Protocol



Contagious Illness Control

Well Workforce Protocol



Preventing the Spread of Illness in your Community

March 2020

Well Workforce Protocol

The provision of quality and uninterrupted services to the citizens of Brunswick County is largely dependent upon an available and healthy workforce.

Purpose

The purpose of the Contagious Illness Control Well Workforce Protocol is to minimize the impact that temporary contagious illness may have on Brunswick County Government's workforce. Brunswick County realizes that employees with contagious temporary illnesses, such as influenza, colds, and other viruses, need to continue with normal life activities, including working. Brunswick County may need to make a determination on whether or not it is acceptable for an employee with a temporary contagious illness to be present in the workplace. In deciding whether an employee with an apparently short-term contagious illness may continue to work, the employee must be able to:

- Perform essential job duties (with or without reasonable accommodation)
- Meet regular performance standards
- In the judgment of management, the employee's continued presence must pose no risk to the health of the employee, other employees, customers, or the public

If an employee disputes Brunswick County's determination that such a risk exists, the employee must submit a statement from his or her health care provider that the employee's continued presence in the workplace poses no significant risk to the employee, other employees, customers, or the public.

Brunswick County Government Responsibilities

Protect

- Hand sanitizer, disinfectant spray, and disposable sanitizing wipes will be provided in high traffic facilities in strategic locations.
- Housekeeping staff will be instructed to routinely disinfect commonly-touched hard surfaces.
- No additional disinfection beyond routine cleaning is recommended by the CDC.

Prevent

- Brunswick County provides eligible employees with sick leave in accordance with Brunswick County Personnel Policies. Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- When an employee uses sick leave, it is not reflected as a negative consequence on their annual performance appraisal if the employee complies with appropriate call in procedures and the Sick Leave policy, if sick leave usage is not excessive, and it does not impact the employee's job performance.
- If an employee has exhausted all accrued paid leave and continues to display symptoms of illness, the employee will be granted leave without pay.

Prepare

- Brunswick County has developed a Contagious Illness Control Well Workforce Protocol.
- Brunswick County will provide educational information to employees regarding:
 - Temporary contagious illness prevention, hygiene, cough etiquette, hand washing, how to identify symptoms, and incubation and recovery period for contagious illnesses.
 - Information will be disseminated through posters, the intranet, e-mails, etc.

Employee Responsibilities

Protect

- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective if soap and water is not available.
- Avoid touching your eyes, nose, or mouth. Germs spread this way.
- Help to sanitize routinely touched work surfaces.
- Get your seasonal flu vaccine.

Prevent

- If you are sick with flu-like symptoms or have symptoms of respiratory illness, the CDC recommends that you stay home and not come to work until you are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Keep away from others as much as possible to keep from spreading the virus. Maintain safe social distancing.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it. Cough in your sleeve if you don't have a tissue available.

Prepare

- Have work tasks organized so that the work process is as smooth as possible if you are out.
- Be aware that a supervisor or department head may send you home if you show signs of respiratory illness in order to protect the health of the public and co-workers.
- Be familiar with sick leave policies and office procedures for calling in sick.
- Put together a "Flu Kit" containing the following over the counter items: Non-Mercury thermometer, sanitizing wipes to clean high touch areas, Acetaminophen or Ibuprofen, cough suppressant, decongestant, or a multi-symptom flu relief product, easy to prepare food items, and tissues.

Supervisor Responsibilities

Protect

- Encourage employees to access educational information on temporary contagious illnesses, how they spread, the incubation period, and how to prevent them.

Prevent

- Encourage the use of hand sanitizer and disinfectant in employee work areas.
- Instruct employees with a temporary contagious illness, such as the flu, or those showing signs of respiratory illness, to follow the CDC guidelines and stay home for 24 hours after their fever is gone without the use of fever-reducing medications.

Prepare

- Communicate your office protocol for employees to report illness or to request sick leave.
- Develop a plan for the impact of pandemic on your employees and the citizens of Brunswick County.
- Cross train employees so when an employee is out of the office, co-workers may step-in to assist or manage the important tasks.
- Be familiar with completion of critical tasks.

Disclaimers

It is the goal of Brunswick County Government, during any time period of infectious disease outbreak, to strive to operate effectively and ensure that all essential services are continuously provided while maintaining employee safety within the workplace.

Brunswick County will not discriminate against any job applicant or employee based on the individual having a temporary contagious illness. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a temporary contagious illness. Brunswick County reserves the right to exclude a person with a temporary contagious illness from workplace facilities, programs, and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the temporary contagious illness and/or the welfare of others within the workplace. Family and medical leave time may be granted if the illness or condition qualifies for the FMLA designation.

Brunswick County will comply with all applicable statutes and regulations that protect the privacy of persons who have a temporary contagious illness. Every effort will be made to ensure procedurally sufficient safeguards are exercised to maintain the personal confidence about persons who have temporary contagious illnesses.

The Brunswick County Contagious Illness Control Well Workforce Protocol is a temporary protocol guide that is subject to change in accordance with the needs of Brunswick County.

Resources

- Centers for Disease Control www.cdc.gov
- “Treating Seasonal or Pandemic Flu at Home” Individual and Family Handbook as well as other information is available at: www.flu.nc.gov
- State of North Carolina Department of Health and Human Services Division of Public Health www.ncdhhs.gov.

Ensuring a healthy workforce requires the participation of everyone. In order to protect the health and operation of Brunswick County Government, it is important to protect our health, to prevent the spread of germs, and to prepare for illness and absenteeism.