

The following guidelines are the recommendations of the Lake County Health Department to protect the health of essential staff and customers of businesses operating during the COVID-19 pandemic.

1. Staff who have a fever or respiratory symptoms of cough, sore throat, or shortness of breath prior to any shift should stay home and notify their supervisor.
2. Screen all staff at the beginning of each shift for fever and respiratory symptoms
 - Use thermometers to take staff temperatures. Staff with temperatures above 100.4 should don a surgical facemask and leave the workplace immediately and notify their supervisor. If a thermometer is not available onsite, instruct staff to take their own temperature at home prior to leaving.
 - Ask staff if they are experiencing any new (or change in) cough, sore throat, or shortness of breath. If they are experiencing symptoms, have them don a surgical facemask and leave the workplace immediately. Supervisor should be notified.
 - If staff are not reporting to the office before going to an offsite location, they must affirm over the phone to their supervisor that they do not have a fever or respiratory symptoms prior to the beginning of their shift.
 - Staff should notify their supervisor if any symptoms of fever, sore throat, cough, or shortness of breath develop during their work shift. If symptoms develop while at work, staff should don a surgical facemask and leave the workplace immediately after notifying their supervisor.
 - Staff may be asked to take their temperature twice during a standard work shift if the employer or organization, in consultation with the Lake County Health Department Communicable Disease program, indicates that it is necessary.
3. Staff should report to their supervisor if anyone in the home is symptomatic and has tested positive for COVID-19.
 - In this instance, the employee should be advised to stay home and practice appropriate social distancing from the confirmed case.
4. All staff should practice social distancing.
 - Maintain 6 feet of distance between individuals (adjust physical layouts to accommodate distancing) both on- and off-site.
 - Cancel or transition all meetings to virtual platforms.

Social Distancing, continued

- For any activities where social distancing is not possible (e.g., when responding to off-site calls):

Travel related

- If possible, travel independently to off-site locations (one person per car).
- If you must travel together in the same vehicle, wear a mask for the duration of the trip and avoid physical contact. The type of mask you wear will depend on inventory and level of contact.
- Disinfect handles, steering wheel, gear shift, dashboard, seat, and other touched surfaces before and after use. Staff need to inform supervisors if disinfectant wipes are not available or are running low.

Other activities

- Wash/sanitize hands before and after the activity.
- Maintain as much physical distance as possible.
- Limit physical contact to an absolute minimum.
- If working in an enclosed space, wear a surgical mask (when available).