



## Westmoreland County Human Resources

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Attention County Employees,

As you are aware, Westmoreland County entered the green phase on June 5, 2020. As a result, Westmoreland County developed plans over the past several weeks to further expand operations while maintaining CDC and Department of Health guidance to limit the spread of Covid-19.

Based upon the guidance provided, the County has done or will be doing the following:

- The County will require social distancing to remain a priority and telework will continue where feasible.
- The County is returning staff in phases and will continue to gradually return staff.
- County offices will continue to limit office hours where possible (Visitors will be encouraged to access services remotely where possible).
- The County surveyed office locations for necessary changes to maintain social distance. Additional safety measures have been put in place to include, protective shields, floor markings and additional signage.
- The following policies have been adopted to address Covid-19 (They can be found on the County website):
  - Pandemic Positive Covid-19 Test Policy
  - Temperature Taking Protocols
  - Covid-19 Emergency Sick Leave Policy
  - County Emergency FMLA Policy

As we move into Green Phase, we continue to encourage all employees to proceed with incorporating good hygiene and social distancing practices in the workplace to minimize the risk of infection:

- Avoid gathering in areas of socialization, such as pantries/kitchen, copier rooms, etc.
- Eat at your desk or other area in the workplace away from larger crowds.
- Avoid face-to-face meetings even when working within the same premises.
- Choose alternative forms of communication such as phone, video conference, chat, instant messaging, etc.
- Avoid close contact with anyone who is sick and stay home if you are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

For more information on Covid-19 or County operations please visit:

<https://www.co.westmoreland.pa.us/COVID19>. We thank all employees for their cooperation and understanding during these times.

Sincerely,

Amanda Bernard, Director of Human Resources