

Kane County COVID-19 Operational Plan

Version 1.0

General Conditions for All Color and Risk Levels

- a. All County Personnel shall follow strict hygiene standards, including:
 - i. Wash hands frequently with soap and water for at least 20 seconds
 - ii. Use hand sanitizer frequently
 - iii. Avoid touching your face
 - iv. Cover coughs or sneezes (e.g. into a tissue, sleeve, or elbow; not hands)
 - v. Regularly clean high-touch surfaces (e.g. door handles, counters, light switches, remote controls, restroom surfaces)
 - vi. Do not shake hands
 - vii. Follow other standards promulgated by the Utah Department of Health, and local health department
- b. County Personnel shall regularly disinfect high-touch areas (e.g. door handles, buttons/switches, countertops, handrails, restroom surfaces, etc.)
- c. Workspaces should be designed to ensure six feet of distance between personnel
- d. Employees who are sick must remain at home and should not work from home unless approved by a supervisor.
- e. Healthy employees who become quarantined or isolated at home due to an infection or exposure to COVID-19 but are no longer sick are encouraged to work from home when possible.
- f. Employees, prior to coming to work, must conduct a self-assessment for COVID-19, using the approved form. Any Kane County employee that is experiencing a fever or multiple symptoms of COVID-19 (fever of 100.4 or above, cough, trouble breathing, sore throat, sudden change in taste or smell, and muscle aches or pains) that are not explained by other known conditions such as seasonal allergies shall remain home and shall not return to work without consulting a physician about a possible COVID-19 infection. Employees are strongly encouraged to use the telehealth services available under the employee health insurance plan or call 1-800-456-7707 instead of calling the local clinic to limit their workload.
- g. Individual supervisors have the authority to require employees with any illness or symptoms of COVID-19 to remain home from work and use sick leave under the sick leave policy.
- h. Prior to entering any Kane County facility, members of the public shall conduct a self-assessment for COVID-19. Any member of the public who is experiencing any symptoms of COVID-19 (fever of 100.4 or above, cough, trouble breathing, sore throat, sudden change in taste or smell, and muscle aches or pains) shall not be allowed to enter any Kane County facility and should remain at home.
- i. All Kane County facilities that are accessed by the public should have a hand washing and/or hand sanitation station at all open entrances.
- j. All offices and departments shall make a face covering available to their employees and all employees shall wear a face covering when interacting with a customer under circumstances where it is difficult to remain six feet apart.

Operations, Guidelines, and Restrictions by Color and Risk Level

Red – High Risk

Orange – Moderate Risk

Yellow – Low Risk

Green – New Normal Risk

- a. All Kane County Offices and Departments shall take extreme precautions to protect employees and the public.
- b. All Kane County facilities are to remain locked except as set forth below. The public can only access county facilities with an approved appointment or for the Justice Court as set forth below. Hand washing and/or hand sanitation stations shall be available where the public is allowed to enter.
- c. The Kane County facilities and offices listed below are open to the public by appointment only. The public is prohibited from in-person visits to any Kane County Office or Department and should use alternative means such as email or telephone unless an in-person visit is necessary, critical, and time sensitive. An in-person appointment may only be made over the phone or by email. A doorbell will be used at main entrances to county buildings.

- a. All Kane County Offices and Departments shall take extreme precautions to protect employees and the public.
- b. All Kane County Facilities are to remain locked except as set forth below. The public can only access county facilities with an appointment or for the Justice Court as set forth below. Hand washing and/or hand sanitation stations shall be available where the public is allowed to enter.
- c. The Kane County facilities and offices listed below are open to the public by appointment only. The public is strongly encouraged to avoid in-person visits to any Kane County Office or Department and to use alternative means such as email or telephone unless an in-person visit is necessary, critical, and time sensitive. An in-person appointment may be made over the phone or by email. If a person comes to the office without an appointment and has legitimate business with the county office, they may schedule an appointment

- a. All Kane County Offices and Departments shall take reasonable precautions to protect employees and the public.
- b. Kane County Facilities that are normally unlocked during business hours may be unlocked other than the Public Safety Complex, Senior Center and Care n’ Share. Each building should have as few entrances unlocked as possible, with hand washing and/or hand sanitation stations available for the public. The Courthouse will be accessible by the North West and Center West entrances.
- c. The Kane County facilities and offices listed below are open by appointment only. The public is encouraged to avoid in-person visits to any Kane County Office or Department and to use alternative means such as email or telephone. An appointment may be made in person but the public is encouraged to make an appointment over the phone or by email. If a person comes to the office without an appointment, the person may be

- a. All Kane County Offices and Departments shall take reasonable precautions to protect employees and the public.
- b. All offices and departments may return to normal business operations.
- c. The Senior Center may open but should take extreme measures and follow strict social distancing and cleaning measures. Expanded in-home services should continue where possible.
- d. Employees when traveling shall avoid areas of high active transmission of COVID-19. When returning from traveling out of state, employees shall self-monitor symptoms for 14 days upon return.
- e. General Conditions for ALL COLORS shall be followed.

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- viii. Kane County Assessor and the county operated site for the Division of Motor Vehicles
- ix. Kane County Land Use Authority
- x. Kane County Recorder
- xi. Kane County Treasurer
- xii. Kane County Clerk
- xiii. Kane County Attorney
- xiv. Kane County Building Department
- xv. Kane County Care n’ Share – see below for further details
- d. The following Kane County facilities and offices are closed to the public:
 - i. Kane County Senior Center – see below for further details
 - ii. Kane County Office of Tourism – see below for further details
 - iii. Kane County Sheriff’s Office (Public Safety Facility) – see below for further details
 - iv. Kane County IT Department, HR Department, Budget Office, Roads Department and GIS Department
 - v. Kanab Center
 - vi. Kane County Kaneplex
 - vii. Kane County North Event Center
 - viii. Kane County Emergency Management Building (Formerly Search and Rescue “SAR” Building)
- e. The Kane County Justice Court is open to the public through the hallway window and the East center entrance to the Courthouse. The East center entrance shall remain open for public access to the Justice Court hallway window.
- f. The Kane County Care n’ Share shall continue to provide services to county residents either by appointment or by other means that ensure strict social distancing guidelines.
- g. The Kane County Senior Center is closed to the public. Services that can be offered by home delivery or other means can be provided with appropriate social distancing guidelines in place.
- h. The Kane County Office of Tourism is open to the public through the walk up window.
- i. The Kane County Sheriff’s Office (Public Safety Facility) is under strict social distancing guidelines. It is closed to the public and may have additional restrictions in place at the discretion of the Kane County Sheriff. The Sheriff is authorized to open public services such as finger printing and on-site visitation of inmates, so long as the state Phased

- at that time and may be served immediately if applicable social distancing restrictions can be ensured. A doorbell will be used at main entrances to county buildings.
 - i. Kane County Assessor and the county operated site for the Division of Motor Vehicles
 - ii. Kane County Land Use Authority
 - iii. Kane County Recorder
 - iv. Kane County Treasurer
 - v. Kane County Clerk
 - vi. Kane County Attorney
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- e. The Kane County Justice Court is open to the public through the hallway window and the East center entrance to the Courthouse. The East center entrance shall remain open for public access to the Justice Court hallway window.
- f. The Kane County Care n’ Share shall continue to provide services to county residents either by appointment or by other means that ensure strict social distancing guidelines.
- g. The Kane County Senior Center is closed to the public. Services that can be offered by home delivery or other means can be provided with extreme social distancing guidelines in place.
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 - ix. Kane County IT Department, HR Department, Budget Office, Roads Department, and GIS Department
- d. The following Kane County facilities and offices are closed to the public:
 - i. Kane County Senior Center – see below for further details
 - ii. Kane County Sheriff’s Office (Public Safety Facility) – see below for further details
- e. The Kane County Justice Court is open to the public through the hallway window but the public will be directed to use the center west and North West entrances to the Courthouse.
- f. The Kane County Care n’ Share shall continue to provide services to county residents either by appointment or by other means that ensure reasonable social distancing guidelines.
- g. The Kane County Senior Center is closed to the public. Services that can be offered by home delivery or other means can be provided with extreme social distancing guidelines in place.
- h. The Kane County Office of Tourism is open to the public without the need for an appointment. Large groups should be limited to ensure reasonable social distancing requirements.
- i. The Kane County Sheriff’s Office (Public Safety Facility) is under strict social distancing guidelines. It is closed to the public and may have additional restrictions in place at the discretion of the Kane County Sheriff. The Sheriff is authorized to open public services by appointment such as finger printing and on-site visitation of inmates, so long as the state Phased Health Guidelines are complied with and the safety of jail staff and inmates can be adequately protected.
- j. The Kanab Center, Kaneplex, North Event Center,

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Health Guidelines are complied with and the safety of jail staff and inmates can be adequately protected.

- j. All meetings and gatherings of County personnel shall be conducted electronically.
- k. All Kane County Offices and Departments shall continue to serve the public by phone, email or other electronic means. Individual offices shall institute extreme policies to limit required in-person interactions with the public.
- l. County Offices and Departments shall limit all non-essential in-person interactions with other offices.
- m. Individual supervisors are required to allow their healthy staff, where possible, to work from home and may require working from home, where possible.
- n. Non-essential travel is restricted. Employees who are required to travel must quarantine for 14 days upon returning from high-risk areas as designated by the CDC.

restrictions in place at the discretion of the Kane County Sheriff. The Sheriff is authorized to open public services such as finger printing and on-site visitation of inmates, so long as the state Phased Health Guidelines are complied with and the safety of jail staff and inmates can be adequately protected.

- j. The North Event Center and the Emergency Management Building (formerly Search and Rescue Building) are closed to the public but are open for use by governmental entities so long as the entity complies with the Phased Health Guidelines for Orange. The gym at the North Event Center is closed.
- k. The Kanab Center and the Kaneplex are open for public and private events as follows:
 - i. The event can only be those listed as allowed under the Phased Health Guidelines for Orange.
 - ii. The event organizer must: A) submit a safety plan to the Office of Tourism that complies with the restrictions listed in the relevant portions of the Phased Health Guidelines, and B) establish that the event organizer can fully implement the plan.
 - iii. The safety plan must be approved by the Office of Tourism Director prior to the event.
 - iv. The Kanab Center Gym cannot be used for athletic events.
- l. All meetings and gatherings of County personnel shall be conducted electronically where possible. No meeting or gathering may be held in excess of twenty people.
- m. All Kane County Offices and Departments shall continue to serve the public by phone, email or other electronic means. Individual offices shall institute reasonable policies to limit required in-person interactions with the public.
- n. County Offices and Departments shall reasonably limit in-person interactions with other offices.
- o. Individual supervisors are required to allow their healthy staff, where possible, to work from home and may require working from home, where possible.
- p. Out-of-State travel should be limited where possible. Employees must quarantine for 14 days upon returning from high-risk areas as designated by the CDC.

and the Emergency Management Building (formerly Search and Rescue Building) are open for public and private events as follows:

- i. The event or use can only be those listed as allowed under the Phased Health Guidelines for Yellow.
- ii. The event organizer must: A) submit a safety plan to the Office of Tourism that complies with the restrictions listed in the relevant portions of the Phased Health Guidelines, and B) establish that the event organizer can fully implement the plan.
- iii. The safety plan must be approved by the Office of Tourism Director prior to the event.
- k. All meetings and gatherings of County personnel are encouraged to be electronic where possible. No meeting or gathering may be held in excess of fifty people.
- l. All Kane County Offices and Departments shall continue to serve the public by phone, email or other electronic means. Individual offices shall institute reasonable policies to limit required in-person interactions with the public.
- m. County Offices and Departments should maintain six feet of distance when interacting with other offices.
- n. Individual supervisors should prepare healthy staff to return to work. Working from home, where possible, is permitted.
- o. Out-of-State travel should be reasonably limited. Employees must quarantine for 14 days upon returning from high-risk areas as designated by the CDC.