



Potter County Conservation District

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107 Market Street
Coudersport, PA 16915

Potter County Conservation District (PCCD) COVID-19 Pandemic Reopening Plan

1. The purpose of this document is to outline the procedures for PCCD employees to safely return to work at the PCCD office.
2. COVID-19 is an illness that can affect your lungs and airways. It's caused by a virus called coronavirus. Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases (PA COVID-19 Update and CDC websites). The following symptoms may appear 2-14 days after exposure (This is based on what has been seen previously as the incubation period of MERS-CoV virus) (CDC website): Coughing, fever, shortness of breath or difficulty breathing, diarrhea, chills, repeated shaking with chills, muscle pain, headache, sore throat, and possible loss of taste and smell.
3. How it spreads (CDC website):
 - a. There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
 - b. **The best way to prevent illness is to avoid being exposed to this virus.**
 - c. The virus is thought to spread mainly from person-to-person.
 - i. Between people who are in close contact with one another (within about 6 feet).
 - ii. Through respiratory droplets produced when an infected person coughs or sneezes.
 - d. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
4. **NUMBER ONE: if you are sick or someone in your household is sick, stay home!** If you feel that you may have contacted the COVID-19 virus, call your doctor immediately. Follow the guidance from your doctor. If you are confirmed or believe you have COVID-19, immediately notify the District Manager in any means possible. The District Manager and Board Chairman will work with you regarding time off from work.
5. The PA reopening plan lays out criteria for counties or regions to open. See the PA website for the details of the PA reopening plan (<https://www.governor.pa.gov/process-to-reopen-pennsylvania/>).
6. PCCD will follow the criteria and guidelines as part of the PA reopening plan to ensure the safety of PCCD employees and citizens of Potter County.
 - i. First and foremost, the safety of PCCD employees is imperative and this plan will be executed to prevent any harm to PCCD employees.
 - ii. Communication is the number one factor to executing this plan. If an employee or occupant of PCCD building has any concerns or questions to procedures in this plan, immediately contact the District Manager.
 - iii. Attached is the PCCD Infectious Disease and Response Plan in the event that an employee has or is showing symptoms of COVID-19. This response plan will be

followed if an employee is showing any symptoms of COVID-19. All employees will review both, this plan and the response plan, prior to returning to work.

7. PCCD Office procedures upon return to work in PA reopening plan

a. Procedures for Red Phase.

1. For Red phase of the plan, staff will work primarily from a remote location (aka home).
2. One person will be permitted in the office per day over the course of the work week (Monday – Friday, 8:00 AM – 4:30 PM).
3. Any non-scheduled office visits should be cleared by the District Manager before going to the office.
4. Inspections during red phase will be limited to those that are an environmental or safety emergency.
5. Employees can go direct to inspection from remote work location or pick up required documents in PCCD office, prior to moving to inspection site;
6. All district sponsored education events, programs, and in-person meetings will be postponed or cancelled.
7. District Board Meetings will be held via conference call. The board secretary, District Manager, and Treasurer/Alternate Treasurer will be the only people physically present for the meeting.
8. Masks are required to be worn in the building when visiting the NRCS, FSA, and housing offices. Masks should also be worn if another staff person must come to the office for whatever reason. (District manager should be notified in advance.)

b. Procedures for Yellow phase:

1. The Yellow phase of the plan lifts some restrictions for businesses and local government organizations.
2. Employees will report to the office each day for work (Monday – Friday, 8:00 AM – 4:30 PM), and follow the procedures below;
 - a. Employees must have a mask available in the office;
 - i. Mask does not have to be worn while in your specific office space;
 - ii. Mask will be worn if any visitors meet with you or you enter into an area where another employee is hosting a meeting;
 - iii. If you need a mask please notify the District Manager.
 - b. Employees must maintain social-distancing while in the office area (6 feet separation);
 - i. This includes while discussing work related information in a specific office space;
 - ii. Social distancing must be executed for all PCCD common areas to include hallways, conference rooms, breakrooms, and restrooms;
 - c. An IR Thermometer will be made available for use of both staff and visitors;

- i. The IR Thermometer will be kept at the main entrance to the District office and should be wiped down after each use.
 - ii. Staff should self-check their temperatures upon arrival to the office.
 - iii. All visitors will also be asked to self-check their temperature upon arrival to the office for a scheduled meeting.
 - iv. If the temperature reading is 100.4 degrees or higher the employee or visitors will not be permitted to enter the office space.
 - d. Employee workspace area;
 - i. Employees will wipe down workspace area at end of each day with disinfectant wipes or spray;
 - ii. If unable to wipe down, notify District Manager to coordinate for wipe down of area;
 - e. Common workspaces;
 - i. The District Manager will wipe down the copier, shredders, and any other shared equipment at the end of each business day;
 - f. If a PCCD employee is hosting a small meeting in the office area, then all participants are required to wear a mask and maintain social-distancing requirements;
 - i. If a meeting must occur in-person in the office area, then pre-planning for the meeting must occur:
 1. Make copies of documents for each individual. Try to avoid sharing the same pens and documents if possible.
 2. Meetings will be conducted in the conference room if possible;
 3. If at all possible, conduct meetings via video conference, phone conference call, or by other means to help prevent the spread of the virus;
 - g. For all visitors that do not work in the PCCD building;
 - i. They must call in ahead of time to schedule a time and date to visit a staff person;
 - ii. The visitor must wear a mask while in the building;
 - iii. Whomever is meeting with the visitors must wear a mask, as well;
 - iv. Please document on the shared google calendar any and all scheduled visitors;
 - h. PA “COVID-19 Safety Procedures for Businesses” flyers will be posted throughout the PCCD office spaces, along with publicly posted acknowledgement by PCCD, NRCS, and FSA employees that the PA guidance is being followed;
 3. PCCD employees conducting inspections (after May 1st);
 - a. Inspections will be conducted in a safe and effective manner during this phase;

- b. Individuals will not travel together in a vehicle to conduct inspections (one per vehicle);
 - c. Employees will not enter any structure when going to an inspection site (structures include: homes, construction trailers, offices, etc.);
 - d. Employees will use their own camera to take any necessary photos and will not share cameras or storage device cards;
 - e. If employees are the only individuals on-site outdoors, then no mask is required (optional but must have mask on person at all times);
 - f. If employee is meeting any other individual at the site (not recommended), then employee must use a mask and the person they are meeting must have a mask on and social-distancing must occur (minimum of 6 feet separation);
4. No social gatherings of greater than 10 personnel in PCCD office spaces (state yellow phase guidance is 25 personnel);
- c. Green Phase reopening phase:
 - i. Aggressive mitigation from the state is lifted which means all employees return to office **and** public access is allowed without appointment;
 - ii. Must follow CDC and PA Department of Health Guidelines;
 - iii. Will continue to conduct thorough hygiene measures and if at all possible, social distancing when able;
 - iv. Will update this phase once further guidance is available.
8. Based on PA Reopening plan, PCCD is required to identify a “Pandemic Safety Officer.” The signed below (Jason Childs) is PCCD Pandemic Safety Officer.
9. Notification to public will be published on PCCD website and on all employees’ emails stating:
- a. Due to the COVID-19 pandemic, the Potter County Conservation District will be operating under PA Reopening Plan. We are open for limited business: answering the phones and emails, receiving plans and processing permits, but to protect the health and safety of our staff and the public, we are operating under restricted procedures. We are limiting all group meetings and trainings and we have limited public access to our office space. Please coordinate your visit to the PCCD office. You may continue to drop off any documents for PCCD staff to review from 8am-4:30pm to a box in PCCD breezeway as long as you are wearing a mask during drop off.
10. Any questions, concerns or issues with this protocol should direct their questions to Jason Childs, District Manager at j.childs@pottercd.com or 814-320-4012.

Jason Childs
Potter County Conservation District
District Manager