



Scott County Visitors Commission COVID-19 Exposure Prevention, Preparedness and Response Plan

The purpose of this plan is to outline the steps that the Scott County Visitors Commission (SCVC) and their employees and board of directors can take to reduce the risk of exposure to COVID-19. This plan helps identify how to prevent exposure to the coronavirus, protective measures to be taken in the office, personal protective equipment and work practice controls to be used, cleaning and disinfecting procedures and what to do if a co-worker becomes sick.

Employees Understanding

We are asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 in our office, we all must play our part. As set forth below, the SCVC has instituted various housekeeping, social distancing, and other best practices for implementation in the office. All employees must follow these. In addition, employees are expected to report if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask the executive director for clarification and understanding.

The CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

Office Protective Measures & Personal Protective Equipment

The has instituted the following protective measures while at work.

1. Staff will continue to use non-contact method(s) for greeting all guests.
2. Staff upon arrival, throughout the workday and immediately before departure will disinfect surfaces, including doorknobs, printer(s), computers keyboards, phones, tables and desks.
3. The SCVC will ensure that any disinfection shall be conducted using one of the following:
 - a. Common EPA – registered household disinfectant
 - b. Alcohol solution with at least 60% alcohol
 - c. Diluted household bleach solution
4. Staff will continue to enforce social distancing of all employees, guests, shared suite business associates, business meetings and consumer visits.
5. Staff will continue to wear personal protective masks and any other necessary personal protective equipment to ensure safety for themselves and those around them.
6. Staff will continue to sanitize and wash hands frequently.
7. Staff will continue to limit face-to-face meetings, utilizing video conferencing or audio conference call methods. If a face-to-face meeting becomes necessary, staff will conduct at a fair and reasonable social distance or at an off-premise location to reduce unnecessary exposure by other staff.

If a face-to-face meeting is essential, guest will be prescreened electronically before any meeting. The following questions will be presented to all potential attendees. If he/she answers “yes” to any of these prescreening questions they will not be permitted in the SCVC office.

- a. Have you been confirmed positive for COVID-19?
 - b. Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 - c. Have you been in contact with any person who has been confirmed positive for COVID-19?
 - d. Have you been in close contact with any person who have exhibited an acute respiratory illness symptom?
8. Flexibility will continue to be key when working with staff allowing teleworking from home, video conferencing and/or flexible hours to fulfill necessary responsibilities to complete their 30 and/or 40-hour work week until the State is promoted to Stage 5 of the Indiana Back on Track Plan.

Employee Exhibiting COVID-19 Symptoms

Employees shall be responsible for monitoring their own health conditions and show responsibility if feeling less than optimal or displaying symptoms consistent with those identified by the CVC for the Coronavirus.

If an employee exhibits COVID-19 symptom, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The SCVC will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

Employee Tests Positive for COVID-19

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness.

Employees that test positive and are directed to care for themselves at home may return to work when:

1. At least 72 hours (3 full days) have passed since recovery
2. At least seven (7) days have passed since symptoms first appeared.
3. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. The SCVC will require an employee to provide documentation clearing their return to work.

Employee that has Close Contact with a Tested Positive COVID-19 Individual

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period.

If the SCVC learns that an employee has tested positive, the SCVC will work closely with the States Contact Tracing Center to conduct an investigation into those that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier.

If an employee learns that he/she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert the executive director of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

Confidentiality & Privacy

Except for circumstances in which the SCVC is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. A sample notice to employees is attached to this Plan. The SCVC reserves the right to inform other employees, shared suite business associates and board members that an employee has been diagnosed with COVID-19 and if others might have been exposed to the disease so they may take measures to protect their own personal health.

Re-Opening Scott County Visitors Center

Scott County Visitors Commission staff will re-open the Scott County Visitors Center on **June 14, 2020** under the Stage 4 of the "Back on Track" guidelines established by the State of Indiana or upon a date established by the State of Indiana, the Scott County Health Department where Scott County has responsibly reached Stage 4.

1. Upon re-Opening, the Scott County Visitors Commission staff will limit the number of people in the Visitors Center to two (2) as a direct result of the limited amount of space. Visitors will always be required to wear facial mask protection while in the Visitors Center. If a guest show signs of the coronavirus, he/she will be asked to leave and consult their physician immediately.
2. We will work with the City of Scottsburg and the Greater Scott County Chamber of Commerce to keep the common areas and Community Room closed to the general public until further communication from the City of Scottsburg allowing the Scottsburg Train Depot and its Community Room to be opened to the public for rental and/or a full release of normal business functions.

Procedures for SCVC Board of Directors Meetings

To continue the business of the SCVC we will resume normal in-person board of directors meeting schedule beginning June, 2020. The SCVC will continue to encourage social distancing in the following manner:

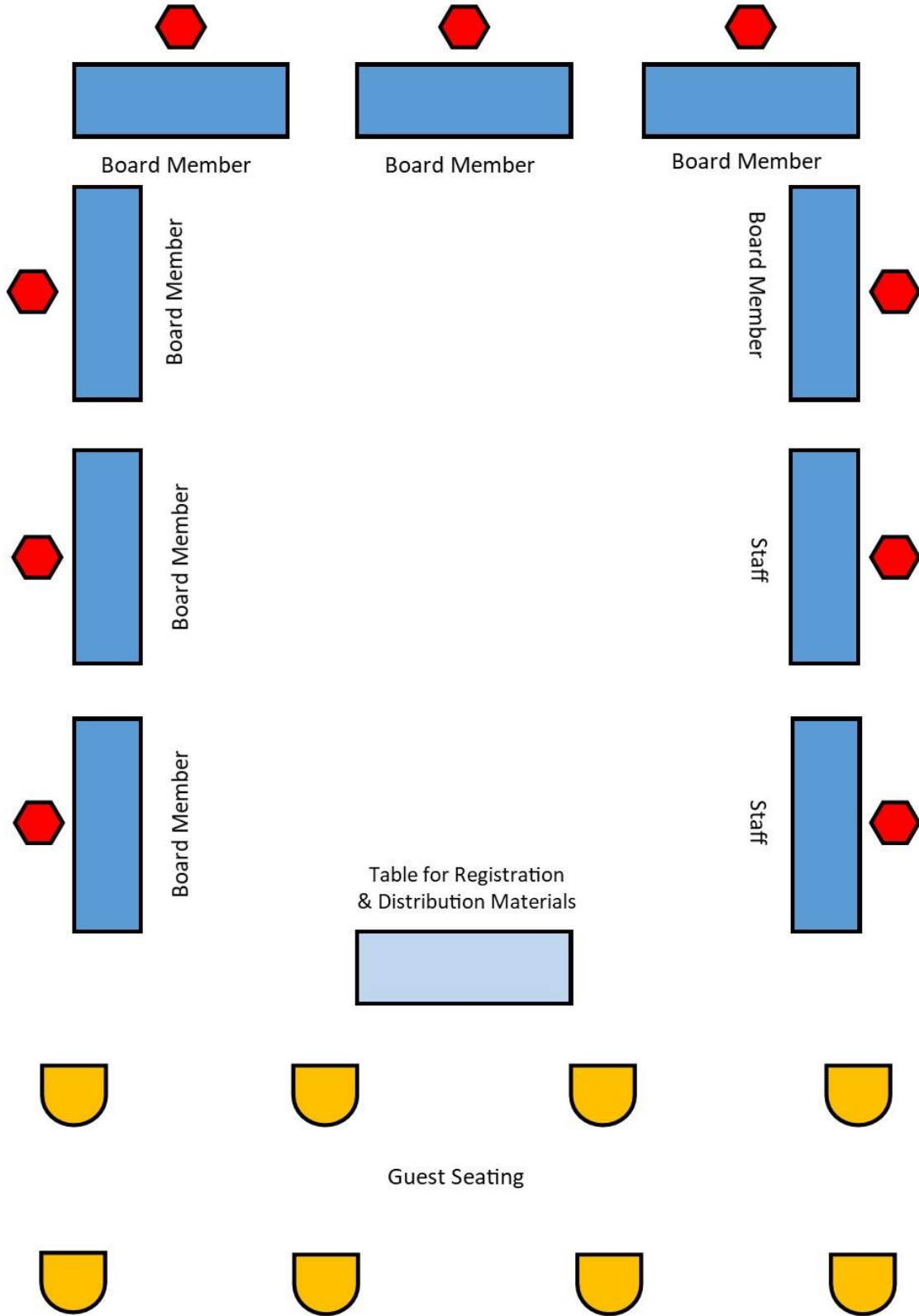
1. Encourage the use non-contact method(s) for greeting guests.
2. Upon set-up for the monthly Board of Directors Meetings staff will disinfect surfaces, including doorknobs, tables, chairs necessary to conduct the meeting.

Procedures for SCVC Board of Directors Meetings - Continued

3. A limit of one guest per organization for grant application presentations will be allowed. Staff will encourage the use of video/audio conferencing options if more representation is required. If the volume of grant application presentation requests exceed four in a given month, presentation appointments will be assigned so not to exceed the maximum number of allowed participants in accordance with room size, CDC social distancing requirements and State Department of Health guidelines and the State of Indiana's Back on Track plan guidelines.
4. Continue to enforce social distancing of board and guest with special room layouts appropriate and in compliance with social distancing guidelines set forth by the CDC, State of Indiana's Department of Health and the Scott County Department of Health.
5. Encourage Board of Directors to wear personal protective masks and necessary equipment to ensure safety for themselves and those around them.
6. Provide sanitizer and encourage hand wash before and after the exchange of materials or request for signatures on necessary SCVC documents.
7. Meetings will be open to guests but will be seated in a fair and reasonable social distance environment appropriate and in compliance with social distancing guidelines set forth by the CDC, State of Indiana's Department of Health and the Scott County Department of Health. SCVC will reserve the right to limit occupancy if necessary.
8. Each board representative will be responsible to monitor their personal health conditions and show responsibility if feeling less than optimal or displaying symptoms consistent with those identified by the CDC for the coronavirus. If a board representative does show symptoms they are to stay home and contact their personal physician or visit a local Coronavirus test site and self-quarantine for 14 days.

Attached: Suggested physical layout plan for Board of Directors Meetings. Please note, the SCVC may adjust and/or change the suggested physical layout to best suit the needs of their board and/or organization keeping the CDC guidelines for social distancing in consideration at all times.

Estimated room width 20'



Estimated room length 40'

Door



Employee COVID-19 Notification Memorandum

To: {Close Contact Employee}
Date: {Date}
From: Michael Chesser, Executive Director
RE: Contact Alert – COVID-19

We have been informed by one of our [employees/customer/suppliers/etc] that he/she has a confirmed case of COVID-19, commonly known as “Coronavirus,” based on test results obtained on [DATE]. Per SCVC policy, this individual has been directed to self-quarantine until permitted to return to work.

We are alerting you to this development because, based on the SCVC’s investigation, we believe that you may have come into contact with the confirmed-positive case, on or about [DATE]. Based on SCVC policy we are directing you not to report to work (i.e., self-quarantine) until, at least, [14 days from last contact with confirmed case]. In the interim, we encourage you to seek medical advice and a COVID-19 test, especially if you are exhibiting symptoms of the virus.

If you do not test positive for COVID-19, or experience symptoms, by [14 days from last contact with confirmed case], you may return to work. However, please inform the Michael Chesser, Executive Director and/or Umang Patel, President of the Board of Directors for the SCVC, if any of the following occur during your self-quarantine: you experience flu-like symptoms, including fever, cough, sneezing, or sore throat; or you test positive for COVID-19.

We are committed to providing a safe environment for all employees and top quality service to our customers. It is in the interest of those goals that we provide this information out of an abundance of caution.

We will treat information regarding the identity of employees [or customers] with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per SCVC policy, we will not tolerate harassment of, or discrimination or retaliation against, any employee or member of the SCVC’s Board of Directors.

Please contact me if you have any questions or concerns.