

OFFICE OF THE COUNTY EXECUTIVE

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June 11, 2021

To: All Commissioners and Department Heads

From: Edwin J. Day, County Executive

Subject: **EXECUTIVE ORDER 2021-01 – COVID-19 PRECAUTIONS POLICY**

Purpose of Order

As a result of the change of conditions surrounding COVID-19, the policies of the County concerning the use of PPE and social distancing require updating.

This new policy shall override any prior County policies, Executive Orders, etc., promulgated by the County Executive or his administration.

Please address any questions concerning this policy to: COVIDPOLICY@CO.ROCKLAND.NY.US.

This policy is effective immediately and shall remain in effect until further notice.

This memorandum shall constitute the policy for COVID-19 protections for all departments in the Executive Branch of County government whose Department Heads report to the County Executive. This policy shall replace any prior policy or executive order issued by this office on this subject.

Departments shall comport with the CDC guidance applicable to the work being performed by the departments, or offices within the departments, as appropriate. Copies of CDC guidance for general business applications accompany this memorandum.

If CDC guidance, or other Federal or State authorities require different, more restrictive standards, related the Department's particular line of work, then the appropriate Federal or State requirements must be met. It is the responsibility of each Department Head to know and implement all requirements in their respective Departments.

With respect to office environments and indoor common areas not in the operating environment of any particular department (for example, the hallways, elevators, and other common spaces of the Allison Parris Building, or Pomona's Building A), the following standards shall apply:

In accordance with CDC guidance, different standards are set for vaccinated and unvaccinated persons.

Implementation of Order

I. Definitions

- An ***employee*** is an officer or employee of the County of Rockland, whether paid or unpaid, including members of any administrative board, commission or other agency thereof.
- An ***on-site contractor*** is a person that is not an employee, but who regularly works on-site at a County facility or facilities.
- A ***vaccinated person*** is a person who has received all required doses of a vaccination which has received Emergency Use Authorization by the FDA and for whom two weeks has passed since the last required dose was administered.
- An ***unvaccinated person*** is someone who does not satisfy the definition of a vaccinated person.
- A ***visitor*** is a person on County property or at a County facility who is not an employee or on-site contractor.

II. *Determining vaccination status of employees and on-site contractors*

- Every employee and on-site contractor is deemed either vaccinated or unvaccinated. ***Vaccinated*** means the person has received all required doses of a vaccination which has received Emergency Use Authorization by the FDA and for whom two weeks has passed since the last required dose was administered. ***Unvaccinated*** means the person has not had all the doses needed of the particular vaccine or passed through the required two-week waiting period.
- The County will not require documentation to prove the status of an employee's or on-site contractor's vaccinations.
- Supervisors will not inquire about the vaccination status of employees or on-site contractors for the purpose of implementing this policy.
- We shall operate on the honor system.
- Each employee and each on-site contractor is individually responsible for following the rules applicable to that employee's or on-site contractor's vaccination status.
 - ***For vaccinated employees and on-site contractors:***
 - No temperatures are required, either at the front entrance or in the office.
 - No face coverings are required outdoors, in the common areas of the buildings, or in any offices.
 - No social distancing is required.
 - ***For unvaccinated employees***
 - Temperatures must be taken, either at the building entry or upon entering a particular department or worksite.
 - Face coverings for persons over two years of age are required at all times while indoors at County facilities.
 - Six feet of social distancing is required with persons not from the same household at all times while indoors at County facilities.

- *HIPAA notice:* If a County employee or on-site contractor learns of a person's vaccination status for any reason, please remember that for this purpose the County is regulated by HIPAA. Any information received from any person related to vaccination status must be kept as confidential information.

If you believe you need to disclose this HIPAA protected information, please contact the County Attorney before disclosing it.

III. *Determining vaccination status of visitors*

- *Visitors* are persons at County facilities who are not County employees or on-site contractors.
 - For the purposes of this policy, visitors are presumed to be unvaccinated.
 - For all visitors:
 - Temperatures must be taken, either at the building entry or upon entering a particular department or worksite.
 - Face coverings for persons over two years of age are required at all times while indoors at County facilities.
 - Six feet of social distancing is required with persons not from the same household at all times while indoors at County facilities.
- *Vaccinated visitors:*
 - Departments will not request or demand proofs of vaccination.
 - However, if a visitor claims to be vaccinated and voluntarily produces a completed vaccination document, proving that the visitor is vaccinated (the person has received all required doses of a vaccination which has received Emergency Use Authorization by the FDA and for whom two weeks has passed since the last required dose was administered), then that person may be on County property or use County facilities without any further need to have a temperature taken, wear a face covering, or social distance.

- *HIPAA notice:* If a County employee or on-site contractor learns of a person's vaccination status for any reason, please remember that for this purpose the County is regulated by HIPAA. Any information received from any person related to vaccination status must be kept as confidential information.

If you believe you need to disclose this HIPAA protected information, please contact the County Attorney before disclosing it.

IV. *Personal protection standards*

- For *vaccinated* employees and on-site contractors (all vaccine doses received and two weeks passed since the last dose):
 - No temperatures will be required, either at the front entrance or in the office.
 - No face coverings will be required outdoors, in the common areas of the buildings, or in any offices.
 - No social distancing will be required.
- For *unvaccinated* employees or on-site contractors, and any visitors to the building (anyone that has not had all doses of vaccine, or less than two weeks from last dose):
 - Temperatures must be taken, either at the building entry or upon entering a particular department or worksite.
 - Face coverings for persons over two years of age are required at all times while indoors at County facilities.
 - Six feet of social distancing is required with persons not from the same household at all times while indoors at County facilities.

If you would like further direction, feel free to consult the State's [implementation guidance](https://www.governor.ny.gov/sites/default/files/2021-05/NYS_CDCGuidance_Summary.pdf) at,

https://www.governor.ny.gov/sites/default/files/2021-05/NYS_CDCGuidance_Summary.pdf

Be advised that the County has chosen to follow the "Businesses can adhere to CDC guidelines" option described on the right side of page 2 of that guidance.

- V. *Repeal of prior COVID-19 related Executive Orders and County policies*
- The following Executive Orders and policies are hereby rescinded or superseded by this Executive Order.
 - Executive Orders No. 02 of 2020, *Managing County of Rockland Personnel in relation to coronavirus disease 2019 (COVID-19)*.
 - *The Rockland County Continuation of Operations Plan: Public Health Emergency*
 - The accruals or other leave related to the “*Time reporting codes related to Coronavirus COVID-19*”, dated April 13, 2020, from Marie Quirk. – [What happens if people get COVID now or get quarantined? Do they no longer receive COVID accruals?]
 - *FAQ for managing County of Rockland personnel in relation to Coronavirus disease 2019 (COVI-19)*, dated March 13, 2020.
 - The email advisory from Marie Quirk, dated March 19, 2020, re: *TRC updates*.

DEPARTMENTS NOT SUPERVISED BY THE COUNTY EXECUTIVE

With respect to the County agencies that are not supervised by the County Executive, the following shall apply:


The departments and locations of the County related to this section are as follows:

- Offices of the County Legislature (including the Legislative Chamber);
- Office of the Sheriff and the Rockland County Jail;
- Office of the District Attorney, and County operated premises at which the District Attorney is participating in task forces;
- Office of the County Clerk;
- The Board of Elections’ offices, and any premises where the Board of Elections has sole control;
- The premises under the sole control of the Rockland County Sewer District No. 1; and
- Rockland Community College.

These department heads are free to adopt the policy above, or to make their own.

Except to the extent that this policy affects common areas adjacent to or around these departments, there is no common policy regarding COVID-19 protections.

Because legal and labor issues are implicated by any such policy, all such policies must be submitted to the County Attorney before being implemented. The policy shall be subject to review by the Office of the County Attorney, the Department of Personnel, or such other persons or agency that the County Attorney may require to protect the County's budget, labor relations, and other interests and assets.



Edwin J. Day
COUNTY EXECUTIVE

cc: Laurence O. Toole, Clerk to the Legislature: