

Forsyth County Risk Management

Form Revised 05.2019

We welcome you to Forsyth County Board of Commissioners. We hope your new job offers a positive work experience for you. Your commitment to making Forsyth County a safe workplace is greatly appreciated!

The Forsyth County Risk Management Department's primary mission is to achieve an appropriate balance between realizing the county's opportunity for gains that are set forth and adopted as policy by the Board of Commissioners, Elected Officials, and Constitutional Officers of Forsyth County while protecting county assets and minimizing the county's overall exposure to loss.

The Risk Management Office is located at 514 West Maple Street, Suite 304 in the West Maple Office Complex. The staff is responsible for insuring the county's assets and promoting safety awareness. All litigation, property, workers' compensation and auto claims are managed in this office. The office is staffed by Charity Clark, Risk & Safety Manager, Heather Hammons, Claims Administrator, Rebecca Salvador, Claims Administrator, and Kathy Echols, Risk Specialist.

Forsyth County has a Safety Committee made up of eight department representatives. They meet with the Risk Management Staff the last Tuesday of each month to review accident, workers' compensation claims and liability issues. The Safety Committee recommends solutions regarding safety hazards and suggests employee disciplinary actions.

Each department has a Safety Coordinator. The Safety Coordinator coordinates monthly safety meetings and provides safety/training information to employees. The Coordinator is available to address any safety concerns on a departmental level. They will coordinate with Risk Management if required to address any issues.

We hope you will make safety a top priority during your employment with Forsyth County and assist with the vision of Keeping Forsyth County a Safe Workplace!



Loss Prevention Policy



Policy #: 1	Effective Date: May 7, 2020	Chapter: 1
Draft Date: October 2, 2019	Admin Approval Date:	Committee Approval Date: 11/26/2019
Board of Commissioners Confirmation Date: May 7, 2020	Replaces Policy #: Loss Prevention 10/02/2014	

Purpose

- The purpose of the Policy is to establish guidelines and procedures aimed at protecting and enhancing the safety, well-being and property of County Employees, the County, and the general public. This Policy further recognizes that County Employees are uniquely situated to be stewards of County assets and should exercise diligence in using such assets.

Statement of Policy

- Provide the highest degree of safety and health possible for employees and the general public.
- Preserve and protect County property and afford the same consideration towards the property of the general public.
- Hold Department Heads responsible for implementing all phases of the County Loss Prevention Program.
- Identify hazardous working conditions and take prompt corrective action to eliminate such conditions.
- Provide and maintain ongoing safety training and education in order to train and educate all County Employees to the extent necessary to ensure they can perform their duties economically, efficiently, and safely.
- Comply with applicable federal, state, local laws, policies and rules and regulations.
- Improve communications by requiring regular safety meetings.
- Maintain current county safety and health policies, making changes when necessary.
- Require periodic and follow-up Safety Inspections of all work locations.
- Require equitable disciplinary measures for violation of prescribed safety and health requirements. Also, ensure that such requirements are applied in a consistent and even-handed way.
- Assure that all aspects of the Loss Prevention Program function in the prescribed manner.
- Minimize Accident and Employment Injury rates by requiring investigations to ensure that any safety or occupational health concerns are addressed promptly.
- Understand that in carrying out all of the duties and responsibilities of this policy, whether identified as mandatory or not, all Employees are vested with reasonable discretion to exercise sound judgment in doing so.

Procedures

SECTION I – DEFINITIONS AND RESPONSIBILITIES

A. Definitions:

1. **Accident**: An unplanned, undesired event that results in Property Loss or Personal Injury.
2. **County Administration**: The Forsyth County senior leadership team, consisting of the County Manager, Deputy County Manager, Assistant County Manager, Chief Information Officer, and the Chief Financial Officer. The term “County Administration” does not refer to a created or standing committee, but is ad hoc in nature.
3. **Department**: Any County department under the supervision of the Forsyth County Board of Commissioners, and any other office where the elected official or constitutional officer running such office has opted in to this Loss Prevention Policy (as described in Section I(B)).
4. **Department Head**: The elected official, constitutional officer, director, or manager who is the primary authority for the Department.
5. **Employee**: Any employee or elected or appointed officer/official within a Department.
6. **Employment Injuries**: Personal Injuries to an Employee arising out of and in the course of employment.
7. **Motor Vehicle**: Any automobile, bus, motorcycle, truck, trailer, or semitrailer, including its equipment, and any other equipment permanently attached thereto, designed or licensed for use on the public streets, roads, and highways of the state. (O.C.G.A. § 36-92-1)
8. **“Non-Preventable” Accident or Employment Injury**: An Accident or Employment Injury involving or sustained by an Employee arising out of condition of his/her employment and where Risk Management staff or a designee thereof, determines that the Employee could not have prevented such Accident or Employment Injury.
9. **Personal Injury**: Physical or psychological injuries or illness to an Employee or a member of the public, not including damage to property.
10. **“Preventable” Accident or Employment Injury**: An Accident or Employment Injury involving or sustained by an Employee arising out of conditions of his/her employment and where Risk Management staff or a designee thereof, determines that the Employee could have prevented such Accident or Employment Injury.
11. **Property Loss**: The loss, loss of use, or damage to property, County-owned or otherwise.
12. **Risk Management**: The Forsyth County Risk Management Department.

13. Safety Coordinator: The Employee selected by a Department Head who is responsible for ensuring effective communication between Risk Management and the Department. The Safety Coordinator shall, among other tasks, ensure proper display of the Workers' Compensation Panel of Physicians information and informative safety posters, and may conduct Safety Inspections of the Department. This person may also be requested to attend and/or lead safety meetings and trainings.
14. Safety Inspections: An in-depth investigation of a work area/location/operation to correct perceived unsafe work conditions. A safety inspection may also be a more generalized inquiry to determine if safety and occupational health rules and regulations are followed. This Policy contains additional information regarding the varied sorts of Safety Inspections contemplated.
15. Special Mobile Equipment: Every vehicle not designed or used primarily for the highway transportation of persons or property and only incidentally operated or moved over a highway, including but not limited to: ditch-digging apparatus, well-boring apparatus, road construction and maintenance machinery such as asphalt spreaders, bituminous mixers, bucket loaders, tractors other than truck tractors, ditchers, leveling graders, finishing machines, motor graders, road rollers, scarifiers, earth-moving carryalls and scrapers, power shovels and drag lines, self-propelled cranes and earth moving equipment. The term does not include: house trailers, dump trucks, truck mounted transit mixers, "cherry picker" cranes, or other vehicles designed for the highway transportation of persons or property to which machinery has been attached.
16. Supervisor: An individual who is authorized by the County to oversee and direct the work and conduct of subordinate Employees or take tangible employment actions against subordinate Employees (i.e., to effect a significant change in employment status, such as hiring, firing, promotion, reassignment with significantly different responsibilities), or make decisions causing a significant change in a subordinate Employee's compensation or benefits. Supervisors shall not delegate their duties under this Policy to Employees.
17. Vehicle/Equipment Accident: Any incident involving a Motor Vehicle or Specialized Mobile Equipment in which any Personal Injury or Property Loss occurs.

B. Applicability:

This Policy applies to all full-time, part-time, temporary, and/or seasonal employees of the County. This Policy also applies to all full-time, part-time, temporary, and/or seasonal employees of any public office where the elected official or constitutional officer with authority over such office has "opted in" to application of this Policy. Any elected or constitutional officer shall be deemed to have "opted in" if he or she has automobile, property, liability, or worker's compensation insurance coverage through the County. If any conflict exists between this and any other law/policy/rules or regulations, the more stringent provision shall apply.

C. Responsibilities:

The most effective Accident and Employment Injury prevention measures are those which have been formulated at each level in an organization, thoroughly discussed, coordinated by all concerned, and supported by top management. A Safety Coordinator identified within each Department shall help facilitate the maximum exchange of ideas between Risk Management, supervisory personnel, and Employees and ensure general understanding by County staff of policies and procedures governing Accident and Employment Injury prevention. Safety shall be a function of management at all levels.

1. County Board of Commissioners: The Board of Commissioners supports County-wide safety and loss control programs and the County's Loss Prevention Policy, including but not limited to the Return to Work Policy at the end of this Policy.
2. County Manager: The County Manager ensures County compliance and adherence to established policies and procedures adopted by the Board of Commissioners.
3. County Administration: The County Administration is tasked with ensuring that Departments within their reporting structure comply and adhere to established policy and procedures.
4. Risk & Safety Manager: The Risk & Safety Manager (within Risk Management) will serve to support the County's policies and oversee all activities relative to the Loss Prevention Policy, obtaining required approval from the pertinent member of County Administration when necessary.
5. Safety Coordinator: Each Safety Coordinator will -
 - A. Organize and hold monthly meetings within his/her Department to discuss safety, record the topic of the meeting and employees in attendance, and send the record to Risk Management.
 - B. Keep an open dialogue between Risk Management and Department Heads regarding safety concerns, safety initiatives, contests, or sponsored programs.
6. Department Head: Each Department Head will -
 - A. Maintain safe and healthy working conditions within his/her Department, whether out in the field, in the shop, or in the office.
 - B. Ensure minimal Employment Injuries, Accidents, liabilities, and waste of materials within his/her Department.
 - C. Provide the leadership, and positive direction essential in maintaining effective Accident prevention by setting proper examples.
 - D. Review incident summaries, monthly loss reports, claim charts and graphs on a regular basis to verify accuracy of loss information, and identify any areas of deficiency or opportunity for loss mitigation.
 - E. Ensure that all personnel under his/her direction are in compliance with all safety and occupational health requirements.
 - F. Ensure safety orientation for new Employees (to include newly reclassified employees) is conducted prior to allowing Employees to commence working.
 - G. Support and participate in safety training related to supporting the County's and Department's goals in loss prevention.

- H. Work with Supervisors in updating, developing, and maintaining work safety policies and requirements essential to their department, and require those policies and requirements to be posted in the office.
 - I. Ensure that regular monthly departmental safety meetings are held and attended by all levels of personnel under his/her direction. Review Accidents and Employment Injuries and discuss plans on how to have a more positive Accident and Employment Injury prevention program.
 - J. Halt any operation that is determined by the Department Head to be unreasonably hazardous to Employees or the general public when such operation or activity is brought to the attention of the Department Head.
 - K. Ensure that departmental safety and occupational health inspections are conducted periodically as described in Section (II) below.
 - L. Ensure all Accidents and Employment Injuries are reported to Risk Management through the online reporting module as soon as possible but no later than seventy-two (72) hours of the date of the occurrence or as otherwise approved by Risk Management.
 - M. Ensure a review of all Accidents and Employment Injuries with the involved Employee are conducted, evaluated for causation and, as appropriate, a proper solution offered. Report the results of the review to Risk Management as soon as practicable, but no later than within five (5) business days of the date of the Accident or Employment Injury, or as otherwise approved by Risk Management.
 - N. Ensure proper progressive discipline for Employees involved in Preventable Accidents and Employment Injuries where federal, state and local law, County and departmental policy, or industry standards and safe practices did not receive adherence.
7. Supervisor: Each Supervisor will -
- A. Use best efforts to ensure safe and healthy working areas for Employees under his/her direction through regular inspections and safety audit of personnel.
 - B. Ensure that all Employees under his/her supervision are fully trained to perform their assigned jobs. In the case of new Employees, this may require demonstration, observation, and practice.
 - C. Have Employees under his/her supervision read all published safety rules and have the Employees certify in writing that they understand that compliance is necessary.
 - D. Ensure all safety policies are implemented for maximum efficiency of each job and the well-being of each Employee working under such Supervisor.
 - E. Recommend correction of deficiencies noted in facilities, work procedure, job knowledge and attitudes that adversely affect County safety and loss control efforts.
 - F. Engage with each Employee directly under his/her supervision to review safe practices, procedures, and safety rules on a regular basis.

- G. Be impartial and diligent in the enforcement of safety policies.
- H. Be accountable for Property Losses, Employment Injuries, and other work interruptions under his/her supervision and reporting requirements related to same.
- I. Cooperate with Department Heads, Risk Management and other responsible supervisory personnel in discontinuing unreasonably hazardous activities or operations which pose a perceived danger to Employees, County property and/or the general public until such times as the operation can be completed with the danger abated.
- J. Obtain a written list of relevant medications when notified by an Employee whose position affects public safety. The Personnel Services Department must be notified of any medications taken by or prescribed to such Employee that may impair his/her ability to perform essential functions.
- K. Institute progressive discipline for Employees involved in Preventable Accidents and Employment Injuries where there was lack of adherence to federal, state and local law, County and departmental policy, or industry standards and safe practices.

8. Employee: Each Employee shall -

- A. Follow written and oral safety requirements to prevent Accidents and Employment Injuries.
- B. Maintain an alert and professional business attitude at all times.
- C. Report all Accidents or Employment Injury, regardless of whether they are perceived as minor, to the immediate Supervisor as soon as the incident occurs.
- D. Avoid participation in horseplay or practical jokes.
- E. Keep work areas clean and orderly.
- F. Immediately report to a Supervisor any condition the employee reasonably knows or should know to be unsafe.
- G. Adhere to all federal, state and local safety requirements. If doubt exists about the safety of doing a job, the employee shall stop and receive instructions or assistance from the Supervisor before continuing or continuing work.
- H. Wear prescribed protective equipment.
- I. Only operate machinery or equipment that the Employee is trained and authorized to operate.
- J. Use proper tools and equipment for the job to be performed.
- K. Learn to lift and handle materials properly.

- L. Dress safely and sensibly for the job to be performed before starting to work.
- M. Proactively participate in the County's safety program.
- N. Inform his/her Supervisor when taking medication which may impair the Employee's physical or mental alertness and/or affect ability to perform the Employee's job safely.

SECTION II – SAFETY INSPECTIONS

A. Authority to Inspect:

Risk Management is authorized to enter, inspect, and investigate, at any time, any County work site or County owned or maintained facility, space or work area to ensure compliance with all safety and occupational health requirements. This authority may be delegated to a Safety Coordinator within the Department or his/her designee.

B. Procedures:

Safety Inspections may vary in type and frequency. They may be conducted on an area basis, a shop basis, or on a specific operation-centered basis. The following depicts some, but not all, of the types of inspections that may be conducted.

1. Functional Safety Inspections: Sometimes called an activity inspection, these are conducted regularly and frequently by a Supervisor or may be delegated to an Employee. This type of inspection is completed at the site of the activity and will result in an initialed written report or checklist and corrective action as necessary.
2. Formal or Periodic Self Inspection (Audit): This type of inspection goes beyond the identification of unsafe conditions and/or unsafe acts. The audit reviews management responsibility in creating or allowing the unsafe condition to exist. This type of inspection would include review of departmental support, policies and requirements, training, purchasing, incident investigation, corrective actions, and internal inspections. This type of inspection is normally conducted by a special team headed by Risk Management and at the request of County Administration. It typically results in a written report and recommendations. A follow-up inspection may be conducted to ensure recommendations have been implemented.
3. Spot Inspections: This type of inspection is normally completed on an as-needed basis when one or more of the following situational prompts occur:
 - a. A perceived imminent danger
 - b. As part of an Accident/Employment Injury investigation
 - c. Adverse trend of Accidents/Employment Injuries
 - d. A new operation or one of special interest
 - e. Special equipment
 - f. High hazard operation (trenching, confined space entry, etc.)
 - g. Request from Supervisor or Department Head

Usually, this kind of inspection is completed during an unannounced visit, and as a result the inspector can see working conditions as they are on an average workday. This kind of inspection does not normally require a written report unless conditions indicate the need. However, all spot inspections should be logged with date, location, person contacted, type of operations, and unfavorable conditions noted.

C. Safety Deficiency Notice:

A safety deficiency notice should be completed when any unsafe condition or act is noted, and the notice describing the condition or act should be submitted to the Risk & Safety Manager.

SECTION III – ACCIDENT AND/OR INJURY REPORTING PROCEDURES

A. Timely reporting of any Accident or Employment Injury is mandatory. Ensuring full employee benefits and reasonable liability adjustments at the lowest cost to the County is dependent upon proper reporting. Investigations involving Accidents and Employment Injuries shall be conducted by a Supervisor, evaluated for causation and, as appropriate, a proper solution offered. The results of the review shall be reported to Risk Management as soon as practicable, but no later than within five (5) business days of the date of the Accident or Employment Injury, or as otherwise approved by Risk Management.

B. Procedures for Reporting Employment Injuries and Accidents

1. Any Employee suffering an Employment Injury or having been involved in an Accident must:

A. Address emergency medical needs and notify the appropriate local law enforcement agency (*if involving a Motor Vehicle operating along a roadway or perceived criminal activity such as assault/battery, theft, or vandalism*).

B. Report the Accident/Injury to a Supervisor. Provide all necessary and pertinent information to the Supervisor such as a description of the Accident/Injury, and treatment refusal documentation (if no immediate treatment is sought), and cooperate fully with Supervisor and Risk Management in an investigation.

C. If applicable, any non-elected Employee shall report immediately to a drug testing facility for post-accident drug and alcohol screening (*use flow chart shown in Appendix 1 & 2 for determining if drug screen is required*).

D. If necessary, report to the appropriate medical treatment facility (using guidance from the Panel of Physicians for Workers' Compensation) and ensure that all follow-up medical treatments are completed.

2. The Supervisor receiving a report of an Employment Injury or Accident must:

A. Seek medical attention, if needed, for the Employee. Ensure proper drug testing procedures occur as required (*use flow chart shown in Appendix 1 & 2 to determine when a drug test is required*).

- B. Report the Employment Injury or Accident to Risk Management through the online reporting module as soon as possible but no later than seventy-two (72) hours of the date of the occurrence or as otherwise approved by Risk Management.
 - C. Investigate the circumstances surrounding the Employment Injury or Accident and recommend the appropriate corrective measures to eliminate the hazard and prevent future occurrences, ensuring such findings and recommendations are documented and provided to Risk Management.
 - D. Ensure any County-owned Motor Vehicle or Special Mobile Equipment involved is taken to Fleet Maintenance for assessment, photos and repair evaluation.
3. The Department Head will:
- A. Receive and review incident summary report(s) completed for the Department related to the Employment Injury or Accident.
 - B. Ensure occurrence(s) are reported to Risk Management via the online portal as soon as possible but no later than seventy-two (72) hours of the date of the Employment Injury or Accident or as otherwise approved by Risk Management.
 - C. Review the occurrence related to the Employment Injury or Accident with the Supervisor and ensure that investigative findings are accurate and complete, and have been provided to Risk Management for further review and investigation.

SECTION IV – EVALUATION OF ACCIDENTS AND EMPLOYMENT INJURIES

A. Evaluation and Record Maintenance

- 1. Risk Management shall evaluate and categorize Accidents and Employment Injuries, determining frequency and severity, estimating damages and setting reserves.
- 2. Further, Risk Management shall maintain records related to all Accidents and Employment Injuries, and shall provide for review and evaluation any areas of concern to the Forsyth County Safety Committee.

B. Discipline

- 1. Accidents and Employment Injuries are reviewed by Risk Management and classified as Preventable or Non-Preventable and will be handled as follows:
 - A. Preventable Accidents and Employment Injuries
 - 1. Supervisor and Department Head will be notified of the classification and will be requested to follow progressive discipline to address any policy violations or behaviors that contributed to the loss.

2. The Forsyth County Safety Committee may review Preventable Accidents and Employment Injuries for recommendations for corrective actions, including disciplinary actions to avoid future occurrence of the same or similar loss.

B. Non-Preventable Accident and Injuries –

1. No disciplinary action is warranted.
2. The Forsyth County Safety Committee may review Non-Preventable Accidents and Employment Injuries for recommendations for corrective actions to avoid future occurrence of the same or similar loss.

FORSYTH COUNTY RETURN TO WORK PROGRAM

Policy:

It is the policy of Forsyth County to provide and establish a return-to-work policy and procedure for Employees with work-related injuries and illnesses who are unable, temporarily or permanently, to return to their usual job duties.

Because Forsyth County recognizes that its Employees are a valued and limited resource, this program is designed to:

- Assist the medical recovery process by providing a focus and a goal of return of the injured Employee to his/her usual job duties.
- Benefit Employees by allowing them to return to full wages as soon as possible.
- Benefit employer by reducing workers' compensation costs.

Process:

Department Heads shall make every attempt to modify job descriptions within the department to accommodate injured workers who qualify for workers' compensation intermittent leave.

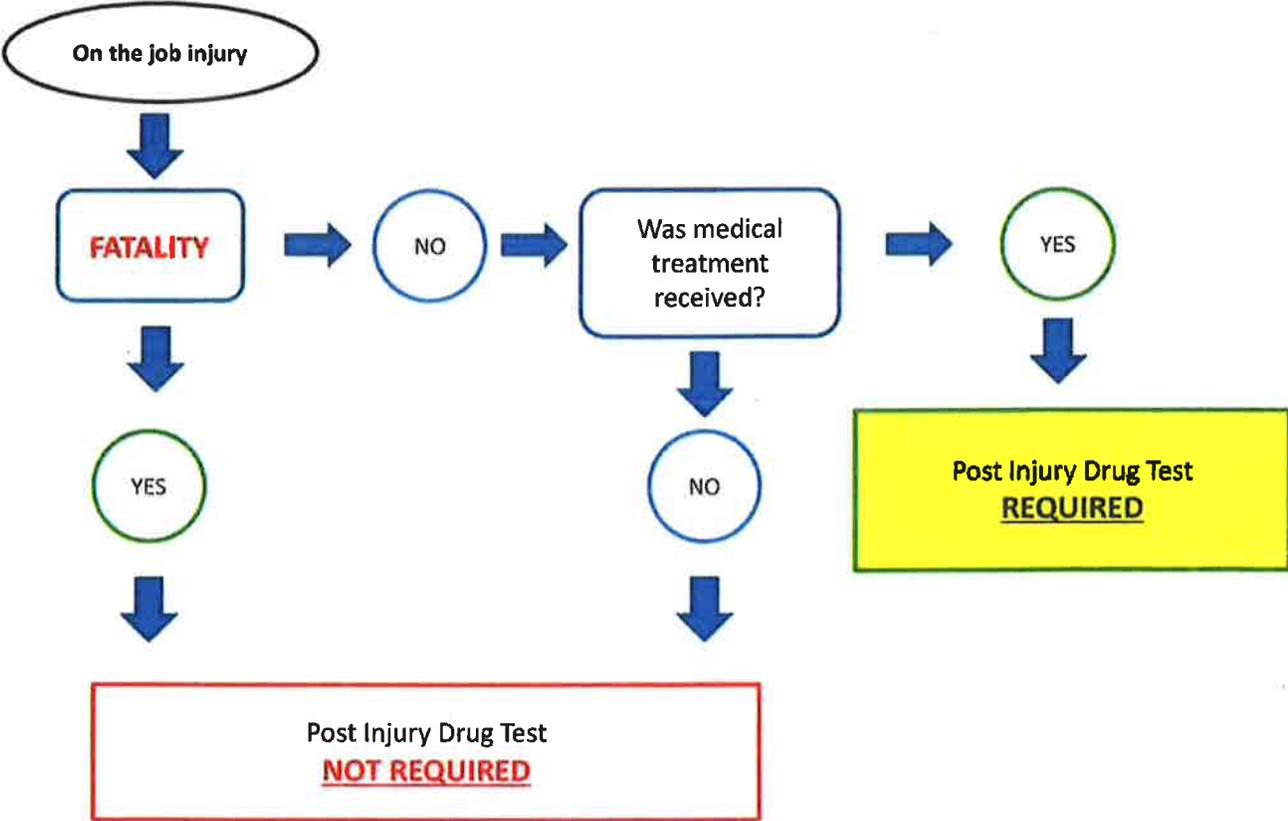
Departments will adjust Employees' work schedule to allow for approved medical appointments related to the work injury.

Modified job assignment will first be considered in the injured workers' current department but Forsyth County reserves the right to reassign an Employee on a temporary basis to another department within the County.

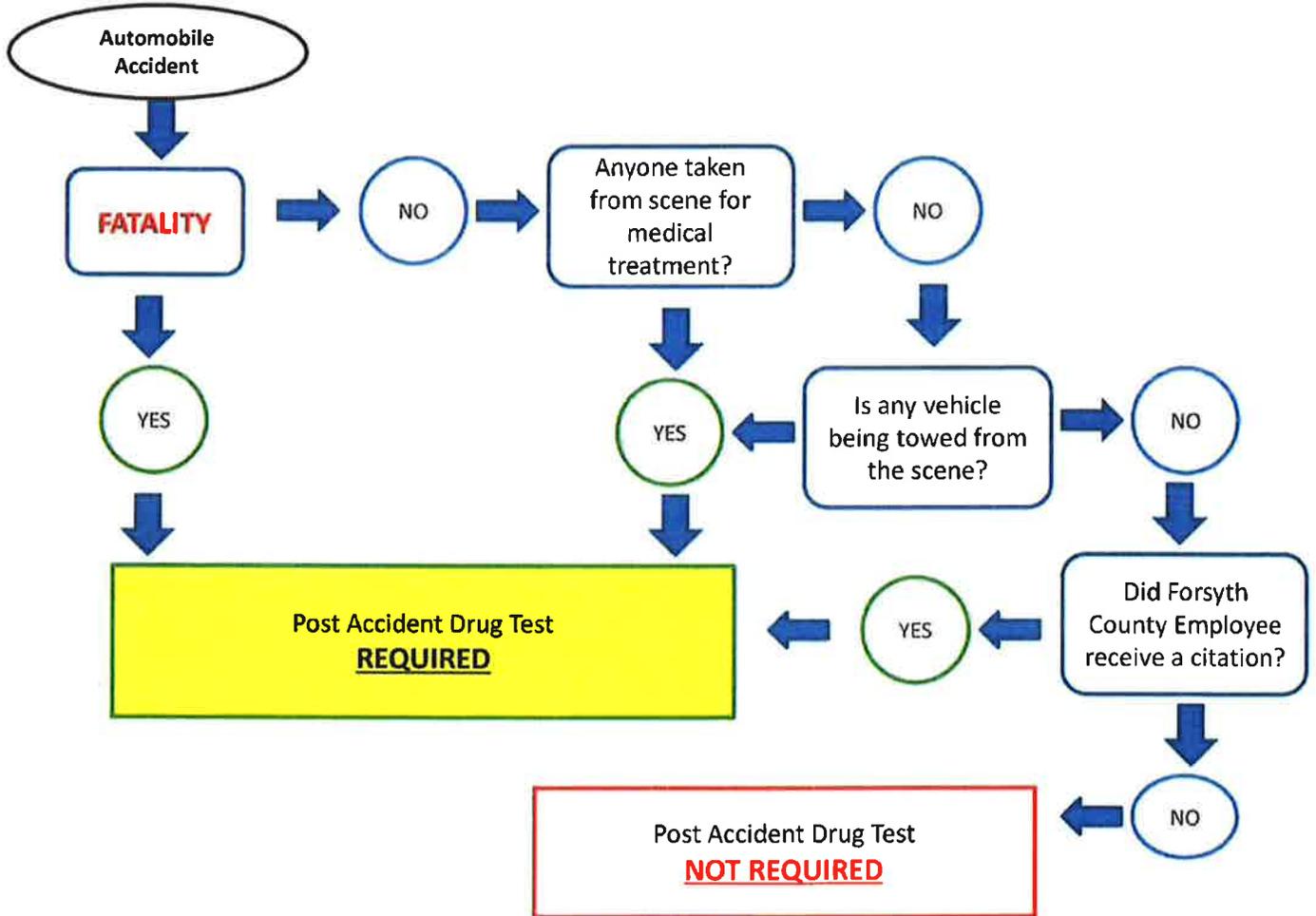
Transitional employment assignments are intended to assist workers who are transitioning back to work after a temporary disability that resulted from a work-related injury. All transitional employment duties must be productive. Duties must never be punitive or demeaning.

Forsyth County, through its reasonable accommodation program, will make efforts to retain Employees who are permanently disabled or are unable to return to the position they were working before the injury or illness occurred.

Appendix 1: Forsyth County Post Injury Drug Testing



Appendix 2: Forsyth County Post Accident Drug Testing



OFFICIAL NOTICE

This business operates under the Georgia Workers' Compensation Law.

WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY, AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, OR FOREMAN.

If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases the employer will also pay a part of the worker's lost wages. Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the right to receive compensation if an accident is not reported within 30 days (see O.C.G.A. §34-9-80). The employer will supply free of charge, upon request, a form for reporting accidents and will also furnish, free of charge, information about workers' compensation. The employer will also furnish to the employee, upon request, copies of board forms on file with the employer pertaining to an employee's claim. A worker injured on the job must select a doctor from the list below. The minimum panel shall consist of at least six physicians, including an orthopedic surgeon with no more than two physicians from industrial clinics (see O.C.G.A. § 34-9-201). Further, this panel shall include one minority physician whenever feasible (see Rule 201 for definition of minority physician). The Board may grant exceptions to the required size of the panel where it is demonstrated that more than four physicians are not reasonably accessible. One change to another doctor from the list may be made without permission. Further changes require the permission of the employer or the State Board of Workers' Compensation.

State Board of Workers' Compensation

270 Peachtree Street, N. W.
Atlanta, Georgia 30303-1299
404-656-3818
or 1-800-533-0682
<http://www.sbwg.georgia.gov>

PrimeCare Urgent Care 2021 Market Place Blvd. Cumming, GA 30041 PH: 770-292-9982	Northeast Georgia Physician's Group 108 Prominence Ct., Suite 200 Dawsonville, GA 30534 PH: 706-216-3238	Peachtree Immediate Care 2575 Peachtree Parkway Ste 100 Cumming, GA 30041 PH: 770-888-8777
Russell Medical 4355 Browns Bridge Road Cumming, GA 30041 PH: 770-771-5050	Resurgens Orthopedics Dr. Irfan Ansari Dr. Christopher Blanchard Dr. John Mowbray Dr. Sourendra Raut 4150 Deputy Bill Cantrell Memorial Road Ste 300 Cumming, GA 30041 PH: 770-886-8111	Peachtree Orthopedic Clinic Dr. John Chao Dr. Timothy Griffith Dr. Anuj Gupta Dr. Hal Silcox III 1505 Northside Blvd. Suite 3100 Cumming, GA 30041 PH: 770-977-7777
Milan Eye Center 1034 Haw Creek Circle Suite 100 Cumming, GA 30041 PH: 678-381-2020	Hogan Healthcare 610 Peachtree Pkwy. Suite 203 Cumming, GA 30041 PH: 770-456-5817	Infectious Disease Services of GA 1405 Haw Creek Circle East Cumming, GA 30041 PH: 678-341-8035

The insurance company providing coverage for this business under the Workers' Compensation Law is:

Forsyth County

514 West Maple St., Ste. 304, Cumming, GA 30040
Address

678-965-6141
Phone

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT <http://www.sbwg.georgia.gov>
Willfully making a false statement for the purpose of obtaining or denying benefits is a crime subject to penalties of up to \$10,000.00 per violation (O.C.G.A. §34-9-18 and §34-9-19).

WC-P1 (7/2007)

Panel of Physicians updated 01/01/2019

Please circle or indicate on the above panel which physician you are choosing to seek treatment with.

I acknowledge that failure to seek treatment from a panel physician for an on-the-job injury or illness may result in medical payments being denied.

Employee Name: _____ Date: _____

Witness Name: _____ Date: _____

The employee sought treatment by a provider that is not on the approved Panel of Physicians. Please indicate the facility in which medical treatment was given and the reason for not selecting a panel physician.

Facility Name and Location: _____

Reason: _____

1. Life threatening emergency.
2. Directed by upper management.
3. Outside of panel of physician's hours of operation.
4. Other, please explain: _____



Policy Name COVID-19 SAFETY PLAN

Policy #: 2	Effective Date: 5/20/2020	Chapter: 5
Draft Date: 5/12/2020	Admin Approval Date: 5/18/2020	Committee Approval Date: 5/15/2020
Board of Commissioners Confirmation Date: N/A	Replaces Policy #: N/A	

I. Purpose

The purpose of the COVID-19 Safety Plan is to establish guidelines and procedures for authorized personnel during a Novel Coronavirus Pandemic (COVID-19) and to eliminate or minimize an employees' exposure to the disease and to prevent the spread of the disease by employees and the general public.

II. Statement of Policy

Forsyth County has established a written COVID-19 Safety Plan that is coordinated through the Risk Management Department and Forsyth County Emergency Management Agency. Department Heads shall ensure that operations under their direction are in compliance with the policies and procedures identified in this plan and that all employees are provided notification of the plan.

Each Employee is responsible for following the policies and procedures outlined in the COVID-19 Plan.

III. Procedures

1. PRECAUTIONS AND PREVENTION

Forsyth County requires:

- A. Employees exhibiting signs of contagious symptoms as defined in *Employee Handbook Policy 9 Attendance and Leave, Section 15 Conditions involving Pandemic or Influenza* are prohibited from reporting to work unless arrangements can be made with the Supervisor and/or Department Head to telework/work from home.
- B. Social Distancing of a minimum of 6 ft. between all persons (employees and general public) should always be maintained , when possible.

- C. Forsyth County Facilities will be properly marked with appropriate guidelines for employees and the general public regarding rules and regulations regarding safety measures to prevent the spread of the Novel Coronavirus (COVID-19).
- D. Facemask/face covering must be worn by county employees in all public areas or while working in or around other persons including when social distancing. Forsyth County will provide surgical style facemask to all employees. The general public is *encouraged* to wear facemask when conducting business inside a county facility.
- E. During the COVID-19 pandemic, county employees may be subject to temperature screenings before reporting to work and at any time while working, as may be deemed necessary by a Supervisor. Employees with a temperature of 100.4 degrees or greater, will not be permitted to report to or continue to remain at work unless arrangements may be made for a telework/work from home option. A return to work note from a professional healthcare provider will be required before the employee can return to the worksite or office. The general public is *encouraged* to undergo temperature screenings before entering county facilities.
- F. Frequent handwashing with soap and water for at least twenty (20) seconds should be performed after being in a public place, sneezing, coughing, or touching your eyes, nose and mouth. If soap and water is not available use of hand sanitizer may be used.
- G. Avoid touching your eyes, nose and mouth with unwashed hands.
- H. Personal workspaces must be cleaned and sanitized regularly (twice a day during heightened outbreaks is recommended but more regularly may be required if you are transferring multiple materials or other items from outside areas).
- I. Common areas including frequently touched surfaces must be cleaned and sanitized regularly (two to three times daily is recommended but may require more frequent sanitizing based on volume of use).
- J. Employees engaging in frequent transfer of documents (money, papers, plans, identifications, etc.) will be ~~required~~ encouraged to wear disposable gloves when engaging in these activities. Hand sanitizing after each transaction is also acceptable.
- K. Employees unable to maintain a minimum of 6 ft. social distancing with other employees or the general public where no barrier exist are encouraged to wear face shields in addition to the required face mask to provide the maximum protection from exposure.

2. PERSONAL PROTECTIVE EQUIPMENT

- A. Issuance of personal protective equipment:

- a. Forsyth County provides and ensures that employees are provided and use appropriate personal protective equipment where exposure to COVID-19 exists. Appropriate personal protective equipment will be provided and readily accessible at the worksite or individually issued to employees. *During a Pandemic, supply chains may be interrupted but Forsyth County will make personal protective equipment in the appropriate sizes available when at all possible.*
- b. Employees must maintain protective equipment in a sanitary and reliable condition. If an employee is unable to don the proper level of PPE, due to circumstance or lack of available equipment, they will obtain and wear the proper level of protection as soon as practical.
- c. Failure to comply with county or Departmental PPE policy and directives will result in disciplinary action up to and including termination.

B. Types of personal protective equipment:

- a. Eye Protection – eye protection such as face shields and goggles are recommended for Medium and High-Risk Employees.
- b. Breathing Protection – facemasks are issued to all employees during the COVID-19 pandemic to prevent the spread of disease through droplets transmitted through the air. Cloth style facemasks such as surgical masks, are recommended for Low to Medium Risk Employees. High-Risk employees are recommended to wear a minimum of a N95 grade level mask/respirator.
- c. Extremity Protection – may include gloves, gowns, Tyvex suits, to protect exterior body parts and clothing and may be recommended to Medium or High-Risk Employees. This equipment, such as disposable gloves are required for personnel to use before initiating any contact that may pose an exposure risk.

3. CLEANING AND SANITIZING/DISINFECTION

- A. Handwashing – is an important means of preventing the spread of COVID-19. After removing gloves, hands and other skin surfaces must be washed thoroughly. Personnel should scrub hands briskly for 20 seconds with water and soap. If soap and water are not immediately available, waterless hand sanitizer (with 60% or greater alcohol content) will be provided for use until proper handwashing can be performed. Bottles of hand sanitizer should be kept in each department vehicle. Sanitizer should be used in accordance with manufacturer’s directions.

- B. Cleaning Equipment – cleaning is the physical removal of dirt and debris and is a preferred method for some equipment like shovels, and similar equipment. Personnel should use soap and water, combined with scrubbing action. The scrubbing action is **key** to rendering all items safe for use. This type equipment requires a minimum of cleaning and should be done as soon as possible. If this is not feasible, then the equipment should be cleaned as soon as it is returned to the department, and before it is placed back into service. Cleaning must take place prior to any required disinfection or high-level disinfection.
- C. Sanitizing/Disinfection – is the process of reducing the number of disease-producing organisms by physical or chemical means. Personnel should clean the item with soap and water unless soap and water will damage the equipment (for instance sensitive electronic equipment) , and then apply a disinfecting solution.

Remember that disinfectants can be toxic or caustic. Disinfectant solutions should have an EPA registry number and show that they are effective against the COVID-19 Coronal virus. Refer to the MSDS for each disinfectant solution to determine what personal protective equipment may be needed before beginning the disinfection process.

Employees should also take into consideration the surfaces that are being cleaned and avoid liquid or bleach solution style disinfectants on electronic or aluminum items.

If you are uncertain of the effectiveness of the cleaner, please notify your Supervisor for guidance who in turn my notify the Department Head, EMA and/or Procurement for further guidance.

4. SCENE MANAGEMENT

In the event there is an identified exposure to COVID-19 or contamination of an area, this should be reported **immediately** to safety@forsythco.com or by dialing (678) 455-9893 for the determination of proper isolation of Personnel and/or further decontamination procedures. The Safety & Risk Manager or EMA Director will provide response and further guidance.

5. EXPOSURE DETERMINATION

- a. High Exposure Risk – jobs with high potential for exposure to known or suspected sources of COVID-19. Examples are: Public Safety Employees who are rendering first aid, life safety measures.
- b. Medium Exposure Risk – jobs that require frequent or close contact with people who may be infected, but who are not known or suspected to be positive for

COVID-19. Employees having contact with the general public or working in high density work areas.

- c. Lower Exposure Risk – jobs that do not require contact with people known to be or suspected of being infected. Workers with minimal occupational contact with general public and coworkers.

6. POST EXPOSURE EVALUATION AND FOLLOW-UP

- a. All potential and known exposures of COVID-19 in the workplace should be reported to Risk Management via the Origami online reporting system as soon as possible.
- b. Risk Management Claims Administrators will review the nature of the reported exposure and in accordance with established guidelines by the Centers for Disease Control and/or the Department of Public Health will provide a recommendation to authorize COVID-19 testing. The Risk & Safety Manager and/or the EMA Director may authorize COVID-19 testing through the county's Health and Wellness Center or another approved testing site/center.
- c. Medical personnel at the Health and Wellness Center will monitor and provide instructions to employees testing positive for COVID-19 per CDC and DPH guidelines and provide subsequent follow-up testing.
- d. Employees testing positive for COVID-19 will be subject to all quarantine restrictions and are unable to return to work until cleared by a negative COVID-19 test result, except for Public Safety Employees who will need two consecutive negative test results before being allowed to return to work. Return to work information will be released directly to the employee, the employee must provide the return to work documentation to Risk Management for the final clearance to return to work.
- e. Risk Management in conjunction with the Department's Infection Control Officer will gather any necessary information related to potential contact exposure and spread and work to notify any additional persons who may have been exposed to a positive case of COVID-19. In the case of smaller administrative department's that do not have an assigned infection control officer, the Risk & Safety Manager, or his or her designee is the infection control officer.

7. RECORDKEEPING

All records pertaining to COVID-19 will be handled in a sensitive manner in compliance with all local, state and federal laws. Personnel Services and/or Risk Management will be the primary custodian of records for Forsyth County and medical information is confidential and will be maintained separate from personnel files.

8. TRAINING REQUIREMENTS

Training in proper PPE to protect employees from the exposure of COVID-19 will be provided to Forsyth County Departments and it will be the responsibility of Supervisors to demonstrate and communicate with employees the responsibility of proper PPE based on their exposure determination as described in paragraph 5 of this document.

Supervisors should also provide guidance to all employees regarding appropriate cleaning and disinfecting of tools and equipment that are commonly used in their operations.



COVID-19 POLICY NOTIFICATION

Forsyth County Risk Management

This is to certify that I have received and reviewed the COVID-19 Policy.

I understand that I am expected to follow the procedures of the policy.

I further understand that in an effort to reduce the spread of COVID-19 that I must notify my supervisor as soon as I am made aware of an exposure to a COVID-19 confirmed positive subject or if I develop COVID-19 symptoms.

Employee Name (Print)

Department Name

Signature of Employee

Date

Witness

Date



Forsyth County Administration

INTER-OFFICE MEMORANDUM

Date: April 8, 2010
To: Forsyth County Employees
From: Doug Derrer, County Manager
Subject: County Vehicle Seatbelt Policy

Forsyth County recognizes that seat belts are extremely effective in preventing injuries and loss of life. It is a simple fact that wearing your seat belt can reduce your risk of dying in a traffic crash by 45% in a car and by as much as 60% in a truck or SUV.

Additionally, the Forsyth County Handbook Policy 16: – Section 2 (b) (2): Use of Vehicles for County Business, requires drivers to obey all traffic laws and practice safe courteous driving.

The Forsyth County Loss Prevention Policy - Section 1 (9): Employee Responsibility, requires drivers to wear prescribed protective equipment.

I am fully aware of Georgia Law O.C.G.A. §40-8-76.1 which governs the use of safety belts in passenger vehicles and its exclusions. However, our current insurance carrier requires the following:

All employees of Forsyth County must wear seat belts when operating a county-owned vehicle, or any vehicle on county premises or on county business; and all occupants are to wear seat belts or, where appropriate, child restraints when riding in a county owned vehicle, or in a personal vehicle being used for county business. This includes all motorized equipment, heavy equipment, and recreational equipment that are equipped with safety belts.

Revisions in the Forsyth County Employee Handbook and associated policies will be made in the near future. Until that time, this letter shall serve notice that all employees must comply with the above requirement.

If you have any questions please contact Charity Clark, Risk Manager.



WORKERS' COMPENSATION – LOSS CONTROL – SEATBELT POLICY NOTIFICATION

Forsyth County Risk Management

Form Revised 04.18.14

This is to certify that I have reviewed the Official Notice of the Panel of Physicians for Workers' Compensation.

I understand that when I am involved in an on-the-job injury and emergency treatment is not necessary, I must accept the service of a physician from the Panel of Physicians. (If I desire to obtain medical services from a physician not listed on the panel, I may do so; however, I will be liable for those medical expenses.) The physicians selected from the panel may arrange for the appropriate consultations, referrals, and other specialized, medical services as the nature of the injury requires. If I am dissatisfied with the physician selected, I may make a one-time change without permission to a second physician also listed on the panel. However, any further changes require the permission of the employer/insurer, self-insurer claims office, or the State Board of Workers Compensation.

In the case of an emergency, I should be taken to the nearest emergency room. However, all follow-up care must thereafter be rendered by a physician from the panel or a panel physician's referral.

I further understand that I must notify my supervisor and the Risk Management Department as soon as the injury occurs, regardless of the extent of the injury. Delay in notification may result in the denial of payment for medical services.

I have been given a copy of the Forsyth County Loss/Control Policy that governs safety in Forsyth County. Also, I understand that I must wear a seatbelt while driving or riding in/on any vehicle or equipment owned/rented/leased by a division of Forsyth County Board of Commissioners that is covered by the county's insurance programs.

Employee Name (Print) _____ Department Name _____

Signature of Employee _____ Date _____ Witness _____ Date _____