

EMPLOYEE ENTRANCE PROTOCOL REMINDER

As a reminder, to effectively prevent the spread of COVID-19, we must continue to follow CDC guidelines. This includes: wearing a mask when in a public spaces, maintaining a safe distance from others, good hygiene practices, proper handwashing and the disinfecting of commonly used areas and office equipment.

- As a measure designed to further reduce the threat or possible spread of COVID-19 between our employees, we will continue to implement a daily screening process.
- This continued daily screening process will require employees to undergo a temperature scan and answer a short questionnaire before entering a city building for work each day. Be advised, there is a potential for additional questions. Depending on the building, one (1) or two (2) entrances will be designated for employees to enter.
- If an individual passes screening:
 - The individual will receive a color-coded wristband stating that they have passed the entrance screening and are allowed to be in the building for that particular day.
 - The employee will be expected to follow instructions for displaying the wristband for the duration of their time within the building on that day.
- If an individual fails screening:
 - The individual will be instructed to return home and immediately contact their supervisor **(Please advise the employee that he/she will have to use his/her own accrued time)**.
 - The individual will not be allowed to return to work until approved by Health Department personnel.
- City employees who have already passed screening and have their wristband will not be required to be screened again upon re-entry or upon entrance to any other city building.

All City Hall Employees are required to enter through the front building lobby on Floor #1 for daily screening and must not, at any time, use other building entrances, unless previously approved in writing by the Health Department.

This plan is subject to change to make adjustments based on any issues we encounter with this new process. If a change is made, we will communicate it to you in advance of implementation. However, it is possible that some changes could be imminent and implemented immediately, prior to staff notification.

Your continued support and cooperation are greatly appreciated.

Screening Questions

Have you had any of the following symptoms in the last fourteen (14) days?

- Do you currently have a cough that is not normal for you? YES / NO
- Have you had any abnormal shortness of breath? YES / NO
- Had you had a fever over 100.0 degrees? YES / NO
- Have you taken any fever reducer within the last 6 hours (Acetaminophen or ibuprofen)? YES / NO
- Body aches or repeated shaking with chills? YES / NO
- Vomiting/Diarrhea? YES / NO
- Headache? YES / NO
- Sore throat? YES / NO
- Loss of taste or smell? YES / NO

Have you been around anyone with these signs or symptoms in the last fourteen (14) days or in close contact with anyone who has been confirmed positive for COVID-19?

PROTOCOLS FOR EMPLOYEES

- Maintain at least 6-feet separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Self-screen before coming to work for any of the following new or worsening signs or symptoms of possible COVID-19 and report them to your supervisor:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature \geq 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab-confirmed to have COVID-19
- Wash or disinfect hands upon entering city buildings and after any interaction with other coworkers and customers.
- Wearing face coverings (over the nose and mouth) when in public areas.

PROTOCOLS FOR CITY FACILITIES

- The established 6-foot Social Distancing Guideline for the public in city buildings remains in effect until modified by future COVID-19 directives.
- No more than three (3) citizens shall be allowed in common areas (City Hall 1st floor, Courts, Water Billing, Police etc.) at any time.
- Any citizen visiting nonpublic areas shall be by appointment only and may be subject to additional screening.
- Frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.
- Disinfect any items that come into contact with customers.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and customers. These items are to be placed on each floor and general work area.
- Place readily visible signage throughout the lobby and the department to remind everyone of best hygiene practices.
- When possible, a single point of entry at city buildings shall be used to facilitate screening.
- No more than two (2) persons should be allowed in elevators at one time.

PROTOCOLS FOR MAINTAINING A SAFE WORK AREA FOR EMPLOYEES

- Train all employees on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- City Hall employees are strongly encouraged to stay on their department floor (exceptions can be made on a case by case basis per each department director).
- Screen employees before coming into city facilities and send home any employee who has any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature \geq to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
- Do not allow employees with new or worsening signs or symptoms listed above to return to work until:
 - In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met:
 - at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
 - the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath)
 - at least 7 days have passed since symptoms first appeared
 - In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or if the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
 - Do not allow an employee with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14-day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- Have employees wash or sanitize their hands upon entering city facilities.
- Have employees maintain at least 6-foot separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.