

# City of Sand Springs COVID-19 policy

## Plan, Prepare and Respond to Coronavirus Disease 2019

### **Prevent and Reduce Transmission Among Employees**

- Employees showing marked symptoms of COVID-19, or that have been diagnosed / tested positive for COVID-19 should notify their supervisor and stay home. (Refer to appropriate leave policies included in this document.)
- At the beginning of each shift employees should check temperature utilizing walk-up kiosks or handheld thermometers, these evaluations shall be logged on an appropriate form.
- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home. The employee's work area should be sanitized utilizing electrostatic spray. (See Exposure Evaluation)
- Maintain social distancing of six (6) feet or more.
- Anytime social distancing cannot be maintained, masks / face coverings shall be utilized.
- Help protect yourself and others by doing the following:
  - Wash hands often or to use hand sanitizer if hand washing is not possible
  - Avoid touching their eyes, nose, and mouth with unwashed hands.
  - Cover their mouth and nose with a tissue when you cough or sneeze or use the inside of their elbow and immediately wash hands.
  - Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones.

### **Symptoms**

The Following are known symptoms of COVID-19. (Highlighted indicate most common)

- |   |                              |
|---|------------------------------|
| • Fever or chills (fever=100.4 or higher)     | • Headache                   |
| • Cough                                       | • New loss of taste or smell |
| • Shortness of breath or difficulty breathing | • Sore throat                |
| • Fatigue                                     | • Congestion or runny nose   |
| • Muscle or body aches                        | • Nausea or vomiting         |
|   | • Diarrhea                   |

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### **Exposure Evaluation**

If an employee has a suspected exposure at or away from work, becomes ill at work or arrives at work symptomatic the situation shall be evaluated so a safe course of action can be established, that procedure shall be as follows:

- If at work employee shall be immediately isolated.
- Supervisor shall be notified, which will notify HR.
- Risk assessment form shall be completed.
- Information gained shall be evaluated Safety Coordinator or designee.
- Appropriate actions needed will be advised to employee, supervisor & HR.
- Notifications will be made as needed by Safety Coordinator & HR.

### **Family First Covid Response Act**

- Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or telework) due to a need for leave under the following conditions:
  1. *Subject to Federal, State, or local quarantine or isolation order related to COVID-19*
  2. *Has been advised by a health provider to self-quarantine related to COVID-19*
  3. *Is experiencing COVID-19 symptoms and is seeing a medical diagnosis*
  4. *Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)*
  5. *Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19*
  6. *Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury*
- FFCRA –80 hours of leave  
Defined as the first 80 hours of leave measured from April 1<sup>st</sup> through December 31, 2020.

**100% pay not to exceed \$511/day** for conditions #1,2,3 above

**2/3 rate of pay not to exceed \$200/day** for conditions #4,5,6 above

Human Resources can expand on this information.

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### **Return to work criteria**

**Symptomatic worker with suspected or confirmed COVID-19** (Either strategy is acceptable depending on local circumstances):

- *Symptom-based strategy.* Exclude from work until:
  - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
  - At least 10 days have passed *since symptoms first appeared*
- *Test-based strategy.* Exclude from work until:
  - Resolution of fever without the use of fever-reducing medications **and**
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
  - Negative results of an FDA Emergency Use Authorized COVID-19 test. From at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (total of two negative specimens)

### **Maintaining a safe work environment**

- Safety Kiosks should be placed to maximize utilization as much possible by customers and visitors.
- High touch areas in common spaces shall be sanitized at least once daily utilizing electrostatic sprayers.
- Persons sanitizing shall log such appropriately.
- Individual offices/work areas shall be sanitized often.
- Common break / lunch areas should be arranged to maintain 6 foot social distancing.
- Utilize video/teleconference meetings whenever practical.
- Discourage workers from using each other's phones, desks, offices, or other work tools and equipment, when possible.

*Department heads may submit substitute policies for approval by the City Manager if needed for operational considerations.*