



Handling of COVID-19 Related Sickness in the Workplace

Despite precautionary measures, the risk of COVID-19 exposure in the workplace remains. If any employee contracts, displays symptoms, or believes they have come in contact with a positive COVID-19 case, please notify Brooke Watters in HR immediately at x5241 or 801-560-2715.

All Employees should follow all department guidelines, self-monitor for symptoms, clean and sanitize surfaces regularly, and report symptoms related to COVID-19 to their immediate supervisor.

COVID-19 Symptoms Include:

- Cough
- Shortness of breath or difficulty breathing
- Or at least two of these symptoms
 - Fever & Chills
 - Repeated shaking with chills
 - Muscle pain & Headache
 - Sore throat & New loss of taste or smell
 - Gastrointestinal issues

Employees with symptoms or who have been exposed to someone with COVID-19 have the following responsibilities:

- Stay home and isolate;
- Alert supervisor;
- Contact their healthcare provider and follow their provider's direction regarding testing and self-isolation at home;
- Employees waiting for the results of a COVID-19 test must not be present at work until results are received;
- If an employee receives a positive COVID-19 test result they should quarantine for 10 days after symptoms first appeared, and an additional three days after becoming asymptomatic; and
- If an employee receives a negative test result they should return to work when asymptomatic.

Supervisor Responsibilities:

- Alert HR; and
- Coordinate a thorough cleaning of any tools used, workspaces, and physical space the individual may have come in contact with.

HR Responsibilities:

HR will keep in contact with supervisors and, if an employee tests positive for COVID-19, work with the Summit County Health Department to initiate workplace contact tracing. Due to the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPPA) privacy rules, if

other employee are impacted, they may not be informed about which of their coworkers tested positive in order to preserve an individual's right to privacy.



Frequently Asked Questions

1. Are we continuing to work remotely?

As of June 8, City operations will return to normal office hours of business, with at least 1 employee accessible to the public, if not more, at all times. Staffing levels will remain limited in the office and when working within the same work area. Talk to your supervisor about your own department's plans. If an employee is not comfortable working on site and is required by his or her position, time off may be requested through the City's paid and unpaid leave policies for a temporary period.

For employees who may be immunocompromised, additional accommodations may be possible. And paid leave for childcare and/or COVID related illness may also be available for COVID-19 illnesses under the City's Families First Coronavirus Response Act (FFCRA) Policy. Please contact HR.

2. How will the City keep me safe?

Additional safety measures and protocols to protect our workforce and customers include:

- Individual Department Safety Coordinators;
- Additional telecommute flexibility;
- Staggered scheduling;
- Enhanced facility cleaning and sanitizing;
- Face masks, sanitizer, and gloves provided; and
- Plexiglass barriers for some types of public interactions.

Each workplace is unique and requires different solutions to both support employees and health safety protocols. These include designating hallways and stairways as one-way, propping doors open, and no-touch hardware. Employees must wash their hands frequently and stay home when sick.

3. Does the City have the right to ask about my health and take my temperature?

Yes. We are allowed to ask about COVID-19 related symptoms and take the temperature of employees under guidance from the Equal Employment Opportunity Commission (EEOC) and the Summit County Health Department. The EEOC also permits employers to mandate that employees be tested for COVID-19 under certain circumstances.



4. Will everyone wear a mask? Do I have to wear a mask?

It depends. Here are the guidelines:

- Face coverings must cover the nose and mouth and may be a mask, scarf, 'gaiter' or bandana. If reusable, face coverings should be cleaned routinely;
- PCMC employees are required to wear a face covering when interacting in person with the public and when social distancing measures can't be maintained with coworkers;
 - Examples include: customer service counters, two or more employees in a small conference room, communal or shared office space, or City vehicle; and
- The public is encouraged to wear a face covering in City facilities.

5. What happens if I get sick? Will I get paid for time off? What if someone in my family gets sick and I have to care for them?

In addition to our sick leave policy for full-time regulars, the Families First Coronavirus Response Act (FFCRA) provides paid sick leave to those affected by COVID-19, as well as paid emergency family leave, in limited circumstances. If you are facing this situation, please contact your supervisor to receive a copy of the FFCRA policy and application form.

6. What if my co-worker gets sick? How will I know? Will the City do contact tracing?

The City is committed to keeping its employees safe and healthy. At the same time, we must balance our obligations to continue to provide municipal services.

Personal privacy protection regulations outlined in the Americans with Disabilities and Health Insurance Portability and Accountability Acts will continue to be followed to protect your personal health information.

HR will work with the Summit County Health Department to responsibly notify any employee or member of the public that may have come in contact with a workplace COVID-19 exposure.