



DEPARTMENT: EMERGENCY MANAGEMENT DIVISION	EFFECTIVE DATE: 07/15/2020
POLICY: UPDATE ON COVID-19 PREVENTATIVE MEASURES AND PROCEDURES	LAST REVISED: 07/15/2020

As we navigate this unprecedented crisis connected to COVID-19, information is rapidly evolving. Please know that we are consistently reevaluating the needs of employees and the resources available to best serve employees. The purpose of this policy is to communicate information to City employees related to the most updated COVID-19 procedures that the City has in place. It is crucial that the entire workforce take precautionary measures and remain aware of any and all developments related to the virus, its current transmission and any possible risks to the work environment. Additional advisories will be provided as the situation changes. This policy replaces all other policies/memorandums dealing with COVID-19 employee procedures.

PREVENTATIVE MEASURES

Employees can do their part to assist us in following CDC Guidelines for preventing workplace exposure to the COVID-19 virus by following these preventative measures:

- Employees must stay home if they have any COVID-19 symptoms:
 - fever (100.4 or greater) or chills
 - cough
 - shortness of breath or difficulty breathing
 - fatigue
 - muscle or body aches
 - headache
 - new loss of taste or smell
 - sore throat
 - congestion or runny nose
 - nausea or vomiting
 - diarrhea
- Employees who have COVID-19 symptoms must follow the procedures set forth in Section I below.
- Employees working at the City shall be screened before the start of their work shift. Employees who have COVID-19 symptoms or who are awaiting a COVID-19 test result that they took because they were experiencing COVID-19 symptoms will be sent home. Employees who are sent home, must follow the procedures set forth in Section I below.
- Employees are required to wear a face covering that snugly covers the mouth and nose at all times. Employees not wearing a face covering will be disciplined. Face shields cannot be used by themselves and can only be used when used in conjunction with a face covering.

- The only exceptions to the face covering rule are as follows:
 - Employees that are alone in their private office or vehicle.
 - Employees engaged in strenuous physical activity, provided that they can maintain 20 feet of social distancing while engaging in strenuous physical activity. If the employee cannot maintain 20 feet of social distancing while engaging in strenuous physical activity, he/she must wear a face covering and take the necessary cooling and/or water breaks.
- Social distancing of at least six (6) feet must be practiced when duties permit.
- Employees should avoid touching their faces.
- Employees are required to wash their hands with soap and water frequently for at least 20 seconds. Employees are encouraged to frequently use anti-bacterial hand sanitizer as well while working throughout the day.
- In addition to hand hygiene, employees are required to exercise an abundance of caution when sneezing or coughing and must immediately wash or sanitize their hands afterwards.
- Employees are required to wipe down their work areas daily, including door handles and other commonly touched areas. Employees will clean their work areas upon arrival in the morning, in the afternoon prior to leaving, and in-between if needed. For those employees working in the field, all work vehicles and equipment must also be wiped down before and after each usage.
- The use of shared work items such as staplers, hole punches, etc. should be limited as much as possible. If additional items cannot be ordered and they must be shared, they should be wiped/disinfected prior to and after each use. Employees should contact their supervisor if they need additional supplies.
- In-person meetings, whether consisting of only City employees or including outside vendors, residents, etc. are discouraged. The City has access to telephone and virtual conferencing tools, and employees needing these resources should speak with their supervisors.
- For occasions where in-person meetings are necessary, the conference room chosen for the meeting must be large enough to allow everyone to practice social distancing, face masks/face coverings must be worn at all times and the meeting cannot have more than 10 individuals.
- The City will ensure that all employees have continuous adequate stockpile of necessary PPEs and sanitizing supplies. If any employee is running low on any of these supplies, the employee must immediately notify their supervisor.

PROCEDURES FOR EMPLOYEES WHO ARE EXPERIENCING SYMPTOMS, HAVE TESTED POSITIVE, HAD CLOSE CONTACT WITH A PERSON POSITIVE FOR COVID-19, ARE LIVING WITH A HOUSEHOLD MEMBER THAT IS POSITIVE FOR COVID-19 AND TRAVEL OUT OF THE STATE OR OUT OF THE COUNTRY

- I. Employees with COVID -19 Symptoms
 - a. Employees who are experiencing any COVID-19 symptoms must stay home (i.e., fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea).
 - b. If an employee begins to experience any COVID-19 symptom while at work, the employee must contact his/her supervisor immediately and the employee will be sent home. The supervisor must notify the Human Resource Department that the employee went home because of COVID-19 symptoms.
 - c. Employees with COVID-19 symptoms should contact their healthcare provider for evaluation and potential testing.
 - d. If an employee is tested for COVID-19 as a result of experiencing symptoms:

- i. The employee may not return to work until the employee receives his/her test result.
- ii. If the test result is negative, the employee may return to work, provided the employee has no symptoms and has met all other applicable CDC requirements. Prior to returning to work, the employee must contact Labor Relations & Risk Management to obtain consent to return to work.
- iii. If the test result is positive, the employee must notify their supervisor and follow the procedures set forth in Section 2 below.
- e. If an employee is not tested for COVID-19:
 - i. The employee may return to work, provided 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**,
 - ii. At least 10 days have passed *since symptoms first appeared*; **and**,
 - iii. The employee has a note from his/her physician releasing him/her to work.
 - iv. Prior to returning to work, the employee must contact the Labor and Risk Management Department to obtain consent to return to work.

II. Employees with a Positive COVID-19 Test

- a. Employees who test positive for COVID-19 must immediately notify their supervisor of their test result and refrain from work.
- b. The employee's supervisor will then contact the Department Director who will ensure that the Human Resource Department and the Labor & Risk Management Department are made aware of the case.
- c. The employee's supervisor will complete a First Report of Injury and an Employee Accident/Incident form and submit it to riskmanagement@coralgables.com.
- d. The employee will be allowed to return to work, only after a health care provider, in accordance with CDC guidelines, has determined that the employee no longer needs to be self-isolated based on a symptom-based strategy or test based strategy (i.e., 2 consecutive negative test results).
- e. A designated City employee will contact the affected employee to conduct a contact tracing and determine whether the affected employee had close contact with other City employees.
- f. Those City employees who had close contact with the affected employee will be notified in writing of their potential exposure and provided with guidelines to follow (*See* Section III below for more details).
- g. The Labor Relations & Risk Management Department will coordinate with the Facilities Division to have the office/vehicle/area where the affected employee worked thoroughly cleaned and disinfected.

III. Asymptomatic Employees Having Close Contact with Someone that Tested Positive for COVID-19

- a. Close contact with an infected person (not including a household member that tested positive for COVID-19 – see next Section) is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the last day of contact.
- b. Employees who had a close contact with an infected person must notify their supervisor before coming to work. The employee's Department Director (or designee) in consultation with Labor Relations & Risk Management will determine the course of action in accordance with applicable

CDC guidelines. If the employee continues to work, the asymptomatic employee must self-monitor for COVID-19 symptoms and continue to:

- i. Undergo a health screening upon arrival at work;
 - ii. Practice social distancing (6 feet) as work duties permit in the workplace;
 - iii. Wear a face mask at all times; and
 - iv. Regularly disinfect and clean his/her workspace, including; surfaces, shared electronic equipment and common areas.
- c. If the employee develops any COVID-19 symptoms, the employee must immediately notify his/her supervisor, refrain from coming to work and follow the procedures set forth above under the Section titled “Employees with COVID -19 Symptoms.”

IV. Asymptomatic Employees Living with a Household Member that Tested Positive for COVID-19

- a. A household member is defined as anyone who lives with the employee under the same roof.
- b. Employees living with a household member that tests positive for COVID-19 must notify their supervisor and refrain from work until the employee is tested and receives a negative test result.
- c. Employees will be required to provide proper documentation evidencing that the household member has tested positive for COVID-19.
- d. Prior to returning to work, the employee must contact the Labor and Risk Management Department to obtain consent to return to work in accordance with CDC guidelines.

V. Traveling Out of the State or Out of the Country

- a. The employee must notify the Human Resources Department of any international or out of state travel and follow state and local travel restrictions.
- b. While the employee is traveling, it is possible a state or local government may put into place travel restrictions, such as stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures.
- c. Upon returning from travel, an employee may be required to self-isolate for 14 days prior to returning to work. If an employee is required to self-isolate, the employee will be required to use his/her own accrued leave.
- d. An employee required to self-isolate may return to work prior to the completion of the 14 days of isolation provided the employee has a negative COVID-19 test and the Labor & Risk Management Department has authorized the employee to return to work in accordance with applicable CDC guidelines.

Employees who are sick, caring for sick family members, or supervising children whose schools or daycare facilities are closed due to COVID-19, may be eligible for expanded paid leave in accordance with the Families First Coronavirus Response Act (FFCRA). Please refer to the City’s FFCRA policy.

Payroll Timekeepers should contact Human Resources for payroll coding questions as leave is designated on a case by case basis (Workers Compensation, Emergency Paid Leave, etc.).

Attached to this memorandum is a Dashboard of the COVID-19 Employee Procedures that employees may use for a quick reference.

Thank you again for your patience and understanding while the City navigates our new work environment. Please do not hesitate to contact your immediate supervisor and/or Human Resources should you have any questions, concerns, or additional recommendations on precautionary solutions.

