

Delaware County Guideline for Essential Employee Staffing

To Address Illness and Spread of Coronavirus

March 30, 2020

1. All employees reporting to or working at any physical work location shall monitor themselves for illness or potential signs of coronavirus. It is recommended that employees take their temperature prior to coming to work as part of the self-monitoring. Employees are also encouraged to take their temperature during their work day, if possible.
2. All employees that are feeling sick or ill before reporting to work are to contact their supervisor using the typical call off procedures and stay home from work. Employees are prohibited from coming to work while experiencing and/or exhibiting COVID-19 symptoms. All employees that are feeling sick or ill while at work are to immediately notify their supervisor. Any supervisor notified of an employee experiencing COVID-19 symptoms will release the employee from work and make all necessary arrangements to cover the employee's responsibilities.
3. If an employee notifies a supervisor that he or she is sick, the supervisor shall inquire if the employee is experiencing commonly recognized symptoms of COVID-19.¹
4. In all situations and for the protection and privacy of all employees, any specific or identifying information related to the ill employee will remain confidential and will not be shared with others unless required by law. Should a supervisor learn from an employee that he or she is experiencing COVID-19 symptoms or tests positive for COVID-19, such health information is confidential.
5. If an employee is ill and/or experiencing COVID-19 symptoms, the employee is encouraged to consult with his or her physician and follow all recommendations. The employee will be placed in a non-required status (if status was adopted by individual officeholders)
6. If an employee receives a positive COVID-19 test result, they are encouraged to notify their supervisor or Human Resources immediately. This notification does not alleviate the employee from notifying the health district.
7. Employees must inform their supervisor if they are placed on quarantine and the estimated date to return to work. Employees must adhere to the CDC guidelines for returning to work after experiencing COVID-19 symptoms and/or receiving a positive COVID-19 test.

¹ EEOC Pandemic Preparedness bulletin, 3.21.2020 (fever, chills, cough, shortness of breath, or sore throat).

8. Human Resources will work with all employees and supervisors in determining the most appropriate form(s) of leave available to the employee through paid administrative leave, County policy, Collective Bargaining Agreement, Family and Medical Leave, Families First Coronavirus Response Act, etc.
9. If a supervisor is notified of a potential COVID-19 exposure or of an employee is experiencing COVID-19 symptoms, or tests positive for COVID-19, the supervisor shall immediately notify HR and contact Facilities.
10. Upon receiving notification in (9), Facilities will coordinate cleaning and sanitizing work areas as soon as possible. The County's custodial staff will utilize the latest information from the CDC and will follow all guidelines for appropriate sanitization of the work location(s). The below link is the latest guidance as of 3/27/2020:
<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>
11. Supervisors will coordinate with Facilities the areas needed to be cleaned and sanitized.
12. The supervisor will determine an alternative or temporary work location for employees during the disinfection period.
13. Employees shall follow all orders issued by public health authorities if notified by the Health District that they were potentially exposed to COVID-19. Generally after receiving notification of a Covid-19 positive result, the Health District will contact all those who may have been exposed. Should an employee receive a notification that they were potentially exposed to COVID-19, the employee should notify their supervisor and self-quarantine. The employee will be put into non-required status (if status was adopted by individual officeholders).
14. Additionally, if an employee is confirmed to have COVID-19 infection, supervisors in conjunction with Human Resources should consult with the Health District and then together inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality. The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath) following the guidance of the Health District and their primary care physician.