

***UPDATED* COVID-19 :** Prevention Guidelines for Employees

April 2021

Human Resources

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Status after April 6:

- Governor Holcomb is using a “*phased-in*” approach to safety in the state based on infection/hospitalization rates. He has continued the state emergency declaration.
- While statewide mask mandate for all locations is lifted- state government buildings (indoors) require masks, and some businesses will require masks. The CDC encourages masks for people outdoors who are closer than 6 feet apart.
- The City **requires masks indoors**- employees and patrons. Buildings are locked and patrons may visit by appointment- this rule is in place until at least April 30. We will reconsider at the end of the month.
- For outdoor mask requirement for employees- it is dependent on how close you are to others- and for how long. The city MUST avoid exposing employees to COVID because of OSHA rules. Wear masks outdoors if closer than 6 feet for more than a few moments.
- The City will encourage mask use by patrons/the public outdoors if closer than 6 feet for more than 15 minutes, but the city will not engage in enforcement outdoors. The city will however require masks indoors and enforce 6 feet social distancing indoors which will affect **capacity in rooms**. Talk to your supervisor and have a plan for these conversations with patrons/the public and remember to be courteous at all times.
- The FTA requires masks, no exceptions, on all forms of public transportation- City buses require masks.
- Approach should include **flexibility**, as rules/ expectations will likely change
- Departments may have different rules/expectations based on essential functions. **Employees should follow their own department’s rules at all times**



VACCINE ROLL-OUT! Indiana!

To find vaccines and information about eligibility, go to

- <http://ourshot.in.gov> website or
 - <https://vaccinefinder.org/> or
 - call 211!
- If you need help, contact Human Resources! **If you wish to get your vaccine while working, contact your supervisor to arrange that!**
 - When you are fully vaccinated, please put your CDC Vaccine Card on file with Human Resources - this eliminates your need to quarantine if exposed! You will still quarantine with symptoms. All employees on the city health plan and covered dependents get vaccines at **NO cost!**

Call-out/Call-in procedures must be followed to keep the city staffed!

- If an employee is sick within last 24 hours, exposed to confirmed COVID-19, or advised to self-quarantine:
 - He/she has a duty to call his/her supervisor with ***as much notice as possible***, but at least 15 minutes before their shift.
 - **By coming to work- an employee is certifying that he/she is symptom-free, has not had close contact, nor has been advised to self-quarantine.**
 - **If an employee is fully vaccinated, they do not have to quarantine based on exposure, but they MUST quarantine based on symptoms**
- Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

ADDITIONAL FREEDOM

FOR EMPLOYEES WHO ARE *FULLY VACCINATED* WITH CDC CARDS ON FILE WITH THE CITY:

- Because you do not have to quarantine if exposed, you may remove your mask in a vehicle with other fully vaccinated employees.
- Because you do not have to quarantine if exposed, you may eat lunch or take break with other fully vaccinated employees.
- Because you do not have to quarantine exposed, you may remove your mask in meetings with other fully vaccinated employees.
- OUT OF COURTESY TO PATRONS/THE PUBLIC, WEAR A MASK NEAR THE PUBLIC, INDOORS OR WHEN IN CLOSE PROXIMITY TO PATRONS, GUESTS, THE PUBLIC, OUTSIDE.
- IF YOU HAVE SYMPTOMS YOU MUST QUARANTINE!

Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/>

INDOOR MASK RULES FOR EMPLOYEES AFTER APRIL 6

- If **indoors**, wear a mask in a City building in public.
- Do not take breaks with others or eat lunch with others unless you can be six feet apart. This is the number one source of exposure for non-vaccinated employees.
- When in doubt, put a mask on. City employees will be scrutinized by the public. Our photos will be taken. Complaints will be made. Our job is to serve the public.
- The city has OSHA responsibilities for employees: we have a general duty to prevent and protect against known hazards.
- Rules for community members **indoors** are the same to protect employees- but we are being courteous in our enforcement. Discuss this with your supervisor. We will be offering free paper masks, encouraging patrons and visitors to put masks on, offering to provide service by phone, email or outdoors if they feel they can't wear a mask, and providing an ADA form if they have a health concern for them to take to their doctor. We will not confront visitors or escalate the situation. We will not call the police unless we feel unsafe. We will request help from our supervisors.
- See Slide 5 for additional freedoms for fully vaccinated employees.

OUTDOOR MASK RULES FOR EMPLOYEES

AFTER APRIL 6

- When **outdoors**, wear a mask if within 6 feet of others for more than a few moments.
- You may remove your mask **outdoors**, if walking by others quickly or 6 feet apart (Six feet is substantial- the width of an average vehicle, or the length of two golden retrievers, or the length of a surf board). Please take a giant step back outdoors- and socially distance.
- Do not take breaks with others or eat lunch with others unless you can be six feet apart. This is the number one source of exposure for non-vaccinated employees.
- When in doubt, put a mask on. City employees will be scrutinized by the public. Our photos will be taken. Complaints will be made. Our job is to serve the public.
- The city has OSHA responsibilities for employees: we have a general duty to prevent and protect against known hazards.
- Rules for employees are different than patrons, community members, the public **outdoors**. Just as an employer can set expectations on professional dress, uniforms, etc., the City has higher expectations of employees. The CDC recommends mask use outdoors for people closer than 6 feet, but the city will encourage but not enforce this rule.
- See Slide 5 for additional freedoms for fully vaccinated employees.

City Goals :

1. Keep employees safe, healthy & take precautions in the workplace so we do not inadvertently spread COVID-19 in our community or to fellow city employees
2. Get essential city business done!



Protect Yourself & Others



WEAR A
FACE
MASK

WASH YOUR
HANDS

CLEAN
CLEAN
CLEAN

PRACTICE
SOCIAL
DISTANCING

GO & STAY
HOME IF
YOU'RE SICK

TESTING FOR COVID-19: City Employees

If you have symptoms or are notified you are exposed and you are not fully vaccinated:

- If you are a sworn **Police Officer, Firefighter, Transit Worker, or Department of Public Works employee** who has symptoms or confirmed exposure and wish to use the City testing process:
- Please contact your supervisor. Dependent on CFD staffing and availability of swab kits, the City may be able to offer you **free** COVID-19 tests after day 3 and before day 7 of your exposure/days of symptoms. Your supervisor should call Human Resources (812.376.2570) and ask to speak to Lisa Burns: she can schedule you for two tests within 24 hours. (Two tests mandatory). Using City testing may get you back to work within 5 days of exposure, not 7-10.
- If other employees are sick within last 24 hours, exposed to confirmed COVID-19, or advised to self-quarantine: Testing may be scheduled at locations listed at: <https://www.coronavirus.in.gov/2524.htm>
- City employees on insurance who schedule a test (not a doctor's appointment) should get free insurance coverage for the test
- Employees should notify their supervisor of the results of the test so the City can do internal contact tracing to keep everyone safe!

City Goal 1: Keep Employees Safe and Healthy:

Only Healthy Employees Come to Work

- 1) Every Employee is **self-certifying** by coming to work that he/she:
 - A. Has no signs of a fever or a measured temperature at 100.4 degrees or greater, no cough, “sniffles”/cold-like symptoms or trouble breathing within the past 24 hours;
 - B. Has not had "close contact" with an individual diagnosed with COVID-19. “Close contact” means:
 - i. living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19,
 - ii. being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes with one person unmasked, or
 - iii. coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic;
 - C. Has not been asked to self-isolate or quarantine by their doctor/local public health official/or state Health Department
 - D. Employees who come to work with symptoms may be disciplined, as they are putting others at risk and jeopardizing the ability of the City to provide services.

City Goal 1: Keep Employees Safe and Healthy in the Workplace

- 1) When in a City Building, immediately visit the welcome station, sanitize your hands, use a temperature check if there is one, and put on a mask.
- 2) Do not shake hands when greeting others.
- 3) Stay at least 6 feet away from other workers at all times, unless your job requires closer contact.
- 4) Travel on your own, solo in a city vehicle or in your own vehicle, whenever possible. If in a vehicle with others, wear a mask. (exceptions for fully vaccinated). Clean any shared vehicles/pool vehicles before and after every shift.
- 5) Cover your mouth and nose with tissues if you cough or sneeze or do so into your elbow.
- 6) Please put your completed CDC COVID-19 vaccine card (a copy) on file with your Department and Human Resources. This may eliminate any need for quarantine if exposed.

City Goal 1: Keep Employees Safe and Healthy in the Workplace

- 7) Wear a mask at all times your department/supervisor directs you to do so. Your department will provide disposable surgical masks, in some departments they provide cloth masks, or you may also bring your own to work (make sure it looks professional).
 - a) Outside, a mask is required unless you are able to be at least six (6) feet from others. You may remove your mask outside if you are six feet apart or only coming into contact with others for a few moments.
 - b) Inside, masks are required unless you are in an office or cubicle by yourself and work six (6) feet from others. (see exceptions for fully vaccinated when near others who are fully vaccinated). Masks must be worn while employee is moving around in space with other employees or the public.
 - c) A mask is required if you are in a vehicle with another employee (unless related to that employee or both fully vaccinated).
- 8) Wash your hands frequently with soap and water or an alcohol-based sanitizer with greater than 60% ethanol or 70% isopropanol if water is not available.

City Goal 1: Keep Employees Safe and Healthy in the Workplace

- 9) If you begin to feel sick while at work, tell your supervisor and go home.
- 10) Do not use lunch-rooms/breakrooms if at all possible. Eat alone at your desk, in your car, or outside. (see exceptions for fully vaccinated with others who are fully vaccinated).
- 11) Do not go to lunch with others unless you can remain 6 feet apart at all times. (see exceptions for fully vaccinated with others who are fully vaccinated).
- 12) Bring your own drinks/bottles/snacks to work. Do not share.
- 13) Some city buildings/departments/locations will take temperatures at work using thermometers and send anyone home who has a temperature equal to 100.4 or higher
- 14) If you display COVID-19 symptoms (fever, temperature, cough), the City requires that you call in and do not come to work, and recommends you consult your medical provider.

City Goal 1: Keep Employees Safe and Healthy in the Workplace

- 15) Depending on the nature of your symptoms/exposure/current recommendations, you may be required to stay home 24 hours, 72 hours, 5 days (if tested multiple times by the City and have no symptoms), 7 days (if tested) or 10 days (if not tested), depending on the circumstances (it varies). Speak to your supervisor or Human Resources to learn more about your quarantine time.
- 16) If you return to work after 5 days, 7 days, or 10 days- you will wear a KN95 at work until a total of 14 days have passed since the onset of symptoms or the first day of exposure.
- 17) Completed vaccination cards on file prevent quarantine and missed work and give you more freedom. Please get them on file!
- 18) By participating in this training, you are being made aware of OSHA prevention guidelines for COVID-19. Your supervisor will record your participation in this training, give you the opportunity to follow-up with any questions, and keep a record of your training. You may also call Human Resources (812.376.2570) or Risk (812.376.2501) with any questions.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

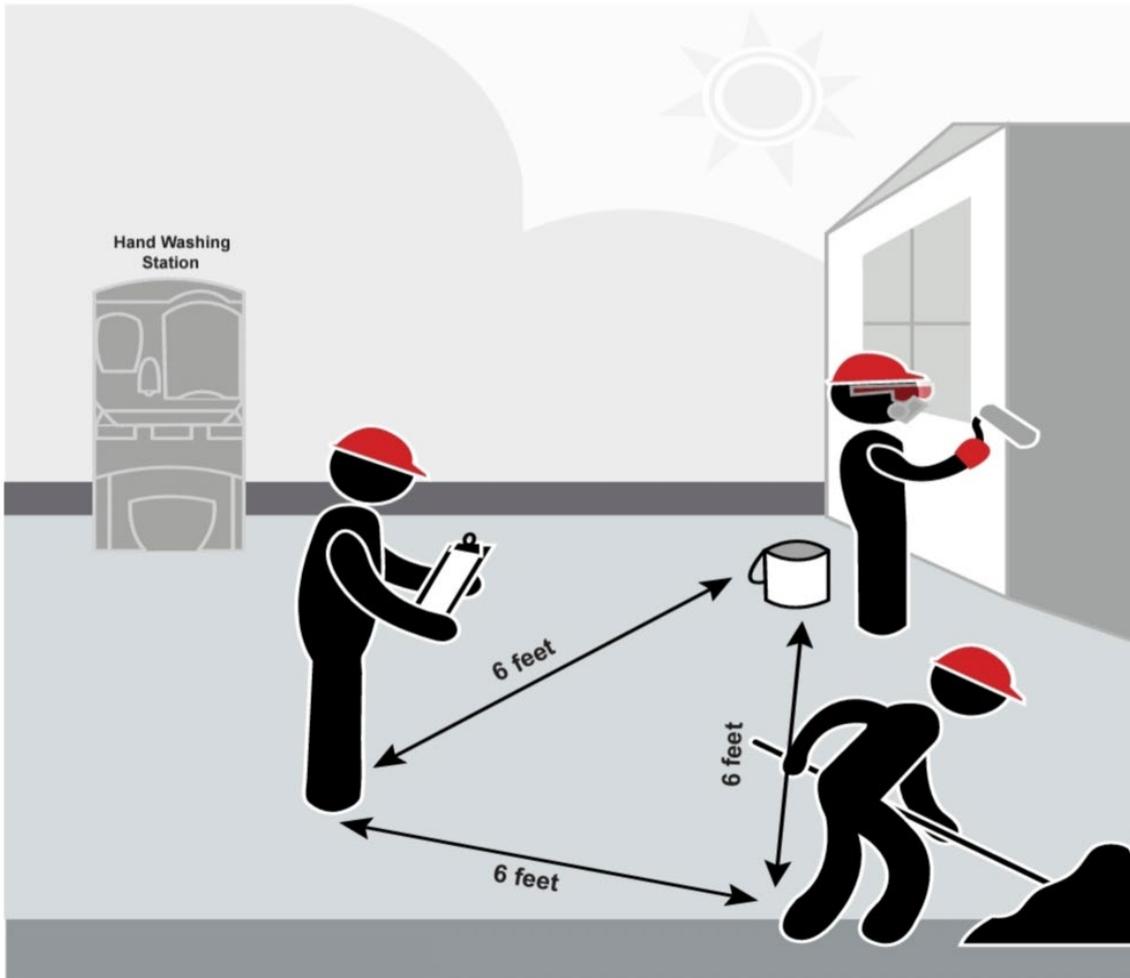
City Goal 2: Get Essential City Business Done!

- 1) Be flexible- work requirements may change as recommendations change from local Community COVID-19 Taskforce, CDC guidelines/OSHA guidelines
- 2) The City is using the phased-in approach as recommended by Governor Holcomb – buildings are currently closed to the public unless an appointment has been made. Eventually we will reopen to the public!
- 3) Some programs will be cancelled/closed/rescheduled/changed/modified for safety. Others are re-opening with safety in mind!
- 4) Lunches, breaks, interactions with other employees will all be different- you will eat/take breaks alone, or at a safe social distance, and it may be scheduled at a certain time, cancelled, or shortened

City Goal 2: Get Essential City Business Done!

- 5) Your supervisor may stagger shifts/offer tele-work etc., to provide additional space between employees, depending on the job. Supervisors are currently in the process of having employees return to work, safely. **Fully vaccinated employees can work closer together again. CDC vaccine cards must be on file with the city!**
- 6) You may be assigned to other duties/shifts/different departments
- 7) If you have to be at home, if your symptoms are minor, ask your supervisor about the possibility of tele-work
- 8) **IMPORTANT:** For some critical/essential positions, if staffing levels go too low, the City may require employees to return to work and wear masks and gloves even if they have a fever and other symptoms, have been exposed, or who have been asked to self quarantine, consistent with CDC/OSHA guidelines

The City values you, your safety and the work you do!



- Ask your supervisor questions at any time!
- For additional information, visit:
- <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
- <https://www.osha.gov/SLTC/covid-19/>
- <https://www.coronavirus.in.gov/>
- <https://www.osha.gov/sites/default/files/publications/OSHA3990.pdf>