Human Resources Policy Bulletin

Lancaster County

Number: 2022-2
Date: August, 2022

Reference:	Title:
Americans with Disabilities Act, Rehabilitation Act, 29 CFR Part 1630 EEOC Guidance, "Pandemic Preparedness in the Workplace and the Americans With Disabilities Act", Updated in Response to COVID-19 Pandemic, March 19, 2020 Supercedes Personnel Policy Bulletin 2022-1	WORKPLACE RESPONSE TO COVID-19

I. PURPOSE

The purpose of this policy is to help prevent workplace exposures to COVID-19 and to establish criteria for daily symptom self-screening of County employees. This policy is based upon the Centers for Disease Control and Prevention's guidance for businesses and employers responding to COVID-19[1].

II. POLICY

A. Employees with these symptoms[2] may be infected with COVID-19:

1. New onset of a sustained persistent nonproductive cough (a dry cough lasting longer than 24 hours)
2. Unresolved or new onset shortness of breath or difficulty breathing
3. Measured temperature of 100.4°F or higher
4. Sustained (longer than 2 hours) chills or repeated shaking with chills
5. Muscle pain or body aches
6. Headache
7. Sore throat
8. New loss of taste or smell
9. Congestion and/or runny nose
10. Nausea or vomiting
11. Diarrhea

[1] https://www.cdc.gov/coronavirus/2019-ncov/community/workplaces-businesses/index.html

[2] Symptoms are based on those the Lincoln-Lancaster County Health Department have identified are most common of those infected in Lancaster County and the CDC's list of symptoms consistent with COVID-19, which can be found at https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html.

B. Daily Symptom Self-Screening

Regardless of vaccination status, before arriving to work, employees shall self-screen for the following symptoms:

1. A fever higher than 100.4 F or, using fever-reducing medications (i.e Tylenol®, Acetaminophen, Advil®, Ibuprofen) in the last 24 hours to control a fever higher than 100.4 F;
2. Unresolved or new onset of shortness of breath or difficulty breathing;
3. New onset of sustained persistent nonproductive cough (a dry cough lasting longer than 24 hours);
4. New onset of loss of taste or smell; and
5. Two or more of the following prolonged (symptom(s) lasting for longer than 24 hours) and unexplained (no other reasonable cause) symptoms:
   i. Sore throat
   ii. Sustained (longer than 2 hours) chills or repeated shaking with chills
   iii. Headache
   iv. Muscle pain
   v. Congestion and/or runny nose
   vi. Nausea, vomiting, or diarrhea

If an employee has any of these symptoms, the employee shall not report to work and shall contact their personal physician. The employee should not return to work until the employee satisfies any conditions set forth by the City of Lincoln-Lancaster County Health Department, the employee's health care provider, or the Return to Work Protocol below.

C. Exposures

An Exposure is when an employee has had close contact (been within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has a positive COVID-19 diagnosis. An Exposure does not include close contact and at least one individual was wearing a mask or other forms of Personal Protective Equipment (PPE).

If an employee has had an Exposure, the following protocol applies:

1. If the employee is **fully vaccinated**, they **do not need to quarantine** if they have not developed symptoms. The employee should, however, continue to monitor for symptoms, wear a well-fitting mask as required herein, and get tested 5-7 days after the exposure. **Wearing a well-fitting mask is highly recommended for 10 days after exposure.** Fully vaccinated means:

    i. Two weeks after a second dose in a 2-dose series, such as the Pfizer or Moderna vaccines; or
    ii. Two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

A booster shot is not needed to be considered fully vaccinated; however, studies show after getting vaccinated against COVID-19, protection against the virus and the ability to prevent infection with variants may decrease over time. An employee may receive a booster shot at least 6 months after completing their primary Pfizer or Moderna vaccination series, or at least 2 months after completing their primary Johnson & Johnson's Janssen vaccination.

2. If an employee is **unvaccinated or not fully vaccinated**, they **shall not report to work** and shall contact their personal physician. The employee may not return to work until they have satisfied the conditions set by their personal physician, the City of Lincoln-Lancaster County Health Department, or the Return-to-Work Protocol as provided for below.

D. Return to Work

The employee may return to work as instructed by their personal physician, the City of Lincoln-Lancaster County Health Department, or if they meet the following criteria:

1. At least 5 days have passed since the first day symptom(s) first appeared;
2. They have had a measured temperature < 100.4°F for at least 24 hours without the use of fever-reducing medications;
3. There has been improvement in the remaining symptom(s); and
4. They wear a mask the first 5 days back in the office when in public areas of any office (e.g. hallways and breakroom) and when interacting with members of the public and any one (1) or more coworkers.

E. Masks

1. Masks are strongly encouraged to be worn by all employees, including fully vaccinated employees, when interacting with members of the public or in meetings of two (2) or more people when the COVID-19 community level is high based on the CDC COVID Data Tracker[3], or when required by Sections C & D.

[3] https://covid.cdc.gov/covid-data-tracker/#datatracker-home

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2. County Departments shall have the discretion to require their employees to wear masks regardless of the COVID-19 community level.

3. Employees, including fully vaccinated employees, working at the Lancaster County Department of Corrections, the Youth Services Center, and the Mental Health Crisis Center are required to wear masks when interacting with members of the public or in meetings of two (2) or more people when the COVID-19 community level is medium or high based on the CDC COVID Data Tracker4, or when required by Sections C & D. Masks will be made available to any residents and employees who would like to use them based on their personal preference. When COVID-19 community level is low based on the CDC COVID Data Tracker, these County Departments shall have the discretion to require their employees to wear masks.

4. Masks should incorporate the following conditions at a minimum:

   i. Fit snugly against the side of the face;
   ii. Be secured with ties or ear loops;
   iii. Include multiple layers of fabric if made of cloth;
   iv. Allow for breathing without restriction; and
   v. Be able to be laundered and machine-dried without damage or change to shape if made of cloth.

5. Masks shall be appropriate for the workplace and any inappropriate depictions or materials on them will not be allowed.

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6. Masks are not required in workplaces or worksites where the employee is the only occupant, including but not limited to private offices, cubicles, County vehicles or equipment. Masks are also not required in outdoor worksites that maintain adequate physical distance of at least six (6) feet between individuals.

7. If an employee believes he or she is disabled or has been diagnosed with a disability and needs a reasonable accommodation to the requirements in Section D(1) and (2), the employee should contact the City-County Human Resources Department to request a reasonable accommodation.

V. SANCTIONS

Employees who violate any provision of this policy may be subject to disciplinary action up to, and including, dismissal from employment.

VI. DURATION

This policy is effective upon execution, and hereby rescinds and supersedes previous Workplace Response to COVID-19 Human Resources Policy Bulletin 2021-4. This policy is temporary in nature and may be terminated at any time for any reason by the Lancaster County Board of Commissioners.

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Barb McIntyre
Human Resources Director

9/16/2022
Date

Deb Schorr, Chair
Board of County Commissioners

9-20-22
Date

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