

# Human Resources Policy Bulletin

## Lancaster County

Number: 2021-4

Date: September, 2021

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 2021-3	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 interim guidance for businesses and employers responding to COVID-19<sup>1</sup>.

### II. POLICY

A. Employees with these symptoms<sup>2</sup> 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

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<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

<sup>2</sup> 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](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).

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9. Congestion and/or runny nose
10. Nausea or vomiting
11. Diarrhea

### B. Daily Symptom Self-Screening

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

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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. Return to Work

The employee may return to work if they meet the following criteria:

1. At least 10 days have passed since 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; and
3. There has been improvement in the remaining symptom(s).

### D. Masks

1. Masks shall be worn by all employees, including fully vaccinated employees, when interacting with members of the public or in group meetings larger than two (2) people when community transmission is substantial or high based on the CDC COVID Data Tracker<sup>3</sup>.

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<sup>3</sup> <https://covid.cdc.gov/covid-data-tracker/#datatracker-home>

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2. Employees working at the Lancaster County Department of Corrections, the Youth Services Center, and the Mental Health Crisis Center are required to wear a mask, in addition to other forms of Personal Protective (PPE) that may be required by the Department or Office policy. These County Departments may except certain non-custodial settings from this requirement; however, employees working in such non-custodial settings are required to wear masks when interacting with the public or in group meetings larger than two (2) people when community transmission is substantial or high based on the CDC COVID Data Tracker<sup>4</sup>.
3. 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.
4. Masks shall be appropriate for the workplace and any inappropriate depictions or materials on them will not be allowed.
5. 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

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<sup>4</sup> <https://covid.cdc.gov/covid-data-tracker/#datatracker-home>

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equipment. Masks are also not required in outdoor worksites that maintain adequate physical distance of at least six (6) feet between individuals.

6. 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 September 7, 2021, and hereby rescinds and supersedes previous Workplace Response to COVID-19 Human Resources Policy Bulletin 2021-3. 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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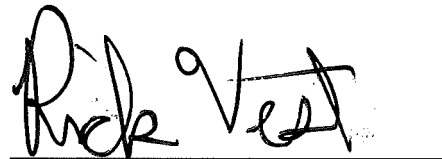
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Doug McDaniel  
Human Resources Director

9-10-2021  
Date



Rick Vest, Chair  
Board of County Commissioners

9/14/2021  
Date