

What do you do before you come to work?

Important actions before you determine you are not at risk to exposing others to COVID-19

Precautions you can take before you come to work

It's important that everyone take steps to reduce the spread of COVID-19, especially to protect those who are more vulnerable. Steps you can take to prevent spreading the flu and the common cold will also help prevent COVID-19:

- ▶ Wash hands often with soap and water for at least 20 seconds. If not available, use hand sanitizer.
- ▶ Avoid touching your eyes, nose, or mouth with unwashed hands.
- ▶ Avoid contact with people who are sick, especially if you are 60 or over or have an underlying health condition, like heart disease, diabetes, lung disease or a weakened immune system.
- ▶ Stay home while you are sick. It is required that you notify your supervisor.
- ▶ Stay at least 6 feet away from others.
- ▶ Cover your mouth and nose with a tissue or sleeve when coughing or sneezing.
- ▶ Wear a face covering which covers your mouth and nose when outside your home or near someone under quarantine in your home.

Actions to take before you come to work

- ▶ CDC guidance says “do not come to work sick”
- ▶ Follow this protocol each work day before coming to work:
 - ▶ Take your temperature and be sure, without medication, that it does not exceed 100.4 degrees
 - ▶ Assess your health condition based on the symptoms provided in the next slide
 - ▶ Do not come to work if you have been exposed to a COVID-19 positive person or live with someone who has been required to quarantine pending the results of a test
- ▶ Contact your health provider to get proper medical care and determine if you should be tested.
- ▶ If it is difficult for you to get testing through your usual health care provider, contact OEM to find available testing locations.

Out of state travel may affect your ability to come to work

- ▶ Inform your supervisor if you traveled to one of the hot spot states identified as having a positivity rate above 10%. You are expected to get a COVID-19 test within 72 hours of your return. You will not be allowed to appear for work until you have a negative COVID-19 test or have quarantined for 14 days since your last day in a hot spot state. The hot spot states can be found on the City's websites listed at the end of this presentation.
- ▶ Essential workers are required to get a COVID-19 test within 72 hours of their return from a hot spot state and report this information to their supervisors but are exempt from the quarantine requirement related to hot spot travel.
- ▶ Inform your supervisor if you have traveled to any other state or out of the country. You are recommended to get a COVID-19 test within 72 hours of your return but will not be required to quarantine while waiting for those test results from states or countries that do not have a positivity rate above 10%.
- ▶ Information about hot spot states will be updated weekly and any changes will be shared by the Human Resources Manager.

Check your symptoms before coming to work

Symptoms of COVID-19*

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

*Individuals with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear between 2 to 14 days after exposure to the virus. There are other symptoms for COVID-19, including diarrhea, nausea, vomiting and skin rashes.

If you develop any symptoms, get tested for COVID-19 within 48 hours.



For more information, visit AAHealth.org/covid19
Anne Arundel County COVID-19 Health Line: 410-222-7256
covid19info@aacounty.org



Complete the COVID-19 screening with your supervisor or designated screener

- ▶ Submit to a temperature check before working
- ▶ Complete the COVID-19 questionnaire (there is a link at end of guidelines)
- ▶ Do not enter the workplace if you answer yes to questions that indicate you may be displaying COVID-19 related symptoms or have been exposed to someone with COVID-19 symptoms, a COVID-19 positive person or someone awaiting a test result to determine if he/she is COVID-19 positive. Follow your departmental requirements if you are an essential worker.
- ▶ Do not enter the workplace if you are returning from any of the COVID-19 hot spot states (check with your supervisor to determine your departmental protocol).
- ▶ If you refuse to complete the temperature check and/or the questionnaire you will not be allowed to enter the workplace and will be placed on unauthorized unpaid leave.

Face coverings are **REQUIRED** for employees and the public using City services (in buildings, on buses, in outdoor situations without physical distancing of at least 6 feet). This is part of Governor Hogan's Executive Order issued 7/29/20.

DO



Cover mouth and nose and limit gaps between face and covering



Remove without touching eyes, mouth, or nose



Launder your covering when not in use



Wear a face covering while waiting in lines or parking lots outside essential businesses

DON'T



Wear N95 or surgical masks, they are for medical workers



Use someone else's mask



Touch the inside of face covering



Share your mask

Our motto is "I wear my mask for you and you wear your mask for me."

Important information if you have symptoms

- ▶ Don't come to work
- ▶ Notify your supervisor
- ▶ There is a City protocol to follow (see the link for the flowchart at end of the guidelines) that assists you and your supervisor in getting you the resources you need to evaluate your symptoms, get the proper leave benefits, advise you on testing and coordinate with the Anne Arundel County Health Department
- ▶ The Office of Emergency Management must be notified of all possible exposures and symptoms and the Human Resources Manager must be notified to coordinate leave benefits including the Federal Families First Coronavirus Response Act (FFCRA) (see the link at the end of the guidelines)

How do you know if you have been exposed?

- ▶ In general, you need to be in close contact with a sick person to get infected. Close contact includes:
 - Living in the same household as a sick person with COVID-19
 - Caring for a sick person with COVID-19
 - Being within 6 feet of a sick person with COVID-19 for about 15 minutes
 - Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.)
- ▶ Some people get COVID-19 even without a recognized exposure to a sick person. If an employee has illness symptoms, they should stay home and away from others. If an employee thinks they might have COVID-19, they should contact their healthcare provider to ask if they can be tested

What if you are showing symptoms after you come to work?

- ▶ If you have a fever, cough, shortness of breath or other COVID-19-like symptoms and you come to work you will be sent home. We encourage you to contact your health care provider and get tested. You must report that you are experiencing COVID-19 symptoms to your supervisor, who will then follow the notification protocol (see the link at the end of the guidelines) and coordinate leave benefits (see the link at the end of the guidelines)
- ▶ You should not return to work until:
 - There is a negative COVID-19 test result and you have no symptoms, or
 - At least 14 days have passed since symptoms first appeared – AND – you have been symptom free for 72 hours (no symptoms and not using fever reducing medications)