

# Fairfield County COVID-19 Safe Work Practice Guidance

## OBJECTIVE

The objective of the Fairfield County Safe Work Practice Guidance is to reduce the spread of infection by decreasing contact between sick and uninfected persons. This Guidance is a supplement to the Fairfield County Personnel Policy Manual and other formal policy documents; it is not a replacement.

**Please note** – COVID-19 is a quickly-evolving pandemic, and recommendations in work practices are subject to change quickly if recommendations from Centers for Disease Control, Ohio Department of Health, the Fairfield County Health Department, or your Department/Appointing Authority change.

## DAILY MONITORING

### Required daily self-monitoring (at home)

This applies to all employees who will be reporting to work. Prior to coming to work each day, employees must self-evaluate for the following:

- **Do you have a fever?** Fever is  $\geq 100.4^{\circ}\text{F}$
- **Have you developed a cough?**
- **Are you experiencing shortness of breath?**
- **Are you experiencing illness related body aches?**

**If you answer yes to any of the above questions, do not report to work.** Call your supervisor and your health care provider. Supervisors should contact their Department Head. If you do not have a health care provider, call the Fairfield County Health department at 740-652-2800. You may also call the Fairfield County Wellness Clinic at 740-689-4404.

### Department/Division monitoring

It is not a requirement that employees are monitored as they come to the workplace; however, the Ohio Department of Health is encouraging employers to monitor employees coming into the workplace for COVID-19 symptoms.

If the monitoring warrants it, employees should be asked the questions below. **If they answer “Yes” to any of the questions below, they should be sent home immediately.**

The employee’s supervisor should contact their Department Head to notify them of any employees sent home due to yes responses to these questions:

### Questions:

- **Are you feeling feverish today?**
  - Fever is  $\geq 100.4^{\circ}\text{F}$
  - If the Department/Appointing Authority chooses to take temperatures of employees as they begin their shift, the temperatures should be taken with a non-invasive (i.e., not oral) thermometer in place of this question. The thermometer MUST be a medical grade thermometer and careful attention should be paid to the accuracy range of the thermometer.
  - In-mouth thermometers are not recommended due to potential for cross contamination.

# Fairfield County COVID-19 Safe Work Practice Guidance

- **Are you experiencing shortness of breath or difficulty breathing?**
- **Have you developed a cough?**
- **Are you experiencing flu-like body aches?**

There are multiple, recommended safe work practices. They are listed below by method of control.

Control Method	Safe Work Practices
<b>Time</b>	Eliminate in-person or face to face meetings and utilize virtual options whenever possible. Avoid crowded settings.
<b>Distance</b> (Initiate Social (Physical) Distancing Behaviors)	<p>Keep a safe distance, at least six feet away, from people as much as possible. <b>Increasing the distance significantly reduces the likelihood of exposure.</b></p> <p>Limit personal face-to-face interactions.</p> <p>Avoid gatherings of more than 10 people.</p> <p>If necessary, choose a large room for meetings and sit at least 6 feet away from each other.</p> <p>Apply department approved staggered work shifts and lunch times.</p> <p>Change shift times and practice wherever possible, with employees going off duty leaving the workplace before the new shift enters.</p> <p><b>Draft flexible work schedules and telecommuting arrangements to reduce contact and allow for social distancing.</b></p> <p>Use pick-up or delivery systems where clients and customers can pick up or deliver without face to face contact. Request information via telephone/email/fax.</p>
<b>Shielding</b>	<p>If repeated contact with people who are ill is unavoidable, take precautionary measures (examples include using a physical barrier which maintains a distance of 6 feet or having the other person don a surgical mask to prevent droplet exposure).</p> <p>A cloth face covering can be used to reduce exhaled droplets in crowded settings when controls like physical distancing cannot be maintained. Please see the end of this guidance document for more information regarding cloth face coverings. It is encouraged that you wear a cloth face mask when you cannot maintain a distance of 6 feet from others in the workplace.</p>
<b>Hygiene Practices</b>	<p>Frequently disinfect work surfaces (e.g., doorknobs). Disinfect shared work surfaces between uses and other frequently touched surfaces at least between shifts.</p> <p>Wash hands frequently with soap and water or alcohol-based hand cleaners, especially after coughing or sneezing and before smoking or eating. Avoid touching your face, mouth, nose, or eyes.</p> <p>Hand sanitizer: Should be at least 60% or greater alcohol content.</p> <p>Use cough and sneeze etiquette: cough and sneeze into your inner elbow or arm to reduce droplets. If you contaminate your hands with a cough or sneeze, immediately wash your hands with soap and water or use sanitizer if hand washing is not available.</p> <p>Reduce sharing work surfaces, telephones, computers, etc. Avoid hand shaking.</p>

# Fairfield County COVID-19 Safe Work Practice Guidance

<p><b>Reporting Guidelines</b></p>	<p>Stay home when you are sick. Do not report to work if experiencing a fever, respiratory illness, or flu like symptoms. Please see above for monitoring guidance.</p> <p>Refer to Fairfield County Personnel Policy Manual for proper reporting procedures when ill.</p>
<p><b>Additional Guidance for Field Employees</b></p>	<p>Whenever possible, limit or eliminate County business inside anyone’s home or business.</p> <p>Any County business that will occur within someone’s home or business should first be triaged by phone to determine:</p> <ul style="list-style-type: none"> <li>• If the site visit is necessary.</li> <li>• If anyone in the home is experiencing any symptoms of illness (fever, or other flu-like symptoms)             <ul style="list-style-type: none"> <li>○ If they answer no to illness symptoms, let the citizen know that the County employee will ask those questions again upon arrival. If anyone in the home is experiencing those symptoms, the need for the home visit will be re-evaluated.</li> </ul> </li> </ul> <p>If a County employee must perform an in-home or business visit:</p> <ul style="list-style-type: none"> <li>• Upon arrival and before entering the home or business – ask again if anyone in the home is experiencing any symptoms of illness. If they are – reach out to your supervisor to determine if the visit will move forward.</li> <li>• If you continue with the visit – let the homeowner or client know that as a precautionary measure you will be asking them to maintain a 6’ distance             <ul style="list-style-type: none"> <li>○ If this recommended 6’ distance cannot be maintained during the performance of the inspection, please contact your Supervisor for guidance as to the appropriate way to conduct the in-home or in-business visit.</li> </ul> </li> <li>• Hand Hygiene: Hand sanitizer or hand wipes should be used prior to entering the home or business. Gloves are also recommended, particularly if you will be touching anything in the home or business.             <ul style="list-style-type: none"> <li>○ As much as possible, do not touch anything.</li> <li>○ Do not touch your face, mouth, nose, or eyes while in the home or business.</li> <li>○ Do not shake hands with the resident or client, and do not share pens or other equipment.</li> <li>○ Remove gloves upon exiting in a manner that does not contaminate the hands.</li> <li>○ Perform hand hygiene with hand sanitizer or wipes upon exiting. Wash hands with soap and water as soon as possible.</li> </ul> </li> <li>• If an in-home or in-business inspection MUST be conducted at a location of someone who is exhibiting flu-like symptoms or other similar symptoms of illness – PLEASE SEEK THE GUIDANCE FROM YOUR DEPARTMENT HEAD PRIOR TO CONDUCTING THE IN-HOME OR IN-BUSINESS VISIT.             <ul style="list-style-type: none"> <li>○ Human Resources and EMA are available for guidance in determining appropriate measures, if requested.</li> </ul> </li> </ul>
<p><b>Additional Guidelines for Return to Work</b></p>	<ul style="list-style-type: none"> <li>• Be resourceful and innovative in finding solutions to continue to perform County functions while creating and maintaining a safe work environment. Consider these guidelines to determine what works best for your workplace.             <ul style="list-style-type: none"> <li>○ Examine each task that is performed by County employees and determine how the task can be performed using distancing, technology, barriers, or other means to prevent or limit employees from being within 6 feet of another employee or member of the public for more than 5 minutes.</li> <li>○ Stagger work shifts, allow flexible work hours, and continue to allow telework, when possible, to decrease the amount of people working in the same workspace at the same time.</li> <li>○ Move workstations, wherever possible, to increase distance between people.</li> <li>○ Create drop off availability for documents when electronic submittal is not possible.</li> </ul> </li> </ul>

# Fairfield County COVID-19 Safe Work Practice Guidance

<p><b>Additional Guidelines for Return to Work</b></p>	<ul style="list-style-type: none"><li>○ Consider installing physical barriers, such as clear plastic sneeze guards, in areas where social distancing is not possible.</li><li>● Be aware that some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions. Consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of 6 feet from other workers, customers, and visitors. Telework if possible.</li><li>● Consider placing posters (that encourage hand hygiene to help stop the spread) at the entrance to your workplace and in other workplace areas where they are likely to be seen.</li><li>● Consider cross-training employees to perform essential functions so the workplace can operate even if key employees are absent.</li><li>● Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible</li><li>● Establish a cleaning schedule in your workstation/area if you do not already have one. Work areas should be cleaned/sanitized often with EPA approved sanitizer that kills COVID-19.</li><li>● Employees are encouraged to wear cloth face coverings/masks per CDC and ODH guidance whenever distancing of 6 feet cannot be maintained between people. These occurrences of times when you are not distancing at least 6 feet should be limited in occurrences and duration as much as possible.</li></ul>
--	--

# Fairfield County COVID-19 Safe Work Practice Guidance

## Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 Guidance for Fairfield County Employees

CDC continues to study the spread and effects of the novel coronavirus across the United States. We now know from recent studies that a significant portion of individuals with coronavirus lack symptoms (“asymptomatic”), and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. Considering this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain.

It is critical to emphasize that maintaining 6-foot social distancing remains important to slowing the spread of the virus. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

**County employees are encouraged to wear cloth face coverings at this time. Each county employee will be provided a reusable cloth face covering. Please follow your specific Department/Appointing Authority requirements regarding this issue.**

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance. *County employees performing clinical tasks, field inspections inside of residential or commercial locations, or other tasks that put them within 6’ of others will likely have additional guidance and should also review the matrix above. If there are further questions, contact Human Resources or EMA.*

### How to Wear a Cloth Face Covering



*DO NOT place cloth face coverings on children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.*

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

# Fairfield County COVID-19 Safe Work Practice Guidance

## DIY Face Coverings

- Use tightly woven fabric (preferably cloth that lets minimal light shine through) such as quilting cloth.
- If you need to buy materials, consider purchasing online to avoid public places.
- The CDC offers instructions on creating a no-sew face covering out of a T-shirt; or out of a bandanna, coffee filter, and rubber bands. You will also need scissors.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

- Yes. They should be washed daily using hot water.

## How does one safely sterilize/clean a cloth face covering?

- A washing machine should suffice in properly washing a face covering.

## How does one safely remove a used cloth face covering?

- Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands or use hand sanitizer immediately after removing.

For more information on DIY face coverings please visit the CDC website for more guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>