



## COVID-19 Exposure Guidelines and Procedures

7/2/2020

Employees are advised of the following guidelines and procedures when seeking to return to work after positive COVID-19 diagnosis. Guidance is also provided for employees that have had direct exposure to others with the virus, and exposure to individuals that have been in contact with those confirmed to have the virus. City workers must adhere to the following guidance to ensure the health and safety of our workers and the public alike.

### **REPORTING TO THE WORKPLACE**

Employees that are ill or begin exhibiting symptoms of COVID-19 **must not report to work**. Employees that develop symptoms throughout the workday must inform their supervisors, **immediately remove themselves** from others, self-quarantine, and promptly seek medical care.

### **POSITIVE COVID-19 DIAGNOSIS:**

Upon receipt of confirmed diagnosis, Employees must notify their supervisors. Supervisors will work with Risk Management and HR to ensure all healthcare and internal guidelines are followed.

### **RETURNING TO WORK FOLLOWING POSITIVE COVID-19 DIAGNOSIS:**

*Symptomatic Employees (those exhibiting symptoms)* with confirmed COVID-19 diagnosis will not be permitted to work or report to City facilities until the following conditions are met:

- 1) At least 3 days (72 hours) have passed with no fever without the use of fever-reducing medications, and improvement in respiratory symptoms (e.g., no cough, shortness of breath); and,
- 2) At least 10 days have passed since symptoms first appeared, **whichever is longer**; and,
- 3) A release to work from a medical professional or the Galveston County Health District is provided to a supervisor and HR.
  - Recovered employees must notify supervisors a day prior to returning to work and verify that the conditions outlined above have been met.
  - Notification of Human Resources is required for clearance to return to work.

*Asymptomatic Employees (those with no symptoms)* that have had positive COVID-19 tests will be permitted to return to City facilities when 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not developed symptoms.

- Recovered employees must notify supervisors a day prior to returning to work and verify that the conditions outlined above have been met.
- Notification of Human Resources is required for clearance to return to work.





**DIRECT EXPOSURE TO A PERSON WHO WAS DIAGNOSED WITH COVID-19:**

Employees that have had direct exposure to individuals diagnosed with COVID-19 should self-monitor COVID-19 symptoms for 14 days, continue to report to work, and follow all mask and safety guidelines. If symptomatic, employees must follow CDC guidelines for evaluation recommendations and stay away from work while ill. Notification of supervisors is required if symptomatic. Employees are also encouraged to contact HR or Risk Management for any assistance as needed.

**EXPOSURE TO AN INDIVIDUAL WHO HAD DIRECT EXPOSURE TO SOMEONE ELSE WITH COVID-19:**

Employees that have had exposures to others that were in contact with someone who was diagnosed with the virus are presumed to have a low risk of infection if CDC guidelines were followed. Nevertheless, employees should self-monitor COVID-19 symptoms for 14 days, continue to report to work, and follow all mask and safety guidelines. Notification of supervisors is required if symptomatic. Employees are also encouraged to contact HR or Risk Management for any assistance as needed.

*Individual departments are NOT authorized to make their own COVID-19 exposure and infection evaluation policy or practices that deviate from these instructions.*

