#21

The increase in Covid-19 cases within our community has affected many of our employees.
We want to do everything we can to protect the public and county employees.
We ask that each of you familiarize yourself with the CDC and the Texas Department of State Health Services guidelines to ensure we are all following the same protocols. The guidelines frequently change, you can find them at https://www.cdc.gov/coronavirus/2019-nCoV/index.html and https://dshs.texas.gov/coronavirus/

At this time, we are continuing our efforts to keep the employees and the public safe by:

1. Continuing to disinfect county facilities
2. Practicing social distancing
3. Sending home employees who have signs or symptoms of Covid-19

Quarantine or Isolation

Quarantine is a strategy used to prevent transmission of COVID-19 by keeping people who have been in **close contact** with someone with COVID-19 apart from others.

Isolation is used to separate people with **confirmed or suspected COVID-19** from those without COVID-19. People who are confirmed to have COVID-19 or are showing symptoms of COVID-19 need to isolate (stay home away from others) regardless of their vaccination status.

Definitions

Exposure – Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

Close Contact – Someone who was less than 6 feet away from an infected person (lab confirmed or clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period.

Who DOES NOT need to quarantine:

If you came into close contact with someone with COVID-19 and you are in one of the following groups, you DO NOT NEED to quarantine.

- You are ages 18 or older and have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people.
- You are ages 5-17 years and completed the primary series of COVID-19 vaccines.
- You had confirmed COVID-19 within the last 90 days (you tested positive using a viral test).

It is recommended to wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0). Get tested at least 5 days after you last had close contact with someone with COVID-19. If you test positive or develop COVID-19 symptoms, isolate from other people and follow recommendations in the **ISOLATION** section below. If you tested positive for COVID-19 with a viral test within the previous 90 days and subsequently recovered and remain without COVID-19 symptoms, you do not need to quarantine or get tested after close contact. You should wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0).

Who SHOULD quarantine:

If you come into close contact with someone with COVID-19 and you are in one of the following groups, you SHOULD quarantine.
- You are ages 18 and older and completed the primary series of recommended vaccine, but have not received a recommended booster when eligible.
- You received the single-dose Johnson & Johnson vaccine over two months ago and have not received a recommended booster shot.
- You are not vaccinated or have not completed a primary vaccine series.

Recommended Quarantine Protocol:

- Stay home and away from other people for at least 5 days (day 0 through day 5) after your last contact with a person who has COVID-19. The date of your exposure is considered day 0. Wear a well-fitting mask when around others at home, if possible.
- For 10 days after your last close contact with someone with COVID-19, watch for fever (100.4F or greater), cough, shortness of breath, or other COVID-19 symptoms.

- If you develop symptoms, get tested immediately and isolate until you receive test results. If you test positive, follow **ISOLATION** recommendations.
- If you DO NOT develop symptoms, it is recommended to get tested at least 5 days after you had close contact with someone with COVID-19.
  - **If you test negative**, you can return to work. It is recommended to wear a well-fitting mask when around others until 10 days after your last close contact with someone with COVID-19.
  - **If you test positive,** you should **isolate** for at least 5 days from the date of your positive test (if you do not have symptoms). If you do develop COVID-19 symptoms, isolate for at least 5 days from the date your symptoms began (the date the symptoms started is day 0). Follow recommendations in the **ISOLATION** section below.
  - If you are unable to get a test 5 days after last close contact with someone with COVID-19, you can leave your home/return to work after day 5 if you have been without COVID-19 symptoms throughout the 5-day period. It is recommended to wear a well-fitting mask for 10 days after your date of last close contact when around others.

Who SHOULD isolate:
- People who have a positive viral test for COVID-19, regardless of whether or not they have symptoms.
- People with symptoms of COVID-19, including people who are awaiting test results. People with symptoms should isolate even if they do not know if they have been in close contact with someone with COVID-19.

Recommended Isolation Protocol (WITH symptoms):
- Isolate for at least 5 days. Day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. You may leave isolation after 5 full days.
- Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately. Stay in a separate room from household members, if possible.
- You may end isolation after 5 full days IF you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (Loss of taste/smell may persist for weeks/months after recovery and need not delay the end of isolation).
- It is recommended to wear a well-fitting mask when around others for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period.
- If you continue to have fever or your other symptoms have not improved after 5 days of isolation, you should wait to end your isolation until you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved.

Recommended Isolation Protocol (WITHOUT symptoms):
- If you tested positive for COVID-19 and never developed symptoms, isolate for at least 5 days. Day 0 is the day of your positive viral test (based on the date you were TESTED) and day 1 is the first full day after the specimen was collected for your positive test. You may leave isolation (return to work) after 5 full days.
- In the event you develop symptoms shortly after 5 days of isolation ends, your 5-day isolation period should start over. Day 0 is your first day of symptoms. Follow the recommendations above for ending isolation for people with symptoms.

*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation
Note: - Most people (both symptomatic and asymptomatic) do not require testing to decide when they can be around others; however, if an employee's healthcare provider recommends testing, they will let the employee know when they can resume work. The CDC has reported that a person who has recovered from Covid-19 may have low levels of the virus in their bodies for up to 3 months after diagnosis. This means that if the person has recovered and retests within 3 months of initial infection, they may continue to have a positive test result, even though they are not spreading the virus. This also means, if you require a negative test result from an employee that has recovered from the virus before they can return to work, you could be looking at 3 months out.

*Please Note: Even though we live in a small community and Covid-19 is a unique situation that we are continually trying to adjust to – HIPPA laws do still apply! When you openly discuss an employee's health – even Covid-19, you are violating their rights to privacy!

Effective Date: October 26, 2020
Revised: January 10, 2022

COVID-19 Return to Work Guidelines for Navarro County Personnel

Purpose:

To assist employees, administration, and supervisors in making decisions about returning to work for employees with confirmed COVID-19, or who have suspected COVID-19 (e.g., developed symptoms of a respiratory infection such as cough, sore throat, shortness of breath, or fever but did not get tested for COVID-19), or for employees who have been deemed a close contact of a COVID-19 positive person.

Policy:

Any employee who has tested positive for COVID-19, been notified by their physician that they most likely have COVID-19, or who have been notified that they are a close contact of a person who has tested positive for COVID-19 will need to meet the return-to-work criteria listed in this policy prior to being allowed to return to work.

Procedure:

I. **Criteria**

  - <u>For COVID-19 positive or suspected positive employees; employee may RTW:</u>
    o   After at least 5 full days since symptoms first appeared. Day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed.
    o   At least 24 hours fever free without the use of fever-reducing medications.
    o   Symptoms (e.g. cough, shortness of breath) have improved.

    NOTE: Employees who are critically ill or severely immunocompromised should remain out for at least 10 days up to 20 days, and the Human Resources Coordinator may require a note for return to work from a healthcare provider.

  - <u>For employees who do not have symptoms or test positive but have been listed as a close contact of a COVID-19 positive person; employee may RTW:</u>
    o   After at least 5 days of quarantine from the last day of close contact with the person. The date of exposure is considered Day 0.
    o   If symptoms do not develop during quarantine, it is **recommended** to get tested at least 5 days after exposure. <u>If negative</u>, employee may RTW. <u>If positive</u>, employee should isolate at least 5 days from date of positive test (if **no** symptoms are present). If symptoms develop, employee should isolate for at least 5 days from onset of symptoms (could be in addition to the initial 5 day period).
    o   If close contact with the person continues for duration of the illness (e.g., living in the same household and unable to isolate), the employee must monitor for developing symptoms for at least 10 days.
    o   If symptoms develop, get tested immediately.

- Utilize the "COVID-19 Employee Return to Work Form" to determine the date the employee will be able to return to work. Forward a copy of the form to the Human Resources Coordinator once it is completed.

II. Return to Work Practices and Work Restrictions

After returning to work, the employee is recommended to:
- Wear a medical grade face mask for source control for an additional 5 days while in Navarro County buildings until all symptoms are completely resolved or at baseline.
- Self-monitor for symptoms, and seek re-evaluation from a provider if respiratory symptoms recur or worsen.

Navarro County, Texas

COVID-19 Employee Return to Work Form

Employee Name _____ **Department** _____

Select One:

_____ **Tested positive for COVID-19 (date of test collection: _____) Complete Section 1**

_____ **Suspected COVID-19 but did not test (reason: _____) Complete Section 1**

_____ **Close contact of a COVID-19 positive person (explain: _____) Complete Section 2**

If employee had symptoms, please complete this section:

Symptom	Yes	No	Date of Onset	Date Resolved	Symptom	Yes	No	Date of Onset	Date Resolved
Fever					Headache				
Cough					Fatigue				
Short of Breath					Sore Throat				
Chills					Taste/Smell Loss				
Muscle Pain					Other:				

Section 1

Select a Return to Work Strategy (Utilize the best strategy for available resources)

_____ Non-Test Based for Symptomatic Case (table 1)   _____ Non-Test Based for Asymptomatic Case (table 2)

Table 1: Non-Test Based for Symptomatic Case.

Date of Onset of Symptoms (or test date if onset unclear)	5 days from onset of symptoms (list date)	No fever + improved symptoms for >24 hours (list date)
	Return to work date is the later date of the above two boxes	

Table 2: Non-Test Based for Asymptomatic Case

Date of Positive Test (collection date)	Did symptoms ever develop (yes or no)?	5 days from positive test (list date)
		This is the return to work date

Section 2

Date of Last Contact with COVID-19 Person	5 days from last contact with positive case with no onset of symptoms (list date)	
	This is the return to work date	

Comments:

_____

_____

_____   _____
Department Director Signature/Date   Human Resources-Coordinator

NAVARRO COUNTY EMERGENCY PAID ADMINISTRATIVE LEAVE REQUEST

(For COVID-19 related absences beginning January 1, 2022)

Employee Name _____   **Phone Number** _____

Department _____   **Supervisor** _____

I am entitled to take leave related to COVID-19 because I am unable to work or telework for one of the following reasons (check one):

☐ **1.** I am subject to a government quarantine declared by: _____ (name of a governmental agency) related to COVID-19; or

☐ **2.** I have been advised by_____ (name of your healthcare provider) to self- quarantine related to COVID-19 for____days beginning on_____, 2022; or

☐ **3.** I am experiencing COVID-19 symptoms **and** I am consulting with a healthcare provider for a diagnosis _____(name of healthcare provider you have or will consult); or

☐ **4.** I am caring for an individual subject to quarantine or self-quarantine as advised by that individual's healthcare provider. Name of individual you are caring for: _____ Nature of relationship with that individual: _____; or

☐ **5.** I am unable to work because I am caring for my child(ren) under 18 whose school or place of care is closed or child care provider is unavailable due to COVID-19 related reasons. Name of school or childcare provider: _____ and date it closed:_____; or

☐ **6.** I am experiencing any other substantially similar condition specified by the DHHS.

I will still be required to turn in a timesheet each payroll with the proper hours and time documented. Leave under the Emergency Paid Administrative Leave needs to be noted clearly on the timesheet for tracking purposes. The maximum allowed Paid Administrative Leave will be 5 working days per event. (Mark it as "O" for "Other" and notate that it is a Covid event.)

I declare under penalty of perjury, that information given above is true and correct, and that falsification or abuse of this request may result in disciplinary actions up to and including termination of employment.
Falsification: Texas Penal Code 37.10

Employee Signature: _____   Date: _____

Elected Official/Department Head: _____   Date: _____