



ADMINISTRATIVE DIRECTIVE

Title: Prevention and Reduction of Spread of COVID-19 in the Workplace
Issuing Department: Human Resources
Effective Date: July 1, 2020
Approved: Jamsheed Mehta, Town Manager
Type of Action: Revision

1.0 PURPOSE

The purpose of this directive is to establish procedures to ensure that employees at the Town of Marana are adhering to guidelines to prevent and reduce spread of COVID-19 in the workplace.

2.0 DEPARTMENTS AFFECTED

This directive applies to all departments and employees at the Town of Marana.

3.0 REFERENCES

- 3.1 Centers for Disease Control and Prevention (CDC) Interim Guidance for Businesses and Employers
- 3.2 Occupational Safety and Health Act of 1970
- 3.3 Temporary Personnel Policy Regarding Employee Leave and Telecommuting approved by Marana Resolution No. 2020-029, as amended
- 3.4 The President's Guidelines for Opening Up America Again
- 3.5 Interoffice Memorandum from Town Manager Jamsheed Mehta to Town of Marana Employees entitled "Return to work phases" dated May 5, 2020
- 3.6 United States Department of Labor and Department of Health and Human Services "Guidance on Preparing Workplaces for COVID-19"
- 3.7 Town of Marana Administrative Directive: Telework During COVID-19 Pandemic

4.0 DEFINITIONS

- 4.1 COVID-19 virus or Coronavirus disease: an infectious disease caused by a newly discovered coronavirus.
- 4.2 Face covering or mask: a covering that fully covers a person's nose and mouth and fits snugly on the person's face while allowing the person to breathe easily. For purposes of

this directive, face coverings and masks include, but are not limited to, cloth face masks, surgical masks, scarves and bandanas, but do not include valve masks.

- 4.3 Valve mask: a face covering or mask that incorporates a one-way valve, which is typically a raised plastic cylinder the size of a quarter on the front or side of the mask designed to facilitate easy exhaling.

5.0 POLICIES AND PROCEDURES

5.1 General

- 5.1.1 The COVID-19 virus is thought to be spread mainly from person-to-person including between people who are in close contact with one another (within six feet) and through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouth or nose of people who are nearby or may possibly be inhaled into the lungs.
- 5.1.2 It may be possible that a person can get the COVID-19 virus by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.
- 5.1.3 It is the responsibility of all Town departments and employees to evaluate both departmental and personal behavior to implement basic infection prevention measures to include good personal hygiene, staying home when sick, respiratory etiquette, reduction of people in the office at the same time, not sharing work spaces, and limiting person-to-person contact.

5.2 Social Distancing in the Workplace. Employees must make every effort to comply with current CDC guidance regarding social distancing, including, but not limited to, the following:

- 5.2.1 Employees shall maintain a distance of six feet from other people whenever possible, even when wearing a face covering or mask. Per OSHA guidance, face coverings are not a substitute for social distancing measures.
- 5.2.2 Employees shall avoid in-person meetings whenever possible. If work can be completed by use of telephone, online conference, or email, these alternatives shall be used even if participants are in the same building.
- 5.2.3 If an in-person meeting is unavoidable, the meeting should be for a short period of time in a large enough space that participants can sit at least six feet apart from each other. Employees should opt for meeting in well-ventilated spaces or outdoors whenever possible.
- 5.2.4 Employees shall avoid using other employees' offices, desks, equipment, telephones, etc. unless operationally necessary. If operationally necessary, employees must wash and sanitize hands and the area or equipment used both before and after use.
- 5.2.5 There shall be no person-to-person physical contact, such as shaking hands.
- 5.2.6 Employees shall not congregate in shared work spaces.
- 5.2.7 Employees shall not eat in communal areas with other employees.
- 5.2.8 Employees shall not share food, such as potluck events, pizzas, donuts, etc.

5.2.9 Employees shall avoid discretionary person-to-person social visits.

5.3 Illness

5.3.1 Employees are required to stay home when sick, when someone the employee has contact with is sick, or when the employee has been exposed to someone infected with COVID-19, as set forth in the Temporary Personnel Policy Regarding Employee Leave and Telecommuting approved by Marana Resolution No. 2020-029, as amended.

5.3.2 Employees are expected to complete the COVID-19 Daily Self Checklist (Attachment A) each day they are working on-site, before reporting to work. The daily monitoring of employees' health and well-being aids in early detection of infectious disease and is one of the most effective measures to prevent community spread of COVID-19.

5.4 Return to Work. The Town follows the return to work guidance published by the Arizona Department of Health Services and the CDC. Return to work protocols may change without notice to employees when dictated by public health experts. This section sets forth the Town's current protocols.

5.4.1 When an employee is sick or has contact with someone who is sick, as defined and described in the Temporary Policy, the employee may return to work under the following circumstances:

5.4.1.1 For an exposure to someone with symptoms:

5.4.1.1.1 When the person with symptoms tests negative for COVID-19; or

5.4.1.1.2 When 14 days have passed since last contact with the person, except that if the person tests positive for COVID-19 and the employee has ongoing contact with the person (e.g., someone in the employee's household), the 14-day clock starts ten days after symptoms began.

5.4.1.2 For an employee with symptoms:

5.4.1.2.1 When ten days have passed since onset of symptoms; or

5.4.1.2.2 When the employee tests negative for COVID-19 AND symptoms have improved AND the employee has experienced no fever for 24 hours without medication.

5.4.1.3 For an employee who tests positive:

5.4.1.3.1 When ten days have passed since the onset of symptoms AND symptoms have improved AND the employee has experienced no fever for 72 hours without medication; or

5.4.1.3.2 If the employee never experienced symptoms, when ten days have passed from test.

5.5 Personal Hygiene and Respiratory Etiquette Practices in the Workplace

5.5.1 Employees are expected to frequently and thoroughly wash their hands while at work. Health experts recommend handwashing for at least 20 seconds with soap and water. Alcohol-based hand sanitizers and rubs containing at least 60% alcohol may be used when soap and water is not available. Handwashing is encouraged before and after

- eating, after using the restroom, after any public interaction, or after touching any frequently used item or surface.
- 5.5.2 Employees are expected to cover coughs and sneezes with either the inside of their elbow or a tissue. If a tissue is used, it should immediately be discarded in a trash receptacle and hands should be washed.
 - 5.5.3 Employees should make efforts to avoid touching their face (eyes, nose, mouth).
 - 5.5.4 Employees should disinfect frequently used items and workspaces as much as possible. Frequently used items include workstations, keyboards, telephones, handrails, and doorknobs. When using shared items, equipment or appliances, employees should disinfect equipment after use by using provided paper towels and disinfectant spray.
 - 5.5.5 Employees should use paper towels, sleeves, tissues or other items when opening communal doors, operating light switches or pressing elevator buttons.
- 5.6 Face Coverings/Masks. Per OSHA guidance, face coverings/masks are not a substitute for social distancing measures. However, OSHA generally recommends that employers encourage workers to wear face coverings/masks at work. Face coverings/masks are intended to prevent wearers who have COVID-19 without knowing it (i.e., those who are asymptomatic or pre-symptomatic) from spreading potentially infectious respiratory droplets to others. This is known as source control. A valve mask, as defined in section 4.3 above, does not satisfy the requirements of this section.
- 5.6.1 Employees are required to wear face coverings or masks when unable to maintain physical distancing of six feet or more.
 - 5.6.2 Employees are encouraged to wear face coverings or masks when interacting with others, even when a physical distance of six feet or more is maintained.
 - 5.6.3 Employees at front-facing service counters that are open or have temporary sneeze guards installed are required to wear face coverings or masks when approached by members of the public.
 - 5.6.3.1 If available, employees should wear surgical masks when interacting with the public rather than cloth face coverings or other types of face coverings.
 - 5.6.4 Employees are required to wear face coverings or masks at all times upon entering or walking through a Town building and when leaving a personal workspace to use a communal area due to incidental encounters that may cause employees to be within six feet of each other. Communal areas include, but are not limited to, hallways, walkways, break areas, restrooms, and areas containing shared office equipment such as printers and copiers.
 - 5.6.5 When employees are working alone or more than six feet from others in their cubicle or office or outside, employees are not required to wear face coverings or masks.
 - 5.6.6 If an employee is unable to wear a face covering or mask due to a medical condition, mental health condition, or developmental disability, or the employee is unable to remove the face covering or mask without assistance, the employee may request an accommodation by contacting the Human Resources Department.

5.7 Reduction of Employees in the Workplace

- 5.7.1 Telework will be approved based on the Town Manager's "Return to work phases" Memorandum dated May 5, 2020, and the "Telework During COVID-19 Pandemic" Administrative Directive as revised on May 8, 2020.
- 5.7.2 If an employee is operating a Town-owned vehicle, as much work as possible should be done in the Town-owned vehicle to minimize time in a communal workplace.
- 5.7.3 Departments should examine their workplace to increase physical space between employees in the workplace.

5.8 Vehicles. Employees shall not ride together in vehicles unless operationally necessary. For purposes of this directive, "vehicle" includes driving equipment such as Gators, Kubotas, Bobcats, or Workmans. When it is operationally necessary that employees ride together in a vehicle, employees shall comply with the following requirements:

- 5.8.1 Keep the windows down as practicable to encourage fresh air circulation.
- 5.8.2 Both the driver and passenger(s) must wear face coverings or masks.
- 5.8.3 When possible, the passenger(s) should ride in the back seat to assist with social distancing.
- 5.8.4 The vehicle should be cleaned before and after driving/riding, following CDC guidelines.

5.9 Contact Tracing

- 5.9.1 If an employee tests positive for COVID-19, Human Resources staff will interview the employee to determine who the employee has been in close contact with during the ten days prior to being diagnosed. Human Resources will follow the then-current CDC guidelines in determining "close contact." Current CDC guidelines define "close contact" as exposure within six feet of an individual testing positive for COVID-19 for more than ten minutes.
 - 5.9.2 Human Resources staff will reach out to each of those contacts, informing them that they may have been exposed and will provide the employee with resources related to COVID-19.
 - 5.9.3 Human Resources staff will not reveal the identity of the employee who tested positive.
 - 5.9.4 Human Resources staff will conduct regular follow-up with all contacts to monitor symptoms for a period of not less than ten days following the initial notification.
- 5.10 Facility Cleaning After Exposure. If an employee or other person is confirmed to have COVID-19 infection and has been in Town facilities within a certain timeframe, the Town will follow cleaning and disinfection guidelines as outlined by the CDC.
- 5.10.1 Upon receiving notification of a confirmed COVID-19 case, the Human Resources Department will notify the Public Works Director who will be responsible for determining the extent of the cleaning to include the employee's work area, adjacent common areas and other locations consistent with scope of exposure. The employee's identity will be shared only to those who need to know to perform the cleaning.

5.10.2 If it has been less than seven calendar days since the COVID-19 confirmed positive employee has been in the facility, any areas used for prolonged periods of time by that person will be closed off, to the extent practicable, for 24 hours.

6.0 RESPONSIBILITIES

It is the responsibility of every department and employee to engage in practices set forth in this Administrative Directive to protect employees, co-workers and the general public.

7.0 ATTACHMENTS

A. COVID-19 Daily Self Checklist

Attachment A

COVID-19 DAILY SELF CHECKLIST		
Review this COVID-19 Daily Self Checklist each day before reporting to work.		
If you reply YES to any of the questions below, STAY HOME and follow the steps below: 1) Call your supervisor; AND 2) Call or email the Human Resources Department at 520-382-1903		
If you start feeling sick during your shift, isolate yourself from others and follow steps 1 and 2 above.		
Do you or anyone you are in close contact* with have any of the following symptoms:		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Fever (100.4 or greater)
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Chills
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Cough
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Shortness of Breath or difficulty breathing
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Fatigue
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Muscle or body aches
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Headache
<input type="checkbox"/> YES	<input type="checkbox"/> NO	New loss of taste or smell
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Sore throat
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Congestion or runny nose
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Nausea or vomiting
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Diarrhea
Have you or anyone you have been in close contact* with been diagnosed with COVID-19? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you been placed on quarantine by a medical professional or public health official or on imposed leave by Human Resources due to a potential exposure to COVID-19? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you or anyone you have been in close contact* with traveled to a country or state identified by the CDC as having either a Level-3 Travel Health Notice or Domestic Travel Advisory? <input type="checkbox"/> YES <input type="checkbox"/> NO		

*Close contact is defined by the CDC as exposure within six feet for more than 10 minutes

REVISION HISTORY

	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	3/31/20
REV	Revision	5/8/20
REV	Revision	5/15/20
REV	Revision	7/1/20

Caution: A copy of this Administrative Directive is an uncontrolled document. It is your responsibility to ensure you are using the current version. The electronic version is the only acceptable and controlled Administrative Directive.