

CITY OF HAMILTON, OHIO

EMERGENCY MEMORANDUM

Effective Dates: 10/5/2020-12/31/2020

Extended until 3/31/21

**Emergency Memorandum:** Covid 19-

**Issued By** Civil Service & Human  
Resources Department

Exposure, Travel precautions and RTW Policy

SUBJECT: Covid 19 Exposure, Travel precautions and Return To Work (RTW) Policy

REFERENCES: C.O. 181.01. Vacation Leave; C.O. 181.27. Holiday Leave, 29 C. 825.100 FMLA  
AND C.O. 181.26 PTO, Emergency Memorandum 04-01-2020

PURPOSE: To provide guidance on coronavirus exposures, travel precautions and return to work procedures dealing with Coronavirus infections and potential COVID-related exposures in the workplace. These guidelines provide assistance in applying our existing sick leave policies

1. Policy.

- a. Effective Dates September 23, 2020-December 31, 2020, Extended until March 31, 2021
- b. Definition of a public health emergency, an emergency with respect to COVID-19 declared by a federal, state, or local authority.
- c. Definition of public health leave, any emergency leave deemed necessary as a result of the public health emergency COVID-19. See CDC guidelines for Coronavirus exposure <https://www.cdc.gov/>

2. Standard Procedures for Working Environment

- a. All City of Hamilton (“COH”) employees are required to wear masks in shared spaces and common areas, including, but not limited to, elevators, hallways, meeting rooms and kitchen areas.

3. COVID-19 Exposure and Symptom Protocols - What to do if an employee is experiencing symptoms or has been exposed to COVID-19.

- a. Employee Experiencing COVID-19 Symptoms may appear 2-14 days after exposure to the virus (see below).
  - i. Fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting.
- b. *Possible COVID-19 Exposure (with or without symptoms)*
  - i. Exposure is considered extended contact (>15min) without respiratory protection, without social distancing and using common equipment/areas without disinfection between uses of an infectious person (starting 48 hours before symptoms develop).
  - ii. Employees should notify the supervisor of possible

- exposure or individual employees may be contacted by administration of possible exposure.
- iii. Exposed individual employees must be quarantined for 14 days from the last exposure and self-monitor for fever/symptoms per review and confirmation of the Hamilton Health Department Director.
  - iv. The work areas of the positive individual employees member and exposed individual employees should be cleaned/sanitized.
  - v. If the employee is unable to work remotely, the supervisor should assist the employee in completing sick leave/PTO request, noting that the employee is quarantining after an exposure, and submit all paperwork to CSP/HR.
  - vi. If the employee develops symptoms, he/she should contact a healthcare provider and notify of exposure and seek COVID- 19 testing.
  - vii. The individual employee will isolate until testing results are received or as the healthcare professional recommends. If a positive result is received, the supervisor will notify CSP/HR and the Health Department. If no healthcare professional was contacted, and no testing was done, the individual will be allowed to return at the end of the quarantine period provided no COVID-19 symptoms are exhibit
  - viii. If the individual employees member is tested, the individual employees member will follow the below guidelines for return-to-work:

Positive Result	Negative Result
Isolate at home away from family  Return to work with a release from the local health department 10 days after first symptoms, 24 hours since resolution of fever without medication, <b>and</b> improvement of all symptoms	Return to work after a 14-day quarantine period with release from health department.

- ix. 11. The employee will contact the supervisor prior to return-to-work to ensure all criteria have been met.
- c. *Positive COVID-19 of a Family or Friend*
  - i. If someone in the individual employee’s home or a close friend tests positive for COVID-19, with or without symptoms, and the individual employees member had close contact with them during their infectious period (typically 48 hours before symptoms develop. The employee should stay home away from their family

- and the quarantine should last for 14 days. They should monitor themselves for symptoms of COVID-19 and return to work supplied with a release to RTW (return to work).
- ii. If the employee is experiencing symptoms of fever (>100.4), chills, cough, shortness of breath, fatigue, loss of taste or smell, headache, sore throat, or diarrhea, follow exposure guidance.
  - iii. If the employee has symptoms, seek testing for COVID-19.
- d. Isolate/Quarantine
- i. An employee should isolate if he or she has symptoms or has been exposed to a presumptive case of Covid 19.
  - ii. The employee with a confirmed or presumptive case of COVID-19 must go home if they are at work, stay at home if they are not at work, and see a healthcare provider for COVID -19 testing.
  - iii. Exposed or symptomatic COH employees should notify the COH Health Department for contact tracing 513.785.7080. The affected employee will provide a list of employees or other business-related third parties with whom they came in “close contact” over the previous 14 days. The CDC defines “close contact” as being within approximately 6 feet of someone who is infectious with COVID-19 virus (48 hours prior to symptoms until 10 days after developing symptoms for non-immunocompromised individuals for a cumulative period of greater than 15 minutes). ***An employee exposed to COVID-19 or with a confirmed or presumptive case of COVID-19 may not return to work unless released by the COH Health Department. Letters are issued by the health department that provides a RTW date which is given to the infected person.***
  - iv. The department director should notify their individual employees when there is a positive COVID-19 outcome for one of the individual employees members.
  - v. Isolated or Quarantined employees may be eligible for FFCRA provisions see Emergency Memorandum 4/1/2020.
  - vi. **Special Protocol for Critical Infrastructure Workers:** In guidance issued on April 8, 2020, the CDC advised employers that “critical infrastructure” workers may be permitted to work following potential exposure to COVID-19 so long as they display no symptoms and the following precautions are taken:
    - 1. Employers should screen the employee for temperature and symptoms before starting work, and before they enter the workspace if possible.
    - 2. If the employee does not have a temperature or symptoms, they should be instructed to self-monitor under the supervision of their employer’s occupational health program.
    - 3. The employee should wear a face mask at all times for 14 days after potential exposure.
    - 4. The employee should practice social distancing as much as their duties permit.
    - 5. Employers should clean and disinfect the workspace and all

shared areas regularly.

**Note:** Positive confirmed exposure will trigger calls to Building Services for deep cleaning of department areas, lavatory, and public areas on the floor of the department. Additionally, individual employees members of the affected department may be encouraged to seek a COVID-19 test.

4. Workforce Notification

- a. Due to guidelines under the Health Insurance Portability and Accountability Act (“HIPPA”) and the Americans with Disabilities Act (“ADA”), the name and identifying information of an employee who test positive for COVID-19 will not be released without written consent. Employees who are deemed to be at risk of exposure will be contacted by the local health district regarding the precautions necessary to reduce the spread of the virus.

5. Travel Precautions - (as relates to returning to work)

- a. Supervisors should be aware of COH employees’ travel plans and locations to be visited.
- b. While traveling, the expectation is for COH employees to practice personal responsibility by following CDC health precautions.
- c. Traveling to “hot spots” is discouraged.
- d. All precautions should be followed for the location of the visit.
- e. Self-monitoring is encouraged.

6. Return to Work procedures

- a. Before returning to work the undersigned questions should be answered. If there are potential exposures the above criteria for quarantine or isolation should be invoked.
  - i. Has the employee had direct or indirect contact with COVID-19 exposure?
  - ii. Experienced COVID-19 symptoms since return?
  - iii. Any household members or traveling partners experiencing COVID-19 symptoms?
- b. As of September 16

NOTE: As travel restrictions will change, all travelers should refer to CDC for guidance as to the updated “hot spot” areas. <https://www.cdc.gov/>

7. Discipline

Violation of the standards in this policy may result in disciplinary action up to and including termination.