

St. Johns County BCC COVID-19 Updated Workplace Exposure Guidelines (DECEMBER 2020)

As COVID-19 continues to impact our workforce and operations it is important to use the following guidelines when there has been a potential exposure in the workplace. It is imperative that each Department manage the County's safe work practices effectively to keep our workforce healthy. Self-screening, handwashing, proper social distancing, and disinfecting of surfaces must be reinforced as the virus continues to impact our community. Virtual and telephonic meetings are still being encouraged. Take the time to review the County's Infectious Disease Preparedness and COVID-19 Response Plan <https://ec.sjcf.us/home/EmployeeUpdates> and your Department's own specific plan. Please contact Risk Management to discuss your needs and concerns, 827-6886.

Daily Employee Self-Screening is required.

Employees must self-screen each workday for the following prior to entering the workplace by using the Flagler Health+ App, Website or hardcopy:

- Symptoms include: Sore Throat, GI Symptoms, Cough, Sneezing, Shortness of Breath, Chills, Fever, Loss of Taste or Smell
- Recent **close contact** with a known positive COVID-19 person (The CDC identifies **close contact as being within 6 feet of a person with COVID-19 for a period of time greater than 15 minutes within a 24 hour period.**)

Employees are not to enter any County building or vehicle if the answer to either of these questions is "yes" and Supervisors shall contact Risk Management to assist with triaging appropriate response and procedures.

Employees with Symptoms

After updating their symptoms on the Flagler Health+ App/website or hard copy form, employees with any symptoms must contact their Supervisor and the Supervisor will contact Risk Management at 904.827.6886 for further direction. The Employee shall not report to work (remain home and self-isolate until directed otherwise). The duration for self-isolation will vary. Employees may be sent for COVID-19 testing. Employees being tested must not return to the workplace until their results are reviewed by Risk Management and their Supervisors. Employees may need to contact their Physician or FL Dept of Health- SJC (904.209.3250) for further evaluation.

Employees Exposed at Work or Outside of the Workplace

- ❖ Employees that have had **close contact** with someone positive need to notify their Supervisor of a possible exposure ASAP. Supervisors will notify Risk Management at 904.827.6886 to assist with triaging the appropriate response. The Employee may be asked to consult with their physician/health dept or get tested for COVID-19. Testing may be required. The Employee must remain home and self-isolate as directed. The duration for self-isolation will vary. **Close contact is being within 6 feet of a person with COVID-19 for a period of time greater than 15 minutes.**
- ❖ Employees exposed to someone positive but **without "close contact"** will continue to daily screen through the Flagler Health+ App/Website or hardcopy form. Testing may be requested. The Employee should wear a face covering while in the workplace where social distancing cannot be maintained. Employees can remain in the workplace, if asymptomatic. Notify Risk on all exposures!"

Employees with Potential Exposure at Work or Outside of the Workplace

Employees who have a potential exposure to someone positive or someone that is symptomatic, have been quarantined or testing for COVID-19 should notify their supervisor of their possible exposure. Supervisors should ask the following questions of the employee:

- Did they have **close contact** with someone positive or someone testing for COVID-19? When was your last contact?
 - Ask the employee if the person they were exposed to has tested for COVID-19 and what are their results.
- Supervisors should notify Risk Management to assist with triaging appropriate response and procedures.