



Clinton County

Working During Pandemic

POLICY STATEMENT

It is the purpose of this policy to provide employees and county officials with guidelines to best protect the Clinton County workforce and public from the spread of COVID-19 while at work.

With the buildings being open to the public during a declared pandemic, this policy outlines expectations to help prevent the spread of COVID-19 while at work.

It is a policy which may change as the Iowa Department of Public Health guidance and recommendations change. Please call 211 if you have any COVID-19 related questions.

DEFINITIONS:

2019 novel coronavirus (COVID-19): is a new kind of coronavirus that was first detected in China and has now been detected in many countries, including in the United States and in Iowa. There are seven different coronaviruses known to infect humans, including four very common, more mild viruses that cause illness similar to the common cold. Healthcare providers test for these common coronaviruses routinely and no public health measures are needed to address these common coronaviruses. Three of the seven coronaviruses are rare and can cause more severe illness, including the 2019 novel coronavirus (COVID-19).

Symptoms:

Symptoms may appear 2-14 days after exposure and can include:

- Fever
- Cough (newly acquired and not attributed to another health condition)
- Shortness of breath (newly acquired and not attributed to another health condition)
- Sore Throat
- Body/muscle aches
- Headaches
- Loss of taste and smell

- General cold like symptoms (without a test assume it is COVID-19)
- Diarrhea and or nausea

Reported illnesses have ranged from people being mildly sick to people being severely ill and dying. Older patients and those with chronic medical conditions may be at higher risk for severe illness. There is currently no specific treatment for COVID-19. People with COVID-19 receive supportive care to help relieve symptoms.

Close Contact:

Being around someone without a mask, closer than 6 feet, for 15 minutes or greater.

PREVENTION:

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. People can help prevent the spread of respiratory illnesses to others by covering their coughs and sneezes, cleaning their hands frequently and staying home when ill. CDC recommends wearing a face masks for the general public in public spaces where social distancing is difficult to achieve. Prevention recommendations include:

- Wash your hands often with soap and water for at least 20 seconds. Use alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick
- Stay home when you are sick
- Cover your mouth with your upper arm or tissue with coughing or sneezing
- Clean and disinfect frequently touched objects and surfaces.
- Wear a face mask in public spaces were social distancing is difficult to achieve.

EMPLOYEE SELF MONITOR EXPECTATIONS BEFORE COMING TO WORK:

- **Check your temperature each day before coming to work.**
 - A new fever (100.4°F or higher), or a sense of having a fever...flushed feeling, chills?
 - Do not come to work if your temperature is 100.4 degrees or above. Call supervisor and report your temp.
 - If your temperature is below 100.4 proceed to work as long as you have no other COVID-19 signs or symptoms.
 - Do not come to work if you experience a sense of having a fever...flushed feeling, chills?

- **Assess if you have a new cough that you cannot attribute to another health condition.....asthma, chronic lung disease?***
 - Do not come to work if you have a new cough that you cannot attribute to another health condition.....asthma, chronic lung disease?*
- **Assess if you have new shortness of breath that you cannot attribute to another health condition?***
 - Do not come to work if you have new shortness of breath that you cannot attribute to another health condition?*
- **Assess if you have a new sore throat that you cannot attribute to another health condition?***
 - Do not come to work if you have new sore throat that you cannot attribute to another health condition?*
- **New generalized muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?**
 - Do not come to work if you have new generalized muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise).
- **New headache not attributed to another health condition?**
 - Do not come to work if you have new headache not attributed to another health condition.
- **Have you been in close contact of a known COVID-19 case?**
 - Do not come to work if you have been in close contact of a known COVID-19 case.
 - Call HR to determine your leave amount and return date.
- **New loss of taste and smell not attributed to another health condition?**
 - Do not come to work if you have new loss of taste and smell not attributed to another health condition.
- **Cold symptoms without a COVID test?**
 - Without a test, assume you have COVID and do not come to work.

- **New onset of diarrhea and or nausea not attributed to another health condition?**
 - Do not come to work if you have new onset of diarrhea and or nausea not attributed to another health condition.

IF YOU HAVE ANSWERED “YES” TO ANY OF THE ABOVE,

- DO NOT come to work and contact your supervisor by phone (not in person).
- If you are at work and start to experience the above symptoms: Put a mask on, tell your supervisor you are experiencing symptoms and LEAVE WORK IMMEDIATELY.
- Complete EFMLA paperwork found on [https://clintoncounty-ia.gov/Clinton County Policies](https://clintoncounty-ia.gov/Clinton_County_Policies) and email to HR director at daldridge@clintoncounty-ia.gov

RETURN TO WORK

All Employees returning to work:

From Illness

- a. No fever of 100.4 or greater for at least 72-hours without the use of fever-reducing or other symptom-altering medicines (cough suppressants or fever reducing medications);
and
Other symptoms have improved (for example, when your newly acquired cough or shortness of breath have improved);
and
At least ten days have passed since symptoms first appeared.
- b. Return-to-work note from physician may be requested.
- c. If you are unsure about returning to work get medical advice from your healthcare provider.

From Close Contact exposure:

Please call HR at 563-244-3450 to determine your return date.

SOCIAL DISTANCING AND MASKS

All staff will wear a mask if they cannot keep the recommended social distancing of six feet. County staff will wear a mask when not seated/standing at their immediate desk/working area and while in common areas of all County Buildings.

- Clinton County will provide each employee a cloth mask that can be washed and re-used.
 - This is not a medical grade mask, but instead one to help protect the wearer from spreading potential droplets.
 - Department Heads should work with Emergency Management to secure masks for staff.
 - Masks should be kept in a paper bag when not in use. Place your name on the paper bag to store your mask.
- Clinton County will provide a surgical mask and face shield to staff who must help a customer outside of being behind Plexiglas/glass guards. Helping customer's curbside, in the hall, or any area not behind a Plexiglas/glass guard will require a surgical mask and face shield to be worn by the Clinton County employee. The Board of Supervisor's advises to have those who will not come into the building or wear a mask to use the drop box when possible. Staff should be advised by their Elected Official or Department Head as to when or if it is acceptable to provide service outside of being behind Plexiglas/glass guards.
- Clinton County will place Plexiglas/glass guards where staff have public contact.

The screening protocol outlined above is based on the following:

- A review of screening protocols from multiple agencies by Clinton County Public Health
- Recommendations by the CDC