

Employee & Volunteer

Screening, Symptoms, Symptomatic Testing, & Return to Work Policy Effective August 14, 2020

Social Distancing/Hygiene

Employees/volunteers are required to practice excellent social distancing and hygiene while on shift or completing any tasks on behalf of the Borough. The Universal Mask Policy is still in effect, please see “Universal Mask Policy” issued 4/8/2020 for information.

- Maintain 6+ feet of distance between yourself and others as much as possible.
- Avoid sharing a vehicle when possible.
- Wash hands with soap and water or utilize hand sanitizer frequently.

We encourage employees/volunteers to practice excellent social distancing/hygiene practice outside of work as well to protect our workforce and community.

Screening

Employee will comply with symptoms questionnaires/screenings as per their Department’s requirements. Employees will not enter the worksite if they have any new symptoms that are consistent with COVID-19. *See symptoms below*

Symptoms

If the employee has any new symptoms that are consistent with COVID-19 (unless a Doctor’s note can be provided that symptoms are due to pre-existing condition), the employee may not enter the worksite and will immediately contact the COVID-19 Hotline at 772-5788 and then their Supervisor/Department Head. *If an employee’s household member (or someone staying with the employee) exhibits any new symptoms that are consistent with COVID-19, the employee may not enter the worksite and will immediately contact the COVID-19 Hotline at 772-5788 and then their Supervisor/Department Head.

“People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

Fever or 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
Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.”

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Symptomatic Testing/Return to Work

Advised to Test

If the COVID-19 Hotline **does** advise the employee/volunteer to be tested, the employee/volunteer must coordinate with the Hotline for testing and may not return to the workplace except as set out in A and B below.

- A. After a negative test result is confirmed, the employee may return to work after being symptom free without the use of any symptom altering medications for 24 hours.
- B. If the test result is positive, the employee may return to work when cleared by the COVID-19 Hotline or local medical practitioner.

Not Advised to Test

If the COVID-19 Hotline **does not** advise testing, the employee may return to work after being symptom free without the use of any symptom altering medications for 24 hours.
