



Department Heads, Supervisors and Employee - Guidelines and Reminders

07/06/21

8:00 am

- **Sick employees will be sent home or instructed to stay home:** If you have a fever or other symptoms of Covid-19 or ANY other illness, notify your supervisor and seek a healthcare provider's opinion. Employees with viral or influenza-like symptoms (coughing, sneezing, extreme fatigue, and fever) are likely contagious. Because influenza strikes so quickly, employees may wake up feeling well then arrive at the workplace with symptoms or develop them during the day. In these situations, the supervisor should immediately separate the employees experiencing these symptoms from other employees until the employee can arrange to leave the workplace. It is both permissible and legal to instruct workers who appear to have symptoms to go home and not return until they have recovered. Remember HIPPA: all health issues should remain absolutely confidential. This will stay the same. As always, employees should stay at home when they are sick. This prevents the spread of any illness to coworkers or the public we serve. It's simply the right thing to do.
- **Health Assessments will be discontinued.**
- **Workplace Protocols will continue but have been modified: Effective July 6, 2021,** unless otherwise mandated by the Governor, the following health guidelines are to be followed in the workplace:
 - 1) **Masks**
 - While not required, we continue to encourage the exercise of good judgement by the wearing of a facial covering or mask. We want to keep citizens, their families and our employees safe.
 - 2) **Work Area**
 - Clean and disinfect your immediate work area and high-touch surfaces. Don't forget the coffee pot, copier, water cooler, snack machines and other communal items.
 - Please remember no family members are allowed to be present in the workplace while you are working.
 - 3) **Personal Hygiene**
 - Wash your hands frequently with soap and water, scrubbing for at least 20 seconds, or use an alcohol-based hand sanitizer.
 - Don't touch your face. This is a lot harder than it sounds and requires conscious effort. The average person touches their face 23 times an hour, and about half of the time, they're touching their mouth, eyes, or nose.
 - Cover coughs and sneezes with the inside of your elbow or upper arm.
 - Properly dispose of tissues and paper towels after use.

➤ **TRACKING CASES: This will continue until further notice.**

- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from others, provided a face mask if they are not using one, and sent home with instructions and guidance on how to follow-up with their health care professional. If you have questions, please call Personnel.
- Employees should report to Personnel if they or anyone in their household are symptomatic, in quarantine, under testing and/or evaluation. Each case must be evaluated on several factors prior to returning to work. We must continue to be consistent in applying policies and benefits to everyone eligible.
- Employees should not return to work until they have been cleared to work by Personnel.

➤ **QUARANTINES/RETURN TO WORK GUIDELINES:**

See tracking cases above. Please contact Personnel if you have any employee that is not well. If you have been instructed to self-quarantine, this means you are confined to your home. Do not enter any county-owned building before, during, or after hours. Do not come to work. **Effective March 29, 2021**, the following quarantine requirements and return to work guidelines were put into place:

- **Positive test result** – we will continue to follow the CDC guidelines of ten (10) days quarantine from the date of the positive test. The employee may return to work on the next scheduled shift following the tenth (10th) day of quarantine, and 24 hours with no symptoms, whichever is longer.
- **Negative test result** – we will reduce the quarantine period to three (3) days quarantine from the date of the negative test. The employee may return to work on the next scheduled shift following the third (3rd) day of quarantine, and 24 hours with no symptoms, whichever is longer.
- **Living with a positive household member** - we will continue to follow the CDC guidelines of ten (10) days quarantine from the date of the positive test for the positive household member plus an additional fourteen (14) days for the employee. The employee may return to work on the next scheduled shift following the twenty-fourth (24th) day of quarantine. If the employee becomes positive, his/her return to work date may change. Unless you meet the following criteria you have two options.
 - ✓ CDC criteria for returning to work if you have been around a person with Covid-19:
 - Someone who has been [fully vaccinated](#) and shows no symptoms of COVID-19
 - Or:**
Someone who has COVID-19 illness within the previous 3 months **and**
Has recovered **and**
Remains without COVID-19 symptoms (for example, cough, shortness of breath)
- **Employees that call out sick** – We do not want employees to come to work sick. If you have any illness that prevents you from being at work, we strongly encourage you to see a healthcare provider. Employees will not be allowed to return to work unless they have been without symptoms for a minimum of twenty four (24) hours.

[All communications are published on Houstoncounty.org/Personnel/Employee Forms & Links/Covid](#)