



COVID-19

Keeping You Informed



GRAFTON
QUALITY LIFE. NATURALLY.

COVID-19 EMPLOYEE PREPAREDNESS PROTOCOLS

Revised

10/01/2021

Introduction

The Village of Grafton is committed to providing a safe and healthy workplace for all our employees and [residents, customers, vendors, guests, patrons, etc.]. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Employee Preparedness Policies in response to the COVID-19 pandemic. All employees are responsible for implementing these policies. The goal is to mitigate the potential transmission of COVID-19 in our workplace and community, and that requires full cooperation from our employees. These policies follow guidance developed by the Centers for Disease Control and Prevention (CDC) and the Washington Ozaukee Public Health Department. For the ease of accessing applicable information the Village of Grafton's COVID-19 Employee Preparedness Policy has been divided into two sections, vaccinated employees and unvaccinated employees.

Symptoms of COVID-19

COVID-19 can present in a multitude of ways, ranging from mild symptoms to severe illness, even death. Symptoms typically appear within 2-14 days after exposure to the virus. Symptoms include but are not limited to any combination of the following commonly reported ailments:

- Fever of 100.4 F or higher
- Chills
- Cough
- Shortness of breath
- Difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion
- Runny nose
- Nausea or vomiting
- Diarrhea

Every Village employee reporting for work is expected to self-monitor and report any symptoms they may be experiencing immediately. Department Heads and Supervisory staff have the authority to send an ill employee home at any point during the work day or disallow a sick employee from reporting to work. Said employee will have the option to utilize any form of their accrued time off benefit (Medical Leave Bank until 12/31/2021, PTO and Compensatory Time).

It is paramount that all employees are forthcoming and truthful with their self-monitoring and reporting efforts. Because of the significant risk of endangering the workforce, employees who do not report their own symptoms of COVID-19 may be subject to discipline measures up to and including termination.

Close Contact

- Anyone who was within 6 feet of an infected person for at least 15 minutes in a 24 hour period, starting from two days before the illness started.
- A person is also considered a close contact if either of the following happened while they spent time with a person with COVID-19 (even when the person with COVID-19 had no symptoms):
 - Direct physical contact with the person, including but not limited to a hug or a handshake
 - Contact with the infected person's respiratory secretions, including but not limited to exposure to cough or sneeze droplets; contact with a used tissue; or sharing a drinking glass, towels or other personal items
- Even if workers are wearing PPE during their exposure, they must be considered close contacts. PPE for COVID-19 varies greatly in its ability to ensure protection against the COVID-19 virus. Many forms of PPE in current use do not eliminate the risk of infection, therefore these individuals are still considered close contacts and should be treated as such.

COVID-19 Testing

It is recommended that employees be tested in the following situations:

- **Employee is showing COVID-19 symptoms**, regardless of vaccination status. Employees with symptoms should be tested to detect cases as early as possible and minimize exposure.
- **Employees who are close contacts of reported cases**. Fully vaccinated close contacts do not typically need to be tested but it is recommended if the fully vaccinated close contact works in a high density setting with the infected employee. Unvaccinated close contacts should be tested.

Vaccinated Employees

What is a fully vaccinated employee?

Employees are considered fully vaccinated for COVID-19:

- ≥2 weeks after they have received the second dose in a 2-dose series (Comirnaty, Pfizer-BioNTech or Moderna), or
- ≥2 weeks after they have received a single-dose vaccine (Johnson & Johnson/Janssen)

Facemasks

Effective May 14, 2021 facemasks are optional for fully vaccinated employees while in the workplace.

Response to a COVID-19 Exposure

Vaccinated employees with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine provided they meet BOTH of the following criteria:

- Are fully vaccinated (see above)
- Have remained asymptomatic since the current COVID-19 exposure

Instead of quarantining, the fully vaccinated employee should continue to monitor for symptoms for 14 days after their last close contact. If they develop any symptoms of COVID-19, they should isolate from others, contact their health care provider and their supervisor.

If the fully vaccinated employee develop symptoms they must be sent home, immediately and the employee's immediate workspace should be quarantined for 24 hours before sanitizing work begins.

Return to Work Guidelines

- The fully vaccinated, symptomatic employee (with or without a COVID-19 diagnosis) may return to work after meeting all three of the following criteria:
 - At least 10 days have passed since symptoms began
 - Employee has been fever free for a minimum of 24 hours without the use of aids (fever reducing medications such as Tylenol or ibuprofen)
 - All other symptoms have improved with the exception of loss of taste and smell (studies have shown this symptom may linger for weeks, even months)
- The fully vaccinated employee who tested positive for COVID-19 yet remains asymptomatic may return to work after meeting both of the following criteria:
 - 10 days have passed since the first positive test sample was *collected* (NOT the day results were received)
 - Employee continues to actively monitor themselves for symptoms for up to 14 days after the positive test sample was *collected*.

Unvaccinated Employees

What is an unvaccinated employee?

Employees are considered unvaccinated for COVID-19:

- If they have had zero doses of Comirnaty, Pfizer-BioNTech, Moderna or Johnson & Johnson/Janssen
- If they have had one dose of Comirnaty, Pfizer-BioNTech or Moderna
- <2 weeks after they have received the second dose in a 2 dose series (Comirnaty, Pfizer-BioNTech or Moderna)
- <2 weeks after they have received a single dose vaccine (Johnson & Johnson/Janssen)

Facemasks

Unvaccinated employees must wear a facemask or face covering, if the employee is able to medically tolerate a face mask, at all times while indoors. Facemasks are available at all worksites. Masks may be temporarily removed while:

- Performing work duties in which wearing a mask would pose a safety risk
- Working outside provided employee and others are spaced at least 6 feet apart
- Actively eating, drinking
- Sleeping (firefighters)
- Communicating, for brief periods of time, with someone who is deaf or hard of hearing
- Presenting to an audience provided all parties are spaced at least 6 feet apart

Additionally, employees requesting a religious exemption due to a sincerely held religious belief or those who have a bona fide medication condition preventing the use of a face mask shall request a reasonable accommodation under Title VII of the Civil Rights Act or the American's with Disabilities Act (ADA) with the Human Resources office.

Response to a COVID-19 Exposure

Unvaccinated employees with an exposure to someone with suspected or confirmed COVID-19 must be sent home immediately. The employee's immediate workspace should be quarantined for 24 hours before sanitizing work begins.

Return to Work Guidelines

- The unvaccinated, symptomatic employee (with or without a COVID-19 diagnosis) may return to work after meeting all three of the following criteria:
 - At least 10 days have passed since symptoms began
 - Employee has been fever free for a minimum of 24 hours without the use of aids (fever reducing medications such as Tylenol or ibuprofen)
 - All other symptoms have improved with the exception of loss of taste and smell (studies have shown this symptom may linger for weeks, even months)
- The unvaccinated employee who tested positive for COVID-19 yet remains asymptomatic may return to work after meeting both of the following criteria:
 - 10 days have passed since the first positive test sample was *collected* (NOT the day results were received)
 - Employee continues to actively monitor themselves for symptoms for up to 14 days after the positive test sample was *collected*.
- The unvaccinated, asymptomatic employee who is quarantining due to a close contact may return to after work completing a 10 day quarantine if all of the following criteria are met:
 - Employee continues to remain asymptomatic
 - Employee wears a facemask and practices social distancing in the workplace while constantly self-monitoring for symptoms beginning day 11 through day 14.