



COVID-19

Keeping You Informed



GRAFTON
QUALITY LIFE. NATURALLY.

COVID-19 EMPLOYEE PREPAREDNESS PROTOCOLS

Revised

1/11/2022

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 adopted the following COVID-19 Employee Preparedness Policies in response to the COVID-19 pandemic. All employees are responsible for both implementing these policies as well as holding our colleagues accountable to them by reporting violations to your supervisor. The ultimate 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.

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

Symptoms are considered consistent with COVID-19 when an employee experiences any one (or more) of the critical symptoms marked with a starburst (★) or any combination of two (or more) lesser symptoms. 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 12/31/2022, 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
- 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.
- **EXCEPTION:** Individuals who had COVID-19, recovered, and completed 10 days of isolation (or 5 days post 12/27/2021 if asymptomatic) and then during the 90 days following the end of isolation come into close contact with someone with COVID-19 do NOT have to quarantine or get tested if they do not have symptoms but they should:
 - Wear a mask for 10 days after exposure anytime you are around others both inside your home or in public
 - Monitor for COVID-19 symptoms and isolate immediately if symptoms develop
 - Consult with a healthcare provider for testing recommendations if new symptoms develop

If MORE than 90 days have passed since recovery from infection, people who had COVID-19 should follow recommendations provided in the Quarantine section, below.

What constitutes 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) until 6 months post vaccination. If ≥6 months post vaccination an employee is considered fully vaccinated if they have obtained a booster shot (Comirnaty, Pfizer-BioNTech or Moderna).
- ≥2 weeks after they have received a single-dose vaccine (Johnson & Johnson/Janssen) until 2 months post vaccination. If ≥2 months post vaccination an employee is considered fully vaccinated if they have obtained a booster shot (Johnson & Johnson/Janssen, Comirnaty, Pfizer-BioNTech or Moderna).

Employees who are vaccinated but fail to meet the exact criteria stated above will be considered unvaccinated for the purposes stated within this document.

What constitutes 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)
- ≥6 months after receiving final dose of Comirnaty, Pfizer-BioNTech or Moderna, without receiving additional booster (Comirnaty, Pfizer-BioNTech or Moderna)
- ≥2 months after receiving Johnson & Johnson/Janssen vaccine, without receiving additional booster (Johnson & Johnson/Janssen, Comirnaty, Pfizer-BioNTech or Moderna).

Response to a COVID-19 Exposure

Employees with a known exposure to someone with suspected or confirmed COVID-19 must be separated from their colleagues, immediately while the Employee COVID-19 Preparedness Policy is reviewed for an action plan applicable to the employee's specific exposure situation, as well as their vaccination status. The unvaccinated employee's immediate workspace should be quarantined for 24 hours before sanitizing work begins.

Quarantine

Quarantine is a strategy used to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 apart from others.

Who does not need to quarantine?

If you had close contact with someone with COVID-19 and you are in one of the following groups you do not need to quarantine

- You are fully vaccinated
- You had confirmed COVID-19 within the last 90 days (tested positive, completed quarantine, recovered and have since returned to work)

Calculating Quarantine

- The date of your exposure is considered day 0.
- Day 1 is the first full day after your last contact with a person who has COVID-19

Scenario	Quarantine Plan	Return to Work	Vital Precautions
Exposed to COVID-19 -and- NOT fully vaccinated	<ul style="list-style-type: none"> • 5 day quarantine • Wear a well-fitted mask around others within your home • Get tested at least 5 days after your final date of exposure, even if you remain asymptomatic 	<ul style="list-style-type: none"> • If symptoms have improved you may return to work on day 6 with active use of a well-fitted facemask. • Monitor symptoms through day 10 • If you test positive or develop symptoms isolate immediately • If you haven't already Get Tested • Stay home until you know the results • Wear a well-fitted mask around others within your home 	<ul style="list-style-type: none"> • Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. • Do NOT go to places where you are unable to wear a mask. • Avoid travel • Avoid being around others who are at high risk of contraction
Exposed to COVID-19 -and- Fully vaccinated	<ul style="list-style-type: none"> • No quarantine • Get tested at least 5 days after your final date of exposure, even if you remain asymptomatic 	<ul style="list-style-type: none"> • No interruption to work if asymptomatic • Monitor symptoms through day 10 • If you develop symptoms isolate immediately and get tested. • Stay home until you know the results • Wear a well-fitted mask around others within your home 	<ul style="list-style-type: none"> • Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. • Do NOT go to places where you are unable to wear a mask. • Avoid travel • Avoid being around others who are at high risk of contraction
Exposed to COVID-19 -and- Tested positive for COVID-19 within the past 90 days	<ul style="list-style-type: none"> • No quarantine unless symptoms develop 	<ul style="list-style-type: none"> • No interruption to work if asymptomatic • Monitor symptoms through day 10 • If you develop symptoms isolate immediately and get tested. • Stay home until you know the results • Wear a well-fitted mask around others within your home 	<ul style="list-style-type: none"> • Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. • Do NOT go to places where you are unable to wear a mask. • Avoid travel • Avoid being around others who are at high risk of contraction

Isolation

Isolation is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area and use a separate bathroom if available. Everyone who has presumed or confirmed COVID-19 should stay home and isolate from other people for at least 5 full days

Who needs to Isolate?

People who are confirmed to have COVID-19 or are showing symptoms of COVID-19 need to isolate regardless of their vaccination status. This includes:

- People who have a positive viral test for COVID-19, regardless of whether or not they have symptoms
- People with symptoms of COVID-19, including people who are awaiting test results or have not been tested. People with symptoms should isolate even if they do not know if they have been in close contact with someone with COVID-19.

Calculating Isolation

- Day 0 is your first day of symptoms or a positive viral test.
- Day 1 is the first full day after your symptoms developed or your test specimen was collected.

Scenario	Isolation Plan	Return to Work	Vital Precautions
Tested positive for COVID-19 -or- Symptomatic, regardless of vaccination status	<ul style="list-style-type: none">• 5 day isolation in specific "sick room," away from others within your home• Wear a well-fitted mask around others within your home in the event of momentary contact	<ul style="list-style-type: none">• <u>Symptomatic</u>: end isolation after 5 full days if fever free for 24 hours without use of medication AND other symptoms are improving• <u>Asymptomatic</u>: end isolation after at least 5 full days after your positive test• <u>Severely Ill with COVID-19</u>: Isolate for at least 10 full days. Consult your doctor before ending isolation	<ul style="list-style-type: none">• Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public.• Do NOT go to places where you are unable to wear a mask.• Avoid travel• Avoid being around others who are at high risk of contraction