

COVID-19 EMPLOYEE INFECTION CONTROL PLAN (REVISED 8-31-2022)

I. IMPORTANT DEFINITIONS:

A. CLOSE CONTACT: Within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period with someone who has COVID-19. (For example, three individual 5-minute exposures for a total of 15 minutes.). Every day you live in the same household with an individual who is within their 10-day isolation/masking period, is considered a close contact event day.

B. COVID-19 SYMPTOMS: 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.

C. COVID-19 Viral Tests: There are two types of viral tests, performed at numerous area locations at no cost by online appointment:

- **Rapid Antigen Test** (producing a result within 15 minutes), Reliable for quickly detecting an active COVID-19 infection for people recently infected or with symptoms.
- **PCR Test:** (producing results within 48 hours) This is the most accurate test for determining if a person is actively infected with COVID and is available for people who are both symptomatic and asymptomatic.

D. FULLY VACCINATED:

- You are **up to date** with your COVID-19 vaccines when you have received all doses in the primary series and all boosters recommended for you, when eligible.
- Vaccine recommendations are based on your age, the vaccine you first received, and time since last dose. People who are moderately or severely immunocompromised have [different recommendations for COVID-19 vaccines](#).
- For the most up to date vaccine and booster guidelines, please visit the CDC webpage "[Stay Up to Date with COVID-19 Vaccines](#)"

E. QUARANTINE is for when you might have been exposed to the virus and you may have been infected

F. ISOLATION is used to separate people infected with COVID-19 from those who are not infected.

G. MONITOR AND DISTANCE PROTOCOL

- Take temperature before reporting to work.
- Isolate immediately with a temperature of 100 degrees or higher, or if experiencing any COVID-19 symptoms.
- All employees are requested to wear a mask when working closely with another employee or with the public both indoors and outdoors.

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- Maintain 6' social distancing in the workplace as work duties permit
- Do not arrive to or stay at work if you become sick (see Section IIIA).
- Do not share headsets or other items used near one's face.
- Do not congregate in the break room, locker room, lunchroom, or other crowded places.

II. COVID-19 SYMPTOMS, POSITIVES, AND CLOSE CONTACT EXPOSURES

A. Employee has Symptoms of COVID-19

1. Stay or go home
2. Call Supervisor
3. Get tested for COVID-19 that day, or soon as possible, and send a copy of the results to your supervisor.
4. If positive, refer to Positive COVID-19 protocol below
5. If negative, the employee may be approved to return to the worksite once they no longer have any symptoms of COVID-19, and produce a copy of their negative COVID-19 test results.

B. Employee Tests Positive for COVID-19

All Employees, regardless of vaccination status, must

1. Stay home or go home
2. Call your supervisor, and send a copy of the positive test results to them.
3. Continue isolating at home for 5 days
4. An employee may be approved to return to work after 5 days (on day 6), if they have no symptoms of COVID-19, and continue to wear a high-quality mask (e.g. N95) at all times, and follow the Village's monitor and distance protocol, for an additional 5 days upon return.
5. As a condition of return, the employee will need to complete and return a COVID-19 Incident Report Form and Return to Work form for the Village Administrator's approval.

C. Close Contact Exposure: After an employee has been made aware of a Close Contact Exposure to an Individual who has tested positive for COVID-19, the following protocol is to be followed:

1. Start Precautions IMMEDIATELY

- **Wear a high-quality mask or respirator** (e.g., N95) as soon as you find out you were exposed.
- Take [extra precautions](#) if you will be around people who are [more likely to get very sick from COVID-19](#).
- **Call your supervisor as soon as possible.** (Your supervisor will

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ask screening questions, and then forward the information to the Assistant Village Administrator/HR Director) for further follow-up.

2. **One-Time Exposure:** If an employee has no symptoms of COVID-19, the employee may return to work when the following guidelines are followed:

- **Wear a high-quality mask or respirator (e.g., N95) through day 10 at all times when inside a Village facility or vehicles, or when within six feet of anyone outdoors.**

- **Get tested for COVID-19 on Day 5:**

Day 0 is the day of your last exposure to someone with COVID-19

Day 1 is the first full day after your last exposure

- **Continue to monitor for symptoms.** (You can still develop COVID-19 up to 10 days after you have been exposed)
- **If you develop symptoms of COVID-19**
 - Isolate immediately
 - Get tested for COVID-19
 - Stay home until you know the result.
- **If your test result is positive,** follow the Village's isolation requirements for Positive Covid-19.

3. On-Going Household Exposure

- **Get tested for COVID-19 on Day 1**

Day 0 is the day of your last exposure to someone with COVID-19

Day 1 is the first full day after your last exposure

- **If Day 1 test is negative,** the employee may return to work when the following guidelines are followed:
- **Wear a high-quality mask or respirator (e.g., N95) through day 10 at all times when inside a Village facility or vehicles, or when within six feet of anyone outdoors.**
- Take extra precautions if you will be around people who are more likely to get very sick from COVID-19.
- **Get tested for COVID-19 on Day 5**
- **If Day 5 test was negative,** test again 5 days after positive household member completes their 10-day isolation period.
(Note: Every day that you are exposed to a positive household

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member during their 10-day isolation period restarts the clock at (Day 0).

- Employees who have an on-going household exposure and are able to perform their work on a remote basis are encouraged and may be required to do so during their applicable quarantine period, as permitted or required by the applicable Department Director.
- **Continue to monitor for [symptoms](#).** (You can still develop COVID-19 up to 10 days after you have been exposed)
- **If you develop [symptoms of COVID-19](#)**
 - Isolate immediately
 - Get tested for COVID-19
 - Stay home until you know the result.
- **If your test result is positive**, follow the Village's isolation requirements for Positive Covid-19.

III. EMPLOYEE USE OF SICK LEAVE:

- A. When an employee contacts the Village for use of their sick leave, they should be read the symptoms of COVID-19 and asked if they have any of the symptoms.
- B. If an employee has COVID-19 symptoms, they should refer to the Village's COVID-19 Employee Infection Control Plan regarding testing and isolation and call their supervisor.
- C. If an employee calls to use sick leave for a family member and the family member has symptoms of COVID-19, the employee will need to confirm that their family member has received a negative COVID-19 test result, and refer to Section II.C Close Contact Exposure of the COVID-19 Employee Infection Control Policy.

IV. WORKER'S COMPENSATION REPORTING FOR AN EMPLOYEE WHO HAS TESTED POSITIVE FOR COVID-19.

- A. Every employee that tests positive for COVID-19 shall complete and return to the Assistant Village Administrator the IRMA Employee's Statement of Incident COVID-19 Exposure Form.
- B. The Assistant Village Administrator will advise the Applicable Department Director if their Supervisor should process a Form 45, Employee Statement of Injury and IRMA Supervisors Report of Injury form.

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V. COVID-19 SUPERVISOR REPORT FORM

Date: _____

Employee Name: _____

Personal Contact Phone Number: _____

Personal Email: _____

1. Do you have any symptoms of COVID-19? (Check all that apply):

- | | |
|---|--------------------------|
| Fever or chills | loss of taste or smell |
| Cough | Sore throat |
| Shortness of breath or difficulty breathing | Congestion or runny nose |
| Fatigue | Nausea or vomiting |
| Muscle or body aches | Diarrhea. |
| Headache | Other: _____ |
| | None |

2. Are you vaccinated? If yes date of Booster, if no booster type and date of last vaccination received. _____

3. Date/Time of First Symptom: _____

4. Date of Test: _____

5. Result and Type of Test: _____

6. Last Day/Time at Work: _____

7. What employee did you have close exposure to for 2 days prior to first symptom, or test date (if no symptoms)? _____

8. Have you had close contact with anyone who has tested positive for Covid recently?