



CITY OF KETTERING

DEPARTMENT OF HUMAN RESOURCES

**Date:** July 24, 2020

**To:** Department Directors – Extended Group  
Honorable Judge James F. Long  
Honorable Judge Frederick W. Dressel  
Andrea White, Clerk of Courts

**From:** Mark W. Schwieterman, City Manager *Mark Schwieterman*  
Steven E. Bergstresser, Assistant City Manager *Steve E. Bergstresser*  
Sara E. Mills Klein, Human Resource Director *Sara E. Mills Klein*

**Re:** ***COVID-19 PROTOCOL FOR PERSONNEL (EXCLUDING FIREFIGHTING PERSONNEL, SWORN POLICE OFFICERS, SUPERVISORS, DISPATCHERS AND JAILERS), VOLUNTEERS, PATRONS, VENDORS, CONTRACTORS AND THE VISITING PUBLIC REGARDING SIGNS AND SYMPTOMS, EXPOSURES AND CONFIRMED POSITIVE TESTS (REVISED #1: 7.24.2020)***

As we continue to return employees to the on-site work environment under the Responsible RestartOhio plan, we have established a COVID-19 Protocol for certain City personnel, volunteers, patrons, vendors, contractors and the visiting public. This protocol does not apply to Police and Fire personnel covered under policies specific to those departments.

This protocol is subject to change dependent upon the guidance and interpretation of the same from the Centers for Disease Control (CDC); the State of Ohio, Ohio Department of Health (ODH) and Public Health-Dayton and Montgomery County guidelines, as well as the health department/district in the village, township, city or county in which an employee resides. Please forward this protocol to your supervisors and employees, as necessary.

Because much of this protocol is signs and symptoms based, below are the symptoms for COVID-19.

**Signs and Symptoms:**

- Temperature scan  $\geq 100.4^{\circ}$  F.
- Signs/symptoms of seasonal flu (coughing, sore throat, shortness of breath or difficulty breathing, fatigue, congestion or runny nose, fever or chills, headache, nausea or vomiting, muscle or body aches, diarrhea).
- Any new loss of taste and/or smell.

Departments are also reminded that all illnesses and absences that have any COVID-19 symptom(s)--including an employee experiencing even one, single symptom--are to be reported immediately to the Human Resource (HR) Department as we continue to monitor the health and safety of the workforce during this pandemic.

**IF A CITY OF KETTERING EMPLOYEE HAS SIGNS/SYMPTOMS OF COVID-19 WHILE AWAY FROM WORK:**

***The steps below outline the actions an employee should take if they experience COVID-19 signs/symptoms while away from work:***

**Stay home, self-quarantine.** As much as possible, you should stay in a specific “sick room” and away from other people in your home. Use a separate bathroom, if available. Restrict contact with pets and other animals, just like you would around other people. People who are mildly ill with COVID-19 are able to recover at home. Do not leave, except to get medical care if so advised. Do not visit public areas.

- **Seek medical attention.** Contact your medical care provider - before going to the doctor’s office or emergency room, call ahead and tell them your symptoms. They will tell you what to do. Seek medical care right away if your illness is worsening (for example, if you have difficulty breathing).
- **Wear a mask.** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider’s office.
- **Cover your coughs and sneezes.** Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can. Immediately wash your hands with soap and water.
- **Clean your hands often.** Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food. If soap and water are not readily available, use an alcohol-based sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.
- **DO NOT RETURN TO WORK until cleared to do so by HR.** Contact your supervisor who will coordinate with HR. Specifically, the CDC has released non-test-based criteria for discontinuation of home isolation. Non-test-based guidelines have been issued due to the frequent medical determination not to test for a multitude of reasons including: age, underlying health conditions, and risk of exposure. The non-test-based strategies are:
  - Employees with symptoms who have not been tested (or are waiting for test results) should stay home until at least 24 hours has passed since there has been no fever without use of fever-reducing medications **AND**;
  - Other symptoms have improved **AND**;
  - At least 10 days have passed since the onset of symptoms.

**IF A CITY OF KETTERING EMPLOYEE HAS OR DEVELOPS SIGNS/SYMPTOMS OF COVID-19 WHILE AT WORK:**

The City of Kettering will follow the Center for Disease Control (CDC) and Public Health-Dayton and Montgomery County guidelines.

- The employee shall maintain a 6' distance from all persons and immediately leave the building.
- The employee shall immediately notify their supervisor/Department Director and immediately be sent home.
- If employee did not do so, employee's supervisor shall immediately notify the Department Director.
- The employee's Department Director shall immediately notify the HR Department.
- The employee shall contact their medical provider for instructions/care.
- The employee shall keep his/her immediate supervisor up to date on their condition.
- **DO NOT RETURN TO WORK until cleared to do so by HR.** Specifically, the CDC has released **non-test-based criteria** for discontinuation of home isolation. Non-test-based guidelines have been issued due to the frequent medical determination not to test for a multitude of reasons including: age, underlying health conditions and risk of exposure. The **non-test-based** strategies are:
  - Employees with symptoms who have not been tested (or are waiting for test results) should stay home until at least 24 hours have passed since there has been no fever without use of fever-reducing medications **AND**;
  - Other symptoms have improved **AND**;
  - At least 10 days have passed since the onset of symptoms.

**IF AN EMPLOYEE TESTS POSITIVE FOR COVID-19:**

- **DO NOT RETURN TO WORK until cleared to do so by HR.** Contact your supervisor/Department Director who will coordinate with HR.
- If the employee does not contact the applicable Department Director the supervisor shall notify the applicable Department Director immediately.
- If the employee is not comfortable communicating this information with supervision, the employee can communicate the information directly to HR.
- The employee shall also advise their supervisor/Department Director/HR of all co-workers with whom he/she has had close contact with during the work day.
- The Department Director shall notify HR immediately if HR has not already been informed.
- HR will notify the City of Kettering COVID-19 Task Force.
- The Department Director/HR shall contact David Duritsch (Public Service) for cleaning and disinfection of the workplace (vehicles, etc.).
- Public Service will implement the applicable COVID-19 Cleaning and Disinfecting Procedures Within City Facilities Plan.
- The employee's medical provider and/or HR will contact Public Health-Dayton and Montgomery County Department and/or the local health department where the employee resides as required by ODH and other guidelines.
- The employee and the City will follow CDC criteria for confirmed or suspected COVID-19. As of the date of this memo, if an employee has had a positive test for COVID-19, an employee can return to work as follows:
  1. Employees with symptoms who have lab-confirmed COVID-19 should stay home until:
    - At least 24 hours have passed since there has been no fever without use of fever-reducing medications **AND** other symptoms have improved **AND** at least 10 days

have passed since the onset of symptoms.

**OR**

- There is no fever without use of fever-reducing medications AND improvement in symptoms AND there are negative results (showing no COVID-19) on at least two consecutive lab tests of respiratory specimens collected at least 24 hours apart.
2. Employees without symptoms who have lab-confirmed COVID-19 should stay home until:
- At least 10 days have passed since the date of their first positive test. However, if employee develops symptoms in that time period, revert to the criteria for employees with symptoms in the above paragraph 1.

**OR**

- There are negative results (showing no COVID-19) on at least two consecutive lab tests of respiratory specimens collected at least 24 hours apart.

**IF AN EMPLOYEE HAS SEVERE ILLNESS (COVID-19), EMPLOYEE MAY NOT RETURN TO WORK FOR A PERIOD UP TO 20 DAYS AFTER THE ONSET OF SYMPTOMS WHERE WARRANTED. IN THESE LIMITED CASES, CONSULTATION WITH INFECTION CONTROL EXPERTS WILL OCCUR.**

**IF AN EMPLOYEE HAS BEEN EXPOSED TO A CONFIRMED CASE OF COVID-19 WHILE AT OR AWAY FROM WORK, PLEASE CONTACT THE HR DEPARTMENT FOR GUIDANCE.**

**IF A VOLUNTEER, PATRON, VENDOR, CONTRACTOR OR A MEMBER OF THE VISITING PUBLIC HAS SIGNS/SYMPTOMS OF COVID-19 WHILE IN ANY CITY FACILITY OR IF THE CITY RECEIVES A REPORT THAT AN INDIVIDUAL IN ONE OF THESE CATEGORIES HAS TESTED POSITIVE FOR COVID-19, THE CITY WILL FOLLOW THE SAME PROTOCOL AS THAT FOR A CITY OF KETTERING EMPLOYEE WHO HAS OR DEVELOPS SIGNS/SYMPTOMS OF COVID-19 OR TESTS POSITIVE FOR COVID-19, RESPECTIVE OF THE SITUATION.**

**Conclusion**

This is a fluid situation and guidance frequently changes. The COVID-19 Task Force continues to monitor the situation and all applicable guidelines. Please do not hesitate to contact HR with any questions or concerns.

cc: Human Resource Department