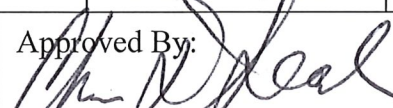
 Town of Swansboro	Personnel Policy		General Provisions Purpose of the Policy	
	Number: Article XIII; Section 2	Revisions:	Effective Date: December 3, 2020	Page of 1 10
	Supersedes:		Approved By: 	

ARTICLE XIII. COVID-19 EMERGENCY SAFETY PLAN

Section 2. COVID-19 PLAN

The purpose of this policy is to guide staff in an effective response to the COVID-19 Pandemic in the workplace. This policy should be used by all Town of Swansboro departments as directed by the Town Manager. This policy includes several items as it pertains to responding, managing, and implementing proactive measures to limit the spread of COVID-19 to staff. ***Please note that the Town Manager may enact restrictions, procedures, and protocols that align with this policy. These *Additional Guidelines* will be sent out to staff as needed.

DEFINITIONS AND GENERAL INFORMATION

COVID-19 seems to be spreading easily and sustainably in the community (“community spread”) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

Prevention - Wear cloth face coverings in public settings where other social distancing measures are difficult to maintain, such as grocery stores, pharmacies, and gas stations. Cloth face coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

While people who are sick or know that they have COVID-19 should isolate at home, COVID-19 can be spread by people who do not have symptoms and do not know that they are infected. That’s why it’s important for everyone to practice social distancing (staying at least 6 feet away from other people) and wear cloth face coverings in public settings. Cloth face coverings provide an extra layer to help prevent the respiratory droplets from traveling in the air and onto other people.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Common Symptoms- Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19 [this is not an exhaustive list; check the Center for Disease Control CDC for up-to-date symptoms at www.cdc.gov]:

- 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

Workplace Precaution Measures

All departments within the Town of Swansboro should follow protective measures as described in this policy.

- Physical Distancing- Staff should physically distance themselves while at work performing duties and responsibilities as required in their position as much as possible. Physical distancing means you should stay at least six (6) feet apart from others at any given time when it is possible. This should be followed in public as well as in Town facilities and buildings. Masks will be required to be worn if staff cannot maintain at least six (6) feet apart from one another.
- Workplace Cleaning- in addition to routine cleaning performed by professional outside agency, departments should take measures to frequently clean commonly touched surfaces such as door knobs, handles, time clocks, refrigerator doors, or any other surface that more than one employee occupies or shares. This cleaning should occur daily. In the event a staff member is put into quarantine because of possible exposure or if a staff member tests positive for COVID-19, the staff members work area (including building, vehicle, office, etc.) will be thoroughly cleaned by a third-party cleaning contractor. The exposed area will be closed for 24 hours while cleaning/disinfecting takes place. Other staff will not be responsible for cleaning an area that has been exposed to someone who has or may have COVID-19.
- Hand Washing and Sanitization- staff should frequently wash hands with warm water and antibacterial soap several times per day especially after touching surfaces in the workplace, interacting with the public after touching a shared surface (e.g. paperwork, boxes, mail, equipment, etc.). Hand sanitizer should also be carried or accessible to staff at all times to frequently sanitize hands after coming in contact with commonly touched surfaces or items.
- Non-Staff in Public Buildings- the Town Manager will announce up-to-date protocol measures that regulate non-staff visitors into public buildings. When visitors are permitted by the Town Manager, departments should take appropriate measures to protect staff from potential transmission of COVID-19. A questionnaire asking visitors several questions as well as a temperature check and requirement to wear a face mask are mandated to permit non-staff visitors in public buildings. If the Town Manager does permit visitors in public buildings, the purpose and frequency should be limited and discouraged as much as possible. Please note that the Town Manager may restrict all visitors to public buildings. If visitors are restricted, Town buildings should be clearly marked that the facility is closed to the public.

- Staff Temperature Checks and Questionnaire- Staff should self-monitor their temperature daily and ask themselves the following questions related to COVID-19 before entering any Town facility.

1. Do you have a fever, cough, shortness of breath, difficulty breathing, chills, loss of taste or smell, vomiting, or diarrhea?
2. Have you been in contact with someone with any of the above listed symptoms recently?
3. Have you been potentially exposed to COVID-19 (sharing a household or having close contact with anyone with COVID-19 or symptoms of COVID-19) or have reason to believe you have COVID-19?
4. Do you have a temperature above 100? If so, do not report to work and notify your supervisor.

- Face Coverings and Gloves - staff are required to wear face coverings and/or gloves while working around the public and other staff members when scenarios listed in the chart below exist. The Town Manager can make the determination of staff who are unable to physically distance themselves in order to perform their roles and responsibilities; therefore, being required to wear a face covering. Exceptions to wearing face coverings are allowed by ADA or other health related reasons. If a staff member believes they should be exempt from wearing a face covering, a medical doctor's note should be supplied to H.R. for filing. Reasonable accommodations will be made for staff who qualify under one of the exemptions if a reasonable accommodation is available. In the event reasonable accommodations cannot be made for the staff member that is required to wear a face covering. Please refer to the table below for mask and glove usage:

	Required	Encouraged	Exceptions
Wearing a Face Covering	A. When around any member of the public while in a Town building, facility, or on-site during working hours when a barrier is not present. This includes public spaces while working. B. When you cannot maintain at least six (6) feet from other staff members while performing job duties and tasks	To wear around coworkers all the time	For ADA or health related reasons
Wearing Gloves	When handing material or items brought in by the public (e.g. money, paperwork, packages, etc.)	When handling material that is passed from one staff member to another	For ADA or health related reasons

How to Properly Wear a Face Covering

Approved face coverings should fit snugly but comfortably against the side of the face. Face coverings should be secured with ties or ear loops. Simply holding a face covering over the mouth and nose is not sufficient. Cloth face coverings should completely cover the nose and mouth of the employee. They are ineffective if either the mouth or the nose is uncovered. Face coverings should allow for breathing without restriction. When donning or removing a cloth face covering, it is important to not touch your eyes, nose or mouth. Hand sanitizer should be used before donning and after removing a cloth face covering.

TESTING PROTOCOLS

There are two (2) types of COVID-19 testing; 1) Antibody Testing and 2) Antigen Testing.

- 1) Antibody Testing is conducted by drawing a patient's blood to detect if a past exposure to COVID-19 has occurred.
- 2) Antigen Testing is typically conducted with a nasal or oral swab to detect if a patient currently tests positive for COVID-19.

Quarantine and Isolation Procedures

Quarantine

In the event a staff member becomes exposed to COVID-19, CDC guidelines for quarantine procedures should be followed. The CDC recommends a 14-day quarantine after the last day of exposure based on the time it takes to develop illness if infected. Individuals in quarantine should stay home, separate themselves from others, and monitor their health. Quarantine should take place if you had close contact with a person that has tested positive for COVID-19. Staff members who are in quarantine will continue to receive full compensation and benefits while out of work quarantining as long as the potential exposure is not the result of staff negligence. The Town Manager will determine potential negligence and or abuse of any such quarantine period(s).

To ensure continuity of operations of essential functions, the CDC advises that critical infrastructure workers (CIWs) (a designation determined by the Town Manager) may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure Workers who have had an exposure but remain asymptomatic (producing or showing no symptoms) should adhere pre-screening, regular monitoring, wearing a mask at all times, physical distancing, and having their work area disinfected and cleaned regularly. The Town Manager will determine the necessary practices for a critical infrastructure worker (see *Critical Infrastructure Workers* section).

Isolation

In the event a staff member tests positive for COVID-19 or is waiting for tests results while experiencing symptoms, it is required for the staff member to stay out of work and to stay at home until it is safe to be around others. Isolation should end only when you have isolated for at least fourteen (14) days from the last date of exposure AND no longer experience symptoms for at least three (3) consecutive days. It is also required for staff members to test negative prior to returning to work.

Staff members who are in isolation will continue to receive full compensation and benefits while out of work as long as exposure is not due to negligence.

When to Start and End Quarantine Scenarios

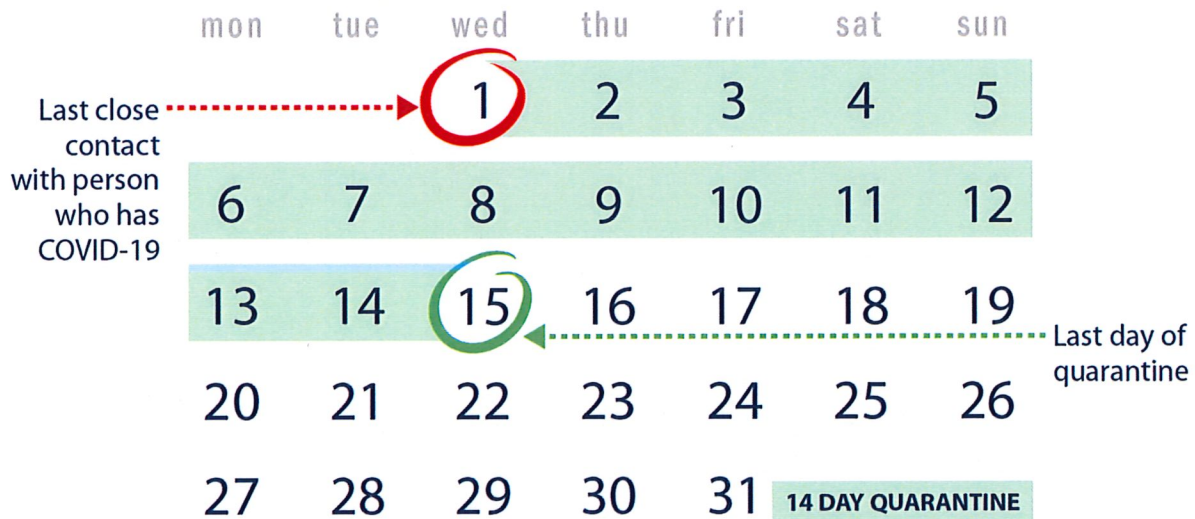
You should stay home for 14 days after your last contact with a person who has COVID-19. For all of the following scenarios, even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus. See scenarios below to determine when you can end quarantine and be around others.

Scenario 1: Close contact with someone who has COVID-19—will not have further close contact

I had [close contact](#) with someone who has COVID-19 and will not have further contact or interactions with the person while they are sick (e.g., co-worker, neighbor, or friend).

Your last day of quarantine is 14 days from the date you had [close contact](#).

Date of last [close contact](#) with person who has COVID-19 + 14 days = end of quarantine



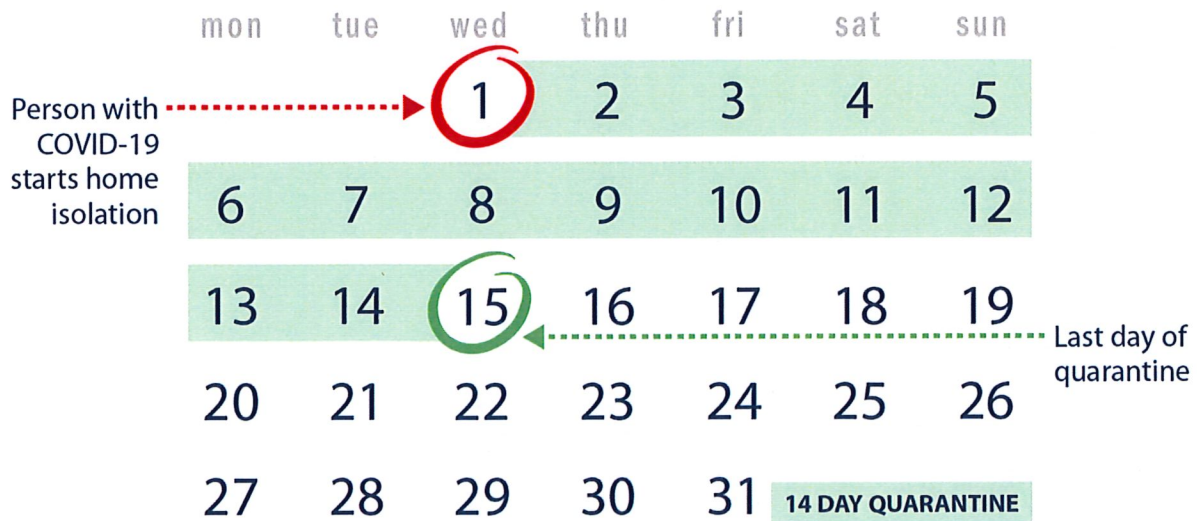
Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 2: Close contact with someone who has COVID-19—live with the person but can avoid further close contact

I live with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom. I have had no [close contact](#) with the person since they isolated.

Your last day of quarantine is 14 days from when the person with COVID-19 began home isolation

Date person with COVID-19 began home isolation + 14 days = end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 3. Under quarantine and had additional close contact with someone who has COVID-19

I live with someone who has COVID-19 and started my 14-day quarantine period because we had close contact. What if I ended up having close contact with the person who is sick during my quarantine? What if another household member gets sick with COVID-19? Do I need to restart my quarantine?

Yes. You will have to restart your quarantine from the last day you had close contact with anyone in your house who has COVID-19. **Any time a new household member gets sick with COVID-19 and you had close contact, you will need to restart your quarantine.**

Date of additional close contact with person who has COVID-19 + 14 days = end of quarantine



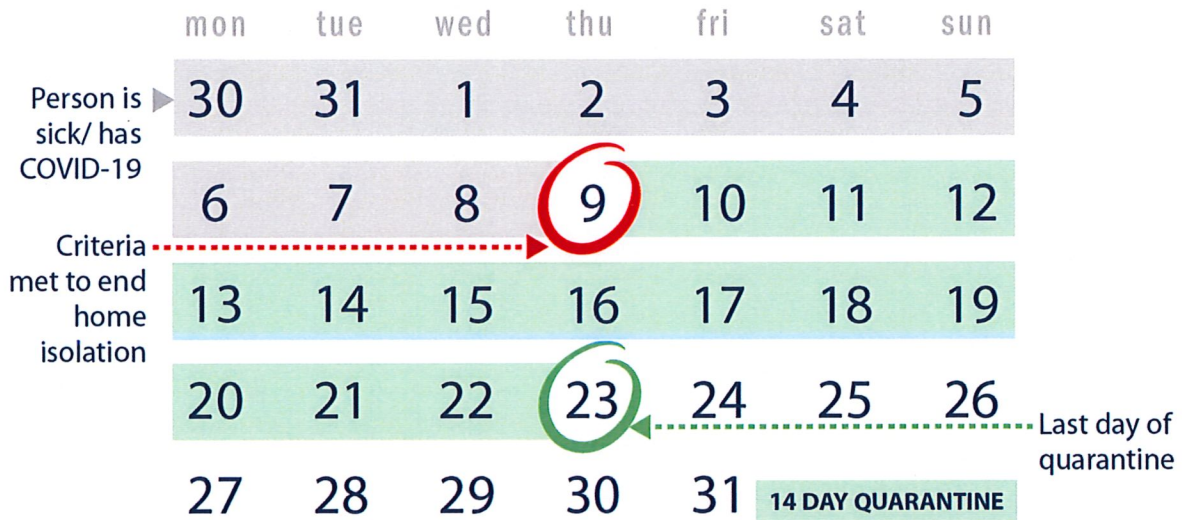
Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 4: Live with someone who has COVID-19 and cannot avoid continued close contact

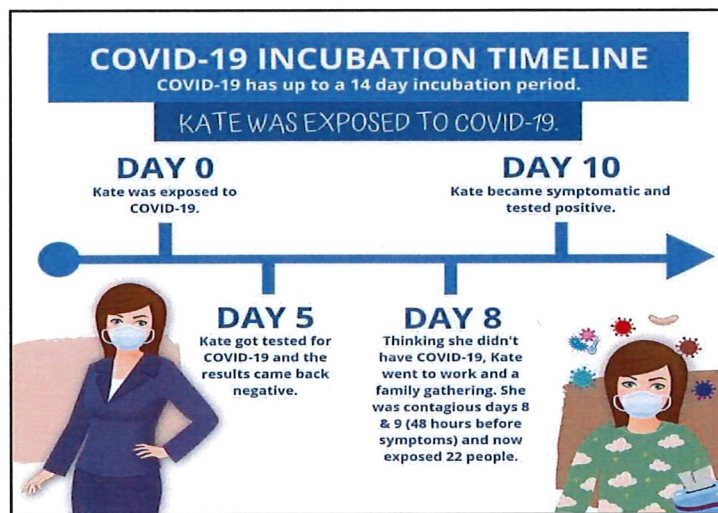
I live in a household where I cannot avoid close contact with the person who has COVID-19. I am providing direct care to the person who is sick, don't have a separate bedroom to isolate the person who is sick, or live in close quarters where I am unable to keep a physical distance of 6 feet.

You should avoid contact with others outside the home while the person is sick, and quarantine for 14 days after the person who has COVID-19 meets the criteria to end home isolation.

Date the person with COVID-19 ends home isolation + 14 days = end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

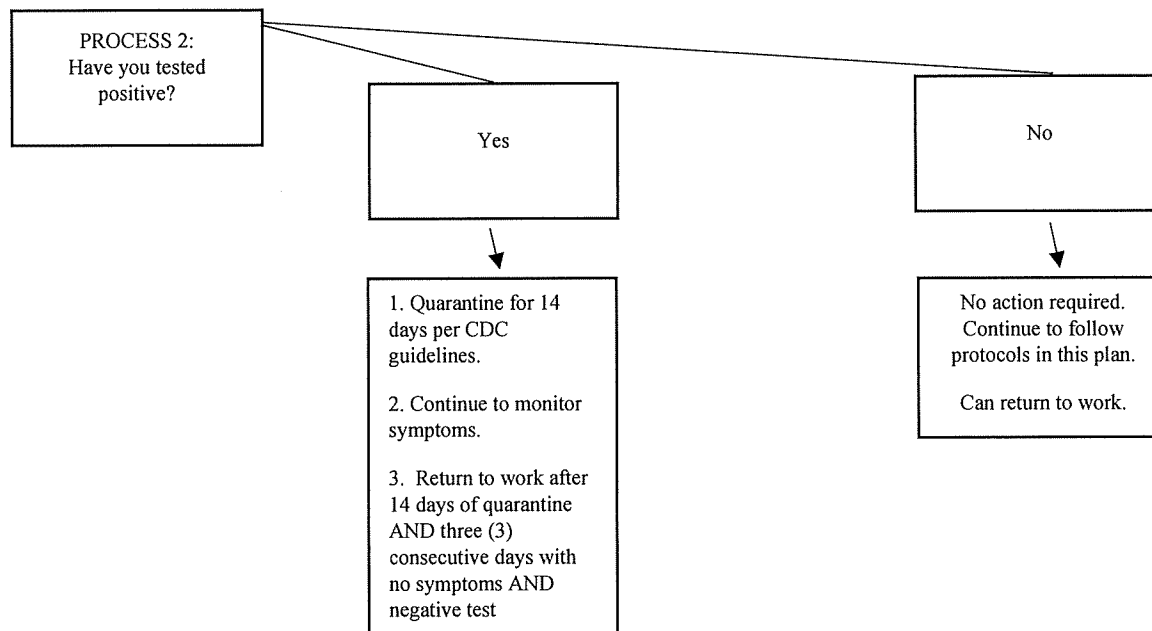
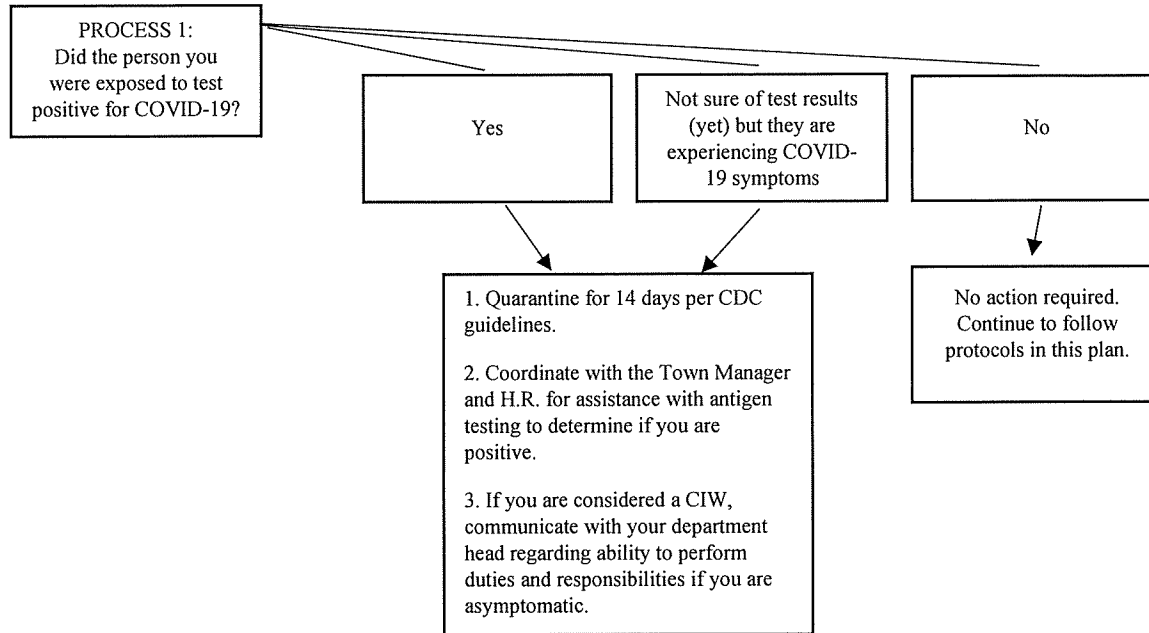


Example of COVID-19 Incubation Timeline

Flow Charts

This section is meant to work as a visual aid for staff to determine the content and requirements of this policy. Reference Scenarios charts provided above also.

Exposure



Critical Infrastructure Workers (CIWs)

The Town Manager has determined (as of the adopted date of this plan) critical infrastructure workers (CIWs) as staff whose positions includes:

Any responsibilities of systems and assets, whether physical or virtual, so vital to the Town of Swansboro that the incapacity or destruction of such systems and assets would have a debilitating impact on safety, service delivery, public health, or administrative coordination or any combination of those matters.

- Town Manager
- Assistant Manager/Town Clerk
- Deputy Clerk
- Finance Director and all department personnel
- Police Chief and all department personnel
- Fire Chief and all department personnel
- Public Works Director and all department personnel
- Parks and Recreation Director
- Programs Supervisor

Staff in these classifications may be allowed to continue working under the direction of the Town Manager even if they have been exposed to COVID-19 (see *Quarantine and Isolation Procedures* section). If a CIW has been exposed by a positive COVID-19 individual and they are asymptomatic, they may carry out their responsibilities and duties with the approval of the Town Manager and the following provisions:

- Must wear a mask at all times
- Must ride in Town vehicles alone
- May only enter Town facilities as required by responsibility and duties
- Must physically distances themselves from others at all times
- Report movement and location to supervisor and/or department head

VIOLATIONS OF PLAN

The intent of this plan is to ensure a safe work environment for staff and provide safety protocols while interacting with the public.

All Town of Swansboro staff shall follow this plan and abide by all provisions set forth herein. The Town Manager has made it policy for failure to follow this plan, staff will be disciplined up to and including termination of employment.

Department heads are tasked with ensuring that their departments and staff members are following all provisions of this plan. Failure to administer this plan and/or initially neglect the provisions herein, will results in disciplinary action up to and including termination of employment.

REPORTING AND PRIVACY

Reporting

The Onslow County Health & Human Services Department (DHHS) is responsible for communicable disease investigations and surveillance in Onslow County. Any employee who tests positive or comes in contact with another individual who test positive with COVID-19 should contact the Town Manager or Assistant Manager at once. The Town Manager and/or Assistant Manager will notify DHHS immediately

by completing the “Confidential Communicable Disease Report” and sending it by fax to 910-347-4246. Upon receiving the report, DHHS will investigate and send appropriate information to the North Carolina Division of Public Health (NCDPH) and ultimately the Centers for Disease Control. After consulting with DHHS, Town staff who are affected will be notified and tracked by Management.

Staff members, members of the public, and any other individual that comes in contact with a positive COVID-19 staff member will be notified that they have been potentially exposed. The name of the staff member will not be disclosed (see privacy section below).

Privacy

The Town of Swansboro respects staff member’s privacy and rights as provided in the American’s with Disability Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA). Staff members who tests positive for COVID-19 or have been in quarantine for a possible exposure, will not have their name or identity released other than what is required by State law and regulations provided by Onslow County DHHS. Staff privacy and safety is the Town’s top priority.

ACKNOWLEDGEMENT STATEMENT

I, _____, have received and read the Town of Swansboro COVID-19 Plan. I have read the contents of this plan and agree to follow the provisions outline herein. I understand that failure to follow this plan may results in disciplinary action up to and including termination of employment. I also understand my role, rights, and requirements as a staff member as identified in this plan.

Signature

Date

RESOURCES

www.cdc.gov

www.covid19.ncdhhs.gov

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Questionnaire for Public Admittance to Town Facilities

1. Do you have a fever, cough, shortness of breath, difficulty breathing, chills, loss of taste or smell, vomiting, or diarrhea?
2. Have you been in contact with someone with any of the above listed symptoms recently?
3. Have you been potentially exposed to COVID-19 (sharing a household or having close contact with anyone with COVID-19 or symptoms of COVID-19) or have reason to believe you have COVID-19?
4. Do you have a temperature above 100? **If so, not admittance allowed.**