



MEMO

DATE: August 7, 2020

TO: All City Supervisors

FROM: Amber Haglund-Pagel

SUBJECT: COVID-19 Quarantine and Return-To-Work Guidance

This guidance may change as we learn more about the spread and prevention of COVID-19. There may be situations that are not addressed in this guidance. As a result, we may have to rely on communication with Essentia Occupational Health for advice tailored to specific situations that may arise. Updated guidance will be sent out as needed.

Symptomatic Employees (those having symptoms)

1. Employees who have symptoms of COVID-19 should not report to work. If symptoms develop during the day, the employee should be sent home immediately. Symptoms may include:
 - 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
2. Symptomatic employees should pursue COVID-19 testing. To start an E-Visit evaluation, the employee should go to <https://www.essentiahealth.org/covid-19/> and follow the online directions. Nurse-Care-Line can be reached at 833-494-0836 for COVID-19 questions.



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Possible outcomes from E-Visit:

- a. COVID-19 testing is not recommended
 - i. Follow regular sick policy protocols
- b. COVID-19 testing is recommended
 - i. Follow instructions to obtain test
 - ii. Quarantine at home until test result is available
 - i. If COVID-19 is positive: Employee will notify supervisor and follow quarantine protocol (outlined on Page 3 of this memo).
 - ii. If COVID-19 is negative: Employee will notify supervisor. Follow usual employer illness protocol.

Definition of "Close Contact" used for Quarantine Guidance:

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Asymptomatic Employees (those showing no symptoms)

1. Has the employee had close contact with an individual who is confirmed COVID-19 infected?
 - a. If yes: Quarantine for 14 days.
 - b. If no: Continue evaluation at step 2, below.
2. Has the employee had close contact with a Person Under Investigation (PUI) for COVID-19? (PUI are individuals who are pursuing testing due to the development of symptoms):
 - a. If yes: Quarantine until results of PUI are available.
 - If test results are positive for COVID-19, quarantine for 14 days from last exposure to PUI.
 - If results are negative, return to work.
 - b. If no: Continue evaluation at step 3, below.



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3. If the employee is well, but shares a household with someone who either has a confirmed COVID-19 case, or is a PUI (awaiting test results for COVID-19), they should quarantine at home (separated from the sick person, if at all possible) until either:
 - a. The test results for the PUI (person under investigation) come back negative
OR
 - b. 14 days* have passed and the employee has had no symptoms of COVID-19.

*If the infected individual is a young child that the employee cannot separate from, quarantine time will be determined on a case-by-case basis.

*** Occupational Medicine may work with HR/Employee/Employer to track results of PUI***

Employees Recovering from COVID-19 Illness

Employees with COVID-19 who were directed to care for themselves at home may discontinue home isolation under the following conditions:

1. Symptom-based strategy (Time-since-illness-onset and time-since-recovery):
 - a. At least 10 days* have passed since symptom onset **and**
 - b. At least 72 hours have passed since resolution of fever without the use of fever-reducing medications **and**
 - c. Other symptoms have improved.

*For individuals who experience serious illness from this infection, additional quarantine time may be needed, as determined by the health care provider, per CDC guidelines.
2. Test-based-strategy (only currently available for first responders):
 - a. No fever, for 24 hours, without use of fever-reducing medications, **and**
 - b. Other symptoms have improved, **and**
 - c. Negative results from two back-to-back nasopharyngeal swab specimens collected at least 24 hours apart (total of 2 negative specimens)



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3. Employees with confirmed COVID-19 who have not had any symptoms:

- a. Employee may discontinue home isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness. Medical clearance to return to work may be required.

Contact Tracing:

Each department is responsible to conduct contact tracing when an employee either becomes a PUI or a positive COVID-19 case. Any other employees or individuals who that person had close contact with should be identified (to the extent possible), and quarantine protocols should be determined.

1. If the potentially infected employee is symptomatic, and had “close contact” with any other employees within 48 hours of their symptoms starting, those affected employees should follow the quarantine protocols under the “Asymptomatic Employees” on page 2 of this memo.
2. If the potentially infected employee is asymptomatic, no quarantine is needed for other employees who had “close contact” with them, unless that employee develops symptoms within 48 hours of “close contact” with others. If this occurs, the other affected employees should follow the quarantine protocols under the “Asymptomatic Employees” on page 2 of this memo.
3. As an additional measure of safety, once a suspect or known case is identified, the work group supervisor should contact PFM staff to request disinfection misting in the affected work area(s).
4. Please notify Amber Haglund-Pagel, Safety and Training Officer, of any suspect or known employee cases in your work group.

Because “close contact” (see definition on Page 2) is what most efficiently spreads this infection at work, it should be **AVOIDED AT ALL TIMES** unless it is absolutely necessary to complete a work task. Even if it is absolutely necessary, all precautions, including masks, must be used by staff.

For questions on any of this guidance, please contact either Amber Haglund-Pagel, the Safety & Training Officer, or Theresa Severance, the HR Manager, for clarification.