

**ADMINISTRATIVE GUIDELINES
FOR EMPLOYEES
COVID-19**



**POLICY AND ADMINISTRATIVE GUIDELINES
EFFECTIVE DATE: May 1, 2020**

Information can be obtained by visiting:
Indiana State Dept. of Health – www.coronavirus.in.gov
City of Hobart website – www.cityofhobart.org
Centers for Disease Control – www.cdc.gov

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I. Introduction

The safety of our workforce and community is our highest priority. The City of Hobart is committed to providing employees a safe and healthy work environment. Together we share a responsibility to help prevent the spread of illnesses in our community. Employees have an obligation to practice Centers for Disease Control (CDC) and Indiana State Department of Health (ISDH) recommendations to help keep the spread of the virus to a minimum.

Department Heads and supervisors are expected to adhere to the guidance provided by this Policy and Administrative Guideline in responding to employee concerns and questions. Department Heads will develop departmental procedures to supplement this guideline. Department Heads have a responsibility to ensure compliance with all applicable provisions of these guidelines including those that require greater flexibility in determining schedules, work assignments, locations, scheduling and use of paid time off, and other related employment matters. All actions taken by Department Heads outside the normal (pre-COVID-19 routine) should be coordinated with Human Resources prior to implementation. This Policy and Administrative Guideline applies to all employees and officials of the City of Hobart.

Additional resources for COVID-19 are available from the Centers for Disease Control (CDC) and the Indiana State Department of Health (ISDH):

www.cdc.gov

www.coronavirus.in.gov

For more information or assistance with this Guideline, contact Human Resources Director Karen Anderson at 219-942-1940 Ext# 2230 (primary) or Fire Chief Randy Smith at 219-942-5184 Ext# 2353 (secondary).

II. Employee Screening

A. Daily Health Screening

All employees entering City of Hobart buildings or work sites should be screened, at the beginning of their shift, by (1) having their temperature(s) taken, and (2) answering the questions on the questionnaire attached as Appendix A. Employees need not be screened more than once a day.

Human Resources and the Fire Chief will identify screeners for all city facilities/departments. Screeners will be given instruction on procedures for conducting the employee screening process to include: privacy/confidentiality considerations, thermometer use and administrative procedures for employees who have a high temperature or answer yes to screening questions. This screening should include gauging the employee's temperature to ensure the employee

does not have a low-grade fever, which is often a first symptom of COVID-19. A temperature above 100.4 will be the primary indicator to deny entry to the workplace. A positive answer to the screening questions will be reviewed on a case by case basis, for instance, an employee may have underlying conditions such as: allergies, digestive issues, etc..

If an employee does not pass screening, that employee will not be permitted to enter the work site. The employee should be immediately isolated from coworkers, given a mask to wear and be evaluated by the Fire Department. The Fire Department should be summoned by calling 911. If the employee is safe to be sent home, that employee should not return to work until cleared by their medical provider. The Human Resources Director should be notified of these actions immediately.

Department Heads are responsible for ensuring that screening is conducted as outlined above. In their departmental procedures, Department Heads should identify the designated employees who will conduct the screening outlined above and monitor employees on their way into the workplace. For work sites where employees from multiple departments work, departments may collaborate to designate the appropriate screening personnel— but those personnel must be specifically identified in each department’s plan

All screening personnel should be provided with specific instructions on how to capture, report, and properly store all data.

Department Heads should also design a system whereby they are notified when an employee displays a fever or any other symptom.

B. Exposure Response

If an employee becomes sick while on the job (e.g., begins demonstrating symptoms during the workday) that employee should be immediately isolated from coworkers, given a mask to wear and be evaluated by the Fire Department. The Fire Department should be summoned by calling 911. If the employee is safe to be sent home, that employee should not return to work until cleared by their medical provider.

Similarly, if an employee who has been working on-site develops symptoms of COVID-19 during non-work hours, that employee must not return to work until cleared by their healthcare provider. Signs and symptoms are outlined in Appendix A.

Employees who begin to develop symptoms must notify their supervisor, who will contact Human Resources to develop an action plan for that employee. This is determined by Indiana State Department of Health Guidelines (ISDH) and direction from the employee’s medical provider. The employee’s medical provider will determine if COVID-19 testing is appropriate for the employee.

C. Health Monitoring of Isolated Employees

Supervisors should check on the wellbeing of employees who have been directed by a physician to isolate or are placed in quarantine by health officials. This is strictly a wellbeing check. Human Resources will also conduct ongoing wellness checks to confirm employees' status. Employees shall maintain communication with their supervisor and Human Resources while they are in isolation.

Departments should be committed to bringing currently isolated employees back to work safely and efficiently. To that end, workers shall return to work under the following of the then current CDC guidance at the time of the return.

III. Workplace Practices and Distancing

A. Sick Policy

Anyone experiencing COVID-19 related symptoms (i.e. fever, cough, shortness of breath, diarrhea, loss of smell or taste), or who has prolonged exposure to someone that has tested positive, SHOULD NOT attempt to enter any City of Hobart facility, or report to any City of Hobart job-site.

In this instance, workers should NOT report to work. They should follow their regular call-in procedure to report their absence to their supervisor and should contact Human Resources to determine an appropriate action plan. In addition, workers should stay at home and isolate to minimize the potential spread to others. Workers with worsening health conditions should consult a physician.

B. Strict Physical Distancing for all Employees

The Centers for Disease Control (CDC) have identified social distancing as a key tool to prevent the spread of the virus. Social distancing is defined as being no less than six feet apart from another person. Towards that end, the following social-distancing requirements shall be put into effect:

- a. Employees shall stay six feet apart from another person whenever feasible.
- b. Elevators will be limited to one occupant at a time.
- c. Employees shall reduce the number of in-person meetings and congregations, and instead use Zoom or other video conference calling options for a meeting.
- d. When working in a group atmosphere, as few employees should be assigned to a task as possible. Employees should also adhere to state-level guidelines—including, but not limited to, executive orders from the Governor—to ensure their safety outside of work.

C. Workspace Modifications or Changes

In order to ensure adherence to physical distancing guidelines, departments should assess their workspaces for necessary modifications and changes. Modifications or changes could include:

- a. Creating 6-foot markings on the floor to encourage employee spacing
- b. Removing chairs and desks to ensure 6-foot spacing
- c. Limiting the number of people that can be in one room at a time, and creating clear, maximum room occupancy signage based on adequate spacing.
- d. Considering more appropriate spaces that allows for 6-foot spacing between employees
- e. The installation of plexiglass screens at counters where employees have face-to-face interaction with the public.

D. Encourage Good Hand Hygiene Practices

Departments should also encourage good hygiene practices for workers, by placing signage around the workspace reminding workers to:

- a. Eliminate handshaking.
- b. Wash hands frequently with soap and water for at least 20 seconds especially before or after going to the restroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- c. When sneezing or coughing, cover your mouth and nose with a tissue and discard the tissue. If you do not have a tissue, cough or sneeze into your upper sleeve and not in your hands.
- d. Wash or sanitize hands after touching surfaces
- e. Wash or sanitize hands after removing gloves.
- f. Avoid touching your face.

IV. Use of Personal Protective Equipment

The City of Hobart is committed to ensuring the health and safety of all employees and its residents. Therefore, Departments should supply all employees with personal protective equipment as deemed appropriate for job duties and specific worksites.

Refer to Section VI further guidance on obtaining supplies.

A. Daily Use of Surgical and Cloth Masks for Employees

Department supervisors are responsible for issuing masks to all City of Hobart employees and that mask are used properly by the employees in accordance with this policy. All employees are encouraged to wear a mask while reporting to work to reduce the spread of the virus. Wearing the mask is optional after the employee health screening is completed and no symptoms are present, except for the conditions listed below.

Surgical masks can be re-used by employees provided the masks do not get soiled, wet, or exposed to employees that test positive for COVID-19. Whenever an employee requires a new mask, they should notify their supervisor. After receiving the new mask, discard the old mask in a garbage can. Employees are not required to return the mask at the conclusion of their shift.

Cloth masks should be washed periodically. See Appendix C for guidance.

Employees are required to wear the mask in the following circumstances:

- a. When interacting with the public (less than 6') and no plexiglass barrier is present.
- b. Driving in a car with another individual in the passenger seat.
- c. Handling materials such as leaf bag, garbage containers, performing sewer lift station wet well cleaning.*
- d. Fire and Police Department sworn staff will follow department specific policies/protocols.

*** In these circumstances eye protection must be worn in addition to masks.**

Employees are reminded that while surgical masks provide important protection in daily activity, social distancing and hand hygiene are the most important steps to take to prevent the spread of COVID-19.

B. Daily Use of Masks by Employees Interfacing with the Public

Employees interacting with the public will wear a mask if a plexiglass barrier is not present. Supervisors will ensure employees have a mask at the beginning of their shift and are required to wear the mask during their interactions with the public. Masks can be re-used by employees provided the masks do not get soiled, or wet. Whenever an employee requires a new mask, they should notify their supervisor.

C. Daily Use of Surgical Masks by the Public

Departments should develop protocols for the distribution of surgical masks to any member of the public who enters a City of Hobart building or property, in order to prevent the spread of infection among workers and other members of the public

D. Use of Gloves in Selected Environments

For employees who have regular interaction with the public, departments should develop protocols for the use of gloves. These gloves will be supplied by the department. Departments must ensure that their protocol involves hands being washed or sanitized after glove removal.

E. Use of Eye Protection in Selected Environments

For employees whose job function inevitably requires them to come within six feet of others (e.g., first responders) eye protection will be worn whenever they are within six feet of others.

V. Work-Site and Vehicle Cleaning

A. Sanitation and Disinfection

Departments should develop protocols to ensure that all high-touch or high-traffic surfaces such as doorknobs, railings, frequently used drawer handles, and instrument/appliance controls—are sanitized at least every two hours. Implementation of a checklist for cleaning staff can help reduce the risk of the spread of infection. At the minimum, disinfectant wipes should be used to clean commonly used surfaces every two hours (e.g. phones, keyboards, desks, etc.). For keyboards and other commonly used electronics, ensure the device is powered off and is cleaned with a disinfectant wipe that is bleach-free and not overly damp.

Employees working within vehicles should use disinfectant wipes on commonly used surfaces (gear shifter, steering wheel) before and after every shift.

VI. Distribution of Supplies

In order to ensure the effective implementation of this policy, all departments should ensure they have an adequate amount of necessary supplies on site. A list of the types of supplies that

may be necessary is provided below. Departments should keep a minimum two-week supply on site.

A. Emergency Supplies Coordinator

The Fire Chief has been designated the City's Emergency Supply Coordinator and will be responsible for the acquisition of emergency supplies for our COVID-19 response. In order to effectively allocate and distribute PPE and sanitization supplies to all employees, each department must identify an Emergency Supplies Coordinator as well. This departmental Emergency Supplies Coordinator will be responsible for:

- 1) Identifying the supply needs for their department.
- 2) Submit requests for supplies to the Fire Chief promptly.
- 3) Coordinating the pickup of supplies from the Fire Chiefs office.
- 4) Overseeing the distribution of supplies within their department once it has been received.
- 5) Monitoring their entire department for supply & PPE needs

Appendix A: Employee Screening Questionnaire



COVID-19 Screening Checklist-EMPLOYEE

CONFIDENTIAL

Date: _____

Screener Name: _____

Department: _____

HR PHONE#: (219) 942-1940 EXT 2230

Name	Time	Have you had a Positive COVID-19 Test result?	Experiencing Any Symptoms?					Close contact with Others exhibiting symptoms or Tested Positive?	Current Temperature	Pass / Fail
			Fever*	Cough	Diarrhea / Nausea	Reduced Smell & Taste	Shortness of Breath			
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
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		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N

*Temperature should be less than 100.4 degrees.

Appendix B:

Cloth Mask Use/Cleaning

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

[Other Languages](#) ▾

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How to Wear a Cloth Face Covering

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape



CDC on Homemade Cloth Face Coverings

[CDC recommends](#) wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.



Appendix C: Cleaning and Disinfecting Your Facility

Cleaning and Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

[Other Languages ▾](#)

[Print Page](#)

How to clean and disinfect



Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- **Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.**
- **Practice routine cleaning** of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- **Recommend use of [EPA-registered household disinfectant](#)** [↗](#) .
Follow the instructions on the label to ensure safe and effective use of the product.
Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- **Diluted household bleach solutions may also be used** if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted.
Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
Leave solution on the surface for at least 1 minute.

To make a bleach solution, mix:

 - 5 tablespoons (1/3rd cup) bleach per gallon of water
OR
 - 4 teaspoons bleach per quart of water
- Bleach solutions will be effective for disinfection up to 24 hours.
- **Alcohol solutions with at least 70% alcohol may also be used.**




Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Laundry items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#)  meet EPA's criteria for use against COVID-19.



Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a **wipeable cover** on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, use **alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- **Do not shake dirty laundry.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Once area has been **appropriately disinfected**, it can be opened for use.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.



Cleaning and disinfecting outdoor areas

- Outdoor areas, like **playgrounds in schools and parks** generally require **normal routine cleaning**, but **do not require disinfection**.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- **Sidewalks and roads should not be disinfected**.
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.



When cleaning

- **Regular cleaning staff** can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash**.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands include:**
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).



Additional considerations for employers

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop [symptoms](#) within 14 days after their last possible exposure to the virus.
- **Develop policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#) [↗](#)).
- **Comply with OSHA's standards** on Bloodborne Pathogens ([29 CFR 1910.1030](#) [↗](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#) [↗](#)).



Alternative disinfection methods

- The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known.
 - EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.
- CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage.
- CDC only recommends use of the [surface disinfectants identified on List N](#) [↗](#) against the virus that causes COVID-19.



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For facilities that house people overnight

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on [disinfecting your home if someone is sick](#).

Appendix D: What You Need To Know

Policy Highlights

What are the symptoms of COVID-19?

Fever	Dry cough
Fatigue	Coughing up sputum/mucus production
Shortness of breath	Joint or muscle pain
Sore throat	Headache
Chills	Nausea or vomiting
Nasal congestion	Diarrhea

What should I do if I have symptoms?

If you are experiencing any of the symptoms you should seek the advice of a healthcare provider. You should contact your supervisor. You should not report to work, you should use your regular call-in procedure to report your absence.

What should I do if I am showing symptoms while at work?

You should notify your supervisor, isolate yourself from coworkers, put on a mask and wait to be evaluated by the Fire Department. Your supervisor will contact the Fire Department for evaluation.

What if I am directed by a healthcare provider to self-isolate or quarantine?

You should contact your supervisor, who will then contact Karen Anderson, Human Resources.

When will I be able to return to work?

If you have been directed by a physician to isolate or self-quarantine you may return to work when you have been free of fever, shortness of breath, and/or sore throat, without medication, for 72 hours.

How can I protect myself from contracting COVID-19?

- Wash hands frequently with soap and water for at least 20 seconds.
- Eliminate hand shaking
- Practice social distancing stay 6 feet from others if you need to be closer wear a face mask.
- When sneezing or coughing cover your mouth and nose with a tissue, if you do not have a tissue, cough or sneeze into your upper sleeve not in your hands.
- Wash or sanitize your hands after touching surfaces and after removing gloves.
- Avoid touching your face.
- Wear a mask when you are not able to maintain a 6-foot distance from others.

Do I have to wear a face mask?

Employees are encouraged to wear a face mask; it is not mandatory at this time. Employees are required to wear a face mask in the following circumstances:

- When interacting with the public (less than 6 feet)
- Driving in a vehicle with another person
- Handling materials such as leaf bag, garbage containers, performing sewer lift station wet well cleaning. Sworn members of Police and Fire Departments will follow department specific policies/protocols.

How do I get a mask?

Your supervisor should provide you with a mask. You may also bring your own mask.

If I have other questions/concerns who do I ask?

You should direct your questions to your supervisor.