



COVID-19 Specific Operations Directives for Supervisors:

WHAT IS COVID-19?

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets. **As more is learned about the virus these directives may be updated.**

SYMPTOMS OF COVID-19:

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

- 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

IF YOUR EMPLOYEE IS SICK OR EXPERIENCING SYMPTOMS PRIOR TO COMING TO WORK:

1. **Give your employee a direct order DO NOT COME TO WORK.** Remember to document the order in writing, and be sure to inform your Department Head through your respective chain of command. If you need assistance please contact the Human Resources Department directly. In all cases, even if there is a question as to the health of the employee in regards to COVID-19 it is safer to have her / him stay home and for you to get proper clarification.

2. Your employee has been instructed to report their absence along with their symptoms to you. If they have symptoms of COVID-19 advise them they should go and be tested. Currently, both St. Mary's

Hospital and Waterbury Hospital offer drive through testing services. There are numerous other sites in Connecticut that offer testing. To find out more information, advise them they can call 211 or visit www.ct.gov/coronavirus. It is recommended (not required) that employees receive a polymerase chain reaction, or PCR test instead of the antigen rapid test offered at some sites as they are generally considered more accurate but take 24 -72 hours to process.

3. If questions arise regarding workplace contraction, or the costs of testing, refer the employee to the Human Resources Department.

4. If an employee tests positive, they have been instructed to let you know. Through human resources they have benefits through the Families First Coronavirus Response Act (FFCRA). There are City resources to help the employee and their family with unmet needs so be sure to let them know.

5. Please refer to the color coded guide attached to this document for specific guidance. In all cases PLEASE ASK for guidance when you are unsure what to do.

IF AN EMPLOYEE EXPERIENCES SYMPTOMS WHILE WORKING:

1. Have the employee put on a mask (if not already wearing one) and notify your chain of command all the way to the Department head level.

2. Depending on the severity of symptoms and the employee's own healthcare decision, the City will arrange for Covid-19 testing for them if so desired.

3. Ensure the employee does not interact with co-workers or the public and prepare the employee and any others to self-isolate until decisions can be made by the Human Resources Department and the City COVID-19 Operations Team.

4. **HELP YOUR EMPLOYEE.** As you can imagine these times may be scary for someone facing the possibility of contracting the virus and depending on different family situations, the impact it may have on their families. If they have unmet needs (need groceries delivered, childcare, etc...) the City has a dedicated staff of case managers to help. If your supervisor cannot help you call (203) 597-3444 and tell the Emergency Operations Center staff what you need.

5. Once an employee leaves work with possible exposure, or has reported a positive, **it is your responsibility as a good supervisor** to stay in touch with them and monitor their progress the entire time they are out.

5. Contact Human Resources, your employee may have benefits through the Families First Coronavirus Response Act (FFCRA).

OTHER EXPOSURES:

1. **If someone your employee lives with or has had close contact** with develops COVID-19, your employee has been instructed to call you prior to coming to work. Follow the steps for "Prior to coming to work"

2. If your employee has gone for COVID-19 testing, they may not come to work until they have documentation stating they may return to work from a medical provider. Any such documentation should be referred to Human Resources for verification.

3. If your employee travels outside of the United States they **MUST** quarantine for 14 days prior to returning to work.

While at Work

Each specific Department has or is in the process of developing a re-opening plan consistent with Governor Lamont's, "Reopen CT" plan. While much information about how to perform within your department are found within these plans, you and your employees can do a number of things to protect yourself and your co-workers from the spread of COVID-19.¹

1. Social distance. Limit all contact with the public and other employees as much as a job allows. You as a supervisor should be vigilant and make sure employees are keeping their contacts to a minimum. By doing this you lessen the chance of multiple exposure if someone develops the virus in a workplace setting.

2. If you can find a way for your employee to do their job safer... make it happen! If an employee comes to you with a suggestion on how to make their job safer... make it happen if possible. Employees and Supervisors need to work together for safety. This is a joint effort to keep us all healthy.

3. All employees should wash their hands often with soap and water for at least 20 seconds especially after they have been in a public place, or after they have been blowing their nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of hands and rub them together until they feel dry. Employees should avoid touching their eyes, nose, and mouth with their hands.

4. Whenever possible employees should cover their mouth, and nose, with a cloth face cover or disposable mask (surgical type) when around others (*****even if they do not feel sick**). Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities. The cloth face cover is meant to protect other people in case an individual is infected. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

5. Instruct employees (posting simple signs can help) to cover coughs and sneezes. Throw used tissues in the trash. Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

6. Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant. While cleaning programs have been escalated by City custodial staff, the regular wipe down and disinfection of shared office items (not recommended but necessary in some case i.e. copiers and shared printers) is a good practice for any Department to implement.

7. Monitor Your Employees Health. Be alert for symptoms. Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19. Especially important if you are in a workspace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#). Infrared thermometers are being issued as available to all department to take employees temperatures if outlined in your Department's reopening plan.

8. REPORT ANY AND ALL CONCERNS UP YOUR CHAIN OF COMMAND ALL THE WAY TO YOUR DEPARTMENT HEAD

EXPOSURE RISK AS DETERMINED BY CDC:	SUPERVISOR ACTION:
<p>CDC High-Risk Exposure:</p> <ul style="list-style-type: none"> ❖ Close contact with a symptomatic person with confirmed COVID-19 ❖ Being in contact (less than six feet) in an enclosed space with a person who has a laboratory-confirmed case of COVID-19 ❖ Living in the same household as someone with COVID-19 ❖ Direct exchange of secretions to mucus membranes with a person who has a laboratory-confirmed case of COVID-19 	<ul style="list-style-type: none"> ➤ Follow “<i>prior to coming to work</i>” guideline DO NOT ALLOW EMPLOYEE TO COME TO WORK ➤ Follow “<i>while at work guideline</i>” Isolate employee, inform HR & City COVID Operations team. Have employee isolate or report directly for testing if not already confirmed. If possible get name and address of person possible exposed to for Dept. of Health Confirmation ➤ Inform your chain of command including Department Head
<p>CDC Medium-Risk Exposure:</p> <ul style="list-style-type: none"> ❖ Close contact with a person who may be symptomatic for COVID-19 ❖ Being in a closed office space for with a person who may be symptomatic for COVID-19 ❖ It is important to note many other illnesses have the same symptoms as COVID-19. Laboratory-confirmed testing is the only way to “rule-out” the possibility of exposure that may lead to contraction of the virus 	<ul style="list-style-type: none"> ➤ Follow “<i>prior to coming to work</i>” guideline DO NOT ALLOW EMPLOYEE TO COME TO WORK ➤ Follow “<i>while at work guideline</i>” Isolate employee, inform HR & City COVID Operations team. Have employee isolate or report directly for testing if not already confirmed. If possible get name and address of person possible exposed to for Dept. of Health Confirmation ➤ Inform your chain of command including Department Head
<p>CDC Low-Risk Exposure:</p>	<ul style="list-style-type: none"> ➤ Inform your chain of command including Department Head

<ul style="list-style-type: none"> ❖ Being in the same closed office space with an individual that may have symptomatic or laboratory confirmed case of COVID-19 but not meeting the definition of “close contact” as defined by the CDC (see below) 	<ul style="list-style-type: none"> ➤ Contact HR & City COVID Operations Team for a decision to be made on exposure. Different applications are made on a case by case basis as defined by the employee’s exposure period and actual job that he / she performs.
<p>CDC No Identifiable- Risk Exposure</p> <ul style="list-style-type: none"> ❖ Interactions with a person with laboratory confirmed COVID-19 that do not meet High, Medium or Low risk exposures as outlined above. ❖ Walking by a person with laboratory confirmed COVID-19 or being briefly in the same room ❖ Walking by a symptomatic person or being briefly in the same room 	<ul style="list-style-type: none"> ➤ While these situations may concern employees, generally they are very low risk and there is no need for action. If an employee requires explanation for your decision to have staff remain in a work status, contact your chain of command, HR, and the City COVID-19 Operations Team to explain the risk exposure to the employee