



# **Clinton County**

## **Response to Employee(s) Who Test Positive for COVID-19**

### **POLICY STATEMENT**

It is the purpose of this policy to provide Employees, Department Heads, and Elected Officials with guidelines to follow upon verification of an employee who has tested positive for COVID-19 virus and who had been working onsite immediately prior to diagnosis. This policy should also be followed if an Employee reports that County Health has advised them of potential exposure to another person who tested positive.

It is a policy which may change as the Iowa Department of Public Health guidance and recommendations change. Please call 211 if you have any COVID-19 related questions.

### **DEFINITIONS:**

2019 novel coronavirus (COVID-19): is a new kind of coronavirus that was first detected in China and has now been detected in many countries, including in the United States and in Iowa. There are seven different coronaviruses known to infect humans, including four very common, more mild viruses that cause illness similar to the common cold. Healthcare providers test for these common coronaviruses routinely and no public health measures are needed to address these common coronaviruses. Three of the seven coronaviruses are rare and can cause more severe illness, including the 2019 novel coronavirus (COVID-19).

COVID-19 has shown to be extremely contagious.

#### **Symptoms:**

Symptoms may appear 2-14 days after exposure and can include:

- Fever
- Cough
- Shortness of breath

Reported illnesses have ranged from people being mildly sick to people being severely ill and dying. Older patients and those with chronic medical conditions may be at higher risk for severe

illness. There is currently no specific treatment for COVID-19. People with COVID-19 receive supportive care to help relieve symptoms.

## NOTIFICATION

**Employee:** all employees shall notify their department head, elected official, or the HR director upon being notified of a positive COVID-19 test. The employee shall provide a list of names of both staff and customers they have come in contact with. Employee shall follow all directives given to them by County Health professionals.

If you have been contacted by the County Health Department because of *potential* COVID-19 exposure, follow their directions and contact your Department Head, Elected Official.

**Department Head and Elected Officials:** Department Head and Elected Officials are responsible for handling the situation swiftly to protect the health of other employees while preserving the affected employee's confidentiality. This is a medical condition and is HIPAA protected. If your employee calls you to report their own positive test or because County Health has called them with a potential COVID-19 exposure, please follow the same guidelines.

- Ask the employee whom the employee has been in contact with in the last two weeks. Obtaining this information is essential.
- Please report these findings to HR or the Board Chair.
- Document actions taken: provide documentation to HR to place in employee's private health file.

**Human Resources or Board Chair:** After finding out from Department Head or Elected Officials of employee positive test or County Health has contacted the employee due to a potential exposure to a COVID-19 positive person. He/she shall

- Receive the list of employee and customer potential exposures.
- Call Clinton County Health Nurse
- Follow County Health's recommendation
- Document recommendations and actions taken: Place in employee's private health file.

**Clinton County Health:** Will assess the situation and give direction to HR, Department Head, and Elected Official of which they will follow. Clinton County Health will contact those identified as potential exposed to positive employee.

- All actions taken will be documented by the HR director, Department Head, or Elected official and given to HR to be placed in the affected employee's private health file.

## CLEANING

When an employee has tested positive, Clinton County Health will provide an action plan as to when it is appropriate to clean or disinfect a work area.

- The Clinton County Director of facilities will follow the directive given to them by Clinton County health and direct staff in the proper steps to follow. Follow IDPH guidelines.
- Document employee(s) name, what area they cleaned, what products they used, and what PPE the employee(s) donned during the cleaning procedure.
  - The Director of Facilities will provide this documentation to HR to be placed in each employee involved in the cleaning private medical file.

## ISOLATION & RETURN TO WORK

**All Employees** returning to work:

### **From Illness**

- a. No fever of 100.4 or greater for at least 72-hours without the use of fever-reducing or other symptom-altering medicines (cough suppressants or fever reducing medications);  
**and**  
Other symptoms have improved (for example, when your cough or shortness of breath have improved);  
**and**  
At least ten days have passed since symptoms first appeared.
- b. Return-to-work note from physician may be requested.

**Essential Services Personnel:** Law Enforcement, Jail, Communications, Public Health, and Emergency Management Personnel.

**Essential services personnel are allowed to go to work as long as they don't show symptoms and monitor their temperatures at the beginning and end of their shift. If essential services personnel become symptomatic at any point during their shift, they should be sent home immediately and self-isolate until the conditions addressed above for all ill employees are met.**

If you yourself or if you live with someone who has symptoms or has tested positive for COVID-19, you should not be at work and should request an EFMLA. Please see Clinton County

EFFMLA and EPSLA policy for instructions (policies found online at [https://clintoncountya.gov/Clinton County Policies](https://clintoncountya.gov/Clinton_County_Policies). Please contact your Department Head or Elected Official.

Vital staff, identified by the Department Head or Elected Official, may work as long as they don't show symptoms and monitor their temperature at the beginning and end of their shift. If a vital staff worker becomes symptomatic at any point during their shift, they should be sent home immediately and self-isolate until the conditions for return are met (see "All Employee returning to work from Illness")

**All employees should self-monitor their health and not come to work if they display with sickness.**