



# Summit County Engineer's Office

## Infectious Disease Precaution Notice

Over the past two years we have seen the Coronavirus (COVID-19) spread across the globe. The Summit County Engineer's Office (SCE) is working with the State, County, and local health agencies to remain up to date on the current situation.

The Summit County Engineer's Office is taking proactive steps to protect employees to help prevent an outbreak here at our agency.

### Current Precautions that the Summit County Engineer is Taking:

1. Making sure that all public areas are stocked and supplied with soap, sanitizer, and sanitary wipes.
2. Communicating with our nightly cleaning staff the importance of focusing on public areas such as bathrooms, drinking fountains, kitchens, lunchrooms, and breakrooms.
3. Limiting the gathering of employees for meetings and conferences when a virtual option is possible.
  - a. Any requests to attend future events, conferences, or business travel will be determined on a case-by-case basis
4. SCE Employees should stay home if they are sick. Employees showing symptoms of illness at work will be sent home
  - a. Employees sent home **must use personal, vacation, or sick time** and remain home for 14 days, **OR** can return to work after testing negative.
    - i. Employees who refuse to take a COVID-19 test will be treated as having a positive COVID-19 test result.
5. Requiring supervisors and foremen contact the Human Resources Department when individuals show signs and symptoms of illness.
6. Individuals who test positive for COVID-19 (ISOLATION)
  - a. Will be required to stay home and **must use personal, vacation, or sick time** for 10 days from symptom onset or test date if no symptoms are present.
  - b. Can return to work on day 11 if:
    - i. No fever for 24+ hours without fever reducing medication.
    - ii. General improvement of all other symptoms
7. Individuals who have been in close contact (within six feet of someone for a cumulative total of 15 minutes or more over 24 hrs.) with an individual who has tested positive for COVID-19 (QUARANTINE)
  - a. Vaccinated Employees can remain at work and will be required to be tested 4 days after exposure, wear a mask in public or in indoor settings, and receive a negative test result.
    - i. Employees who refuse to take a COVID-19 test will be treated as having a positive COVID-19 test result.
  - b. Unvaccinated Employees will be sent home and **must use personal, vacation, or sick time**. They will be required to be tested 4 days after exposure and may return to work after receiving a negative test result.

- i. Employees who refuse to take a COVID-19 test will be treated as having a positive COVID-19 test result and stay home for 14 days after your last contact with a person who has COVID-19.
8. Supporting parents with children who are required by the State of Ohio to stay home from school
  - a. Individuals with children in daycare, preschool, primary, or secondary school can use paid leave to remain home without being subject to progressive discipline.
9. Unvaccinated employees reporting to work onsite must follow the approved Temperature Policy and Employee Screening Procedure Policy and fill out a daily affidavit reporting their temperature.
10. Masks are required when workers are within six feet of each other. Employees are welcome to bring their own masks and disposable masks are available in the Public Service Department. Employees in the administration building must wear a mask whenever they leave their offices. Masks for administration and engineering employees are available in Heidi Swindell's office.

### **Precautions Individuals Can Take**

There are currently three vaccines to prevent Coronavirus (COVID-19). The best way to prevent illness is to be vaccinated and avoid being exposed to the virus. Follow Ohio Department of Health and Governor DeWine's recommendations and avoid mass gatherings, crowded places, and use common sense to ensure the virus does not get passed to any members of the vulnerable populations. The CDC recommends staying 6 feet from other people at all times. The virus spreads mainly from person-to-person, between people who are in close contact with one another, and through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. The following recommendations are being made by the CDC:

- Steps to protect yourself
  - Clean your hands often
  - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or 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.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Avoid close contact and put distance between yourself and other people
- Steps to protect others
  - Stay home if you are sick, except to get medical care. Learn what to do if you are sick from the links provided below.
  - Cover coughs and sneezes
    - ✦ Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
  - Clean and disinfect
    - ✦ Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.