

WESTMORELAND COUNTY

POLICY AND PROCEDURES

Subject: Pandemic- Positive COVID-19 Test

Policy Number: VII.7

Effective Date: June 4, 2020

I. PURPOSE:

To establish guidelines and rules that go into effect when an employee has positive test results for the COVID-19 virus.

II. SCOPE:

This policy will address the process when a Westmoreland County Employee has tested positive for COVID-19. Actions are outlined to help mitigate the possible spread of the novel coronavirus.

III. PROCEDURE:

If an employee of Westmoreland County was to test positive for COVID-19, the following policies and protocols will take effect:

A. Employee Notification Responsibilities

- Employees must immediately notify HR that they are symptomatic or that they have been tested for COVID-19, whether results are back or not (this includes results given verbally), and specific directives from their medical professional. The employee will immediately alert the Westmoreland County Human Resources department of a positive test via email to Emergencyleave@co.westmoreland.pa.us. If the employee does not have access to email, the employee must contact the Human Resources Office. The employee must provide medical documentation and dates of occurrence. Human Resources must be updated of any changes in status.

B. Probable or Confirmed Case of a Telework Employee

If the employee has been solely working from home and is able to continue to telework, the employee will remain at home for a minimum of 14 calendar days in self-quarantine. If the employee is unable to work, an application for emergency sick leave (EFMLA) will be processed and up to ten (10) consecutive days of sick leave will be available for use during quarantine. Following the use of emergency sick leave, employee's accrued time will be

used. If hospitalization is required and the employee is discharged from the hospital, the employee will remain in home quarantine for 14 additional days, either working from home and being paid, or if unable to work, using their accrued time. Refer to The COVID-19 Emergency Sick Leave and Emergency FMLA Policy for further clarification.

- Per the CDC, COVID-19 positive patients should not return to work until:
 - 10 days since symptoms first appeared
 - Fever free for 3 days
 - Symptoms improved

C. Probable or Confirmed Case of a Reporting Onsite Employee

- If an employee who is reporting to a county building for work is tested or has symptoms of COVID-19, the employee should immediately inform HR. Maintenance will disinfect that employee's desk, phone, computer equipment and nearby office equipment.
- If the employee has reported to the office in the 7 days before testing positive, the office/department the employee worked in will be closed immediately. For the first 24-hours, the windows in that particular office will be opened (if possible). On day 2, the county maintenance department will conduct a thorough disinfecting and cleaning of the entire office, which will remain closed for that entire day, meaning that office will be locked and inaccessible to anyone but approved custodial staff for a total of 48 hours. Custodial staff will also clean the employee's desk, computer equipment, phone and chair.
- Custodial staff will also immediately disinfect the entire floor the employee worked on, including bathrooms, all door handles, elevator buttons, doors, light switches and more. As a reminder, all common areas are already being cleaned and sanitized a minimum of once a day.
- The County will identify employees who were in close contact (within 6 feet for 15 minutes or more) with a person with a probable or confirmed case of COVID-19 from the period 48 hours before symptom onset to the time at which the patient isolated.
- Any staff identified as having close contact to the employee who tested positive should work from home for 14 days from the last contact if telework is available. *The identified employee should maintain social distancing, and self-monitor until 14 days from the last date of exposure.* If the employee is unable to telework an application for emergency sick leave will be processed and up to 10 days of sick leave will be available for use during quarantine.

Refer to The COVID-19 Emergency Sick Leave and Emergency FMLA Policy for further clarification. If the employee develops symptoms, the employee should seek testing and following guidance above for COVID-19 positive.

- Any staff identified as having indirect contact, should self monitor for symptoms for 14 days. HR will provide notification to affected employees if this occurs.

IV. EMPLOYEE TRAVEL

- Employees must self-report if they have traveled out of state or to a COVID-19 “Hot Spot”. Personal Protective Equipment (PPE) is advised during all travel. If an employee is traveling to a “Hot Spot” area, the employee will be subject to a 14 day self-quarantine upon return. Accrued time must be used during this self-quarantine period. Contact Human Resources regarding “hot spots.”
 - In the context of the COVID-19 pandemic, CDC recommends that everyone wear a cloth face covering over their nose and mouth when in the community setting, including during travel if they must travel. This is an additional public health measure people should take to reduce the spread of COVID-19 in addition to social distancing, frequent hand cleaning and other everyday preventive actions. A cloth face covering is not intended to protect the wearer but may prevent the spread of virus from the wearer to others. This would be especially important if someone is infected but does not have symptoms. Medical masks and N-95 respirators are still reserved for healthcare workers and other first responders, as recommended by current CDC guidance.

* This policy is not intended to supersede or override any provisions of the Courts as a result of inherent and exclusive rights and powers of the judiciary accorded to it by Article V of the Pennsylvania Constitution and Section 1620 of the County Code.