

**PULASKI COUNTY
WORKPLACE SAFETY PROTOCOL AND
CORONAVIRUS – RETURN TO WORK POLICY**

WHEREAS, The Pulaski County Commissioners and the Pulaski County Council now address concerns regarding the Coronavirus (COVID-19) and its impact on governmental employees and adopt policy to ensure a healthy work environment and protocol for employees returning to work after testing positive for or having potential exposure to COVID-19; and

WHEREAS, The Pulaski County Personnel Policy Handbook effective and adopted September 11, 2017 can only be amended by approval of both the Pulaski County Commissioners and the Pulaski County Council. Said Boards both now meet in an emergency meeting to adopt this policy.

SECTION I: WORKPLACE SAFETY PROTOCOL

- A.** It is the desire of the Pulaski County Commissioners and Pulaski County Council to keep the county working environments safe for all employees. To accomplish this goal, each office shall comply with the following:
1. Provide hand sanitizer available to all employees and encourage its regular use.
 2. Each office shall practice social distancing by keeping each employee six feet apart and install protective plexiglass screens or sneeze guards where available and appropriate.
 3. Each employee must wear a face covering to cover the nose and mouth when entering county facilities or other departments or offices of other employees. If an employee is in an office or vehicle by themselves, the face covering is not necessary, but any time an employee is around another employee or patron, face coverings should be worn during working hours.
 4. Each department shall keep a written screening log each day of all county employees as provided on the attached screening form. This form shall be the responsibility of the elected official/department head. Each county employee must have their temperature taken daily when entering county facilities. Any temperature above 100.3 degrees Fahrenheit automatically prohibits that employee from entering county

facilities until they have complied with Section III of this policy. In addition, the employee must be able to honestly answer **NO** to all the risk factors on the Pulaski County Daily Screening Log for Employees.

5. If an employee tests positive for COVID-19 and was at their workspace 72 hours prior to taking the test, their workplace and office shall be completely disinfected by the Pulaski County Maintenance Department or an outside contractor pursuant to the CDC guidelines.

SECTION II: RETURN TO WORK AFTER POSITIVE TEST

- A. If an employee has tested positive for COVID-19 the following protocol shall take place:
 - a. Employee must self-quarantine for a minimum of fourteen (14) days and the quarantine may be longer if required by their treating physician. The quarantine period may **NOT** be shortened.
 - b. Employee must have a negative COVID-19 test to return to work and be symptom free for a minimum of 72 hours; and
 - c. All documents/tests are required to be provided to your department head/elected official, the Pulaski County Health Department, and the Auditor's office by e-mail before you return to the county facilities.

SECTION III: RETURN TO WORK AFTER SYMPTOMS/EXPOSURE

- A. If an employee is sent home because a co-worker tested positive, the employee was exposed within six feet for fifteen minutes or longer to a person who tested positive, or they are over the temperature restriction or cannot answer **NO** to all the risk categories on the daily screening log, the following protocol shall take place:
 - a. Employee shall start a self-quarantine for fourteen (14) days and take a COVID-19 test after five (5) days from the date of exposure.
 - b. If the COVID-19 test is negative, the employee may return to work after eight days from the time of exposure if no symptoms were presented during that eight days.

- c. If the COVID-19 test is negative and the employee presented some COVID-19 symptoms, they may return to work after fourteen (14) days from the time of potential exposure so long as they have had no symptoms for the last 72 hours before returning to work.
- d. All documents/test results are required to be provided to your department head/elected official, the Pulaski County Health Department, and the Auditor’s office by email before you return to the county facilities.

SECTION IV: RETURN TO WORK AFTER FAMILY MEMBER EXPOSURE

- A. If an employee’s household/family member tests positive for COVID-19 or is waiting for pending results from a COVID-19 test due to exposure or symptoms, the following protocol shall take place:
 - a. The employee must confirm that the family member has tested negative and the family member has been symptom free for 72 hours.
 - b. If the employee shows symptoms, they must follow Section III.
 - c. If the employee tests positive they must follow Section II.

WHEREAS, Any employee who is sent home or required to stay home because of COVID-19 shall file their FMLA Emergency Paid Sick Leave documents with the Pulaski County Auditor. If the employee’s self-quarantine time is longer than fourteen (14) days as required by their treating physician the employee must file for regular unpaid FMLA and use PTO or comp time as specified in the Pulaski County Personnel Policies Handbook until they are cleared to return to work and enter county facilities under the above protocols.

All of which is Agreed and made Effective this 13th day of July 2020.

Pulaski County Commissioners

Pulaski County Council

Kenneth Becker, President

Kenneth Boswell, President

Jerome C. Locke

Jerry “Jay Sullivan

John “Mike” McClure

Michael Tiede

Scott Hinkle

Rudy DeSabatine

Brian Young

Kathleen Thompson