



City of Fargo Continuing Operations Guidance Regarding COVID-19

The Purpose of Guidance:

- Support team members with recommendations on safe work practices and continued operation of public facilities.
- Prevent the spread of COVID-19 in the workplace.

Scope of Guidance:

- Department Leadership teams are given wide latitude to proactively engage with preventing spread of COVID-19 through all means available.
- This guidance is intended to empower localized and department level teams to take action and develop individualized procedures/customs for their work areas.

Employees can stay up to date with accurate information on <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> and <https://www.health.nd.gov/diseases-conditions/coronavirus>

What Does this Guidance Cover?

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| 1. <u>Wellness</u> | - How do I ensure it is safe for me to be at work? |
| 2. <u>Standard Precautions</u> | - Simple everyday tasks to prevent spread COVID-19. |
| 3. <u>Direct/Close Contact</u> | - What should I be on the lookout for? |
| 4. <u>Meetings</u> | - How can I keep meetings safe? |
| 5. <u>Common Areas/Breaks</u> | - Housekeeping in the office. |
| 6. <u>Fleet Vehicles and Equipment</u> | - What to do with vehicles. |
| 7. <u>Travel</u> | - Is travel allowed right now and where can I travel or not? |
| 8. <u>Underlying Health Conditions</u> | - Why do they matter? |
| 9. <u>Employee Health Clinic</u> | - When do I call Employee Health? |

Click the arrow to the left of each section for more information

WELLNESS

All employees must conduct the daily personal assessment below before reporting to work each day.

Good morning! Please ask yourself the following every morning before coming to work:

1. Do I have a new onset of a cough, shortness of breath or difficulty breathing?
2. Do I have any of the following symptoms?
 - a. Fever (greater than 100.4 F (or 99.5 F if you are 60 years of age or older)
 - b. Chills
 - c. Sore Throat
 - d. Muscle or body aches
 - e. Headache
 - f. Nausea or vomiting
 - g. Fatigue

- h. Congestion or runny nose
 - i. Diarrhea
 - j. New Loss of Taste and Smell
 - k. Repeated Shaking with Chills
3. Have I traveled internationally (within 14 days)?
-return to work after travel will follow NDDoH guidelines for quarantine
 4. Have I been identified as a close contact to a positive case by the ND Department of Health Disease Control?

If you answered **“Yes”** to **any** of the questions → call your supervisor and **STAY HOME!**

If you answered **“No”** to **all** of the questions → come to work if you are scheduled.

Everyday Wellness

1. Practice Social Distancing / Physically Staying 6 Feet From People
2. Get Adequate Sleep
3. Eat Well Balanced Meals
4. Wash Hands Often
5. Cover Your Coughs and Sneezes
6. Avoid Touching Your Face
7. Clean High Touch Surfaces Often (phones, steering wheels, water bottles etc.)
8. Wear a face covering when social distancing is not possible
9. Clean your face mask properly <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
10. Monitor your health daily and be alert for symptoms
11. Call Before Visiting Your Doctor (If you have symptoms)

STANDARD PRECAUTIONS

- The personal protective and spread prevention equipment provided to you must be used as directed by your department leaders.
- All employees must wear a mask/face covering when within 6’ of a peer or member of the public for longer than a 15 minute time period.
- Wash hands frequently with soap and water for 20 seconds. Use hand sanitizer when soap and water are unavailable.
- Wash or sanitize your hands after coughing, sneezing or blowing your nose.
- Avoid touching your eyes, nose and mouth.
- Cover coughs and sneezes with a tissue, or cough and sneeze into your arm. Dispose of tissues in a no-touch trash can.

- Avoid close contact with co-workers and customers. Try to maintain at least 6 feet of distance.
- Do not shake hands, and always wash your hands after coming into contact with others.
- Wear disposable gloves when cleaning, handling objects from another person.
- If you are wearing gloves, be sure to wash your hands after removing them.
- Keep frequently touched surfaces such as phones, keyboards, tools and doorknobs clean by disinfecting with approved cleaner
- Do not to use other employees' phones, desk, tools or equipment.
- Wear your face covering when in public when physical distancing is challenging and pursuant to face covering guidance.
- Limit unnecessary visitors to the workplace.

DIRECT/CLOSE CONTACT

- Request that guests teleconference and not visit the office.
- Encourage teleconferencing even if you are in the same building as others.
- Close contact should be avoided by staying 6' away from other persons at all times.
- Avoid personal interactions.
- If necessary, personal interactions should be kept to less than 15 minutes at a time.
- Limit the number of meetings and closeness of contact as a business practice.
- If you must meet in person, meeting with others in conference rooms and meeting rooms to maintain 6' distancing
- Face covering is allowed whenever a team member feels the need to wear a face covering

MEETINGS/RECEIVING GUESTS/WORKING WITH PUBLIC

- Utilize online or telephone check-in prior to the visit to stagger appointment and waiting times.
- Limit the number of people in our waiting areas by any means at your disposal.
- Signage will be provided to request that guests maintain 6' distancing in all areas at all times. You have the authority to ask guests to step back to maintain this distancing.
- Reduce the number of seats in our areas with distance between available seats.
- Staff can ask guests to remain in their vehicles until the office is ready to accept appointments.
- We are requesting guests to come to their appointments alone. Exceptions will be made if assistance or a caregiver is needed.

- When working with the public employees are encouraged to promote spread prevention efforts by offering guests masks, instructing guests on social distancing and identifying hand hygiene stations for guests.

COMMON AREAS/BREAK/MEAL TIMES

- Housekeeping is everyone's responsibility. Wipe down your workspace areas daily with approved cleaner (keyboard, mouse, phone, cell phone, id badge, desk surface).
- Maintain 6' distancing in break areas and at meal times by staggering break and meal times.
- Common areas such as counters, tables, chairs and other surfaces should be wiped continuously post use.
- Common surfaces such as copiers, buttons/switches, door handles, counters, fleet vehicles and any surface that used by more than one person consecutively must be disinfected between users.
- Every effort should be made to make each work space meet 6' distancing from others.

FLEET VEHICLES AND EQUIPMENT

- Fleet vehicles include mobile equipment, personal vehicles for work use, and any other vehicle or equipment used for work
- Common contact areas such as steering wheel, handles, knobs, radios, seat belts, of fleet vehicles shall be disinfected after each use and/or if a change in drivers occurs.
- Face coverings shall be worn in fleet vehicles within 6' of another person, when more than one person is riding in the vehicle.
- Use of face covering shall be discontinued by operator if there is an immediate affect on operator capability to safely drive vehicle.

TRAVEL

The City of Fargo is modifying the travel restrictions for our team members as follows:

- Employees can travel between cities and states within the United States of America without a requirement to quarantine.
- International travel is still discouraged
- City-sponsored travel remains fully suspended.
- Updated TRAVEL GUIDANCE below from health.nd.gov

Travel Guidance

Travel increases your chance of getting and spreading COVID-19. **Staying home is the best way to protect yourself and others.** You and your travel companions (including children) may spread COVID-19 to other people for 14 days after you were exposed to the virus (even if you aren't showing symptoms).

Don't travel if you are sick or if you have been around someone with COVID-19 in the past 14 days.

If you travel:

Pre-Travel:

- For domestic/international travel, CDC recommends testing 1-3 days before travel. Some international destinations require testing 72 hours before travel.
- Confirm with your airline for specific travel requirements needed to fly.
- No travel is allowed by air if test is positive and you are within your deemed infectious period.

While Traveling:

- Wear a mask to protect yourself and others around you.
- Practice social distancing when possible.
- Wash your hands often.
- Avoid touching your eyes, nose and mouth.

Post Travel:

- For domestic/international travel, CDC recommends testing 3-5 days after travel **AND** reducing non-essential activities for a full 7 days, even if you test negative.
- If you don't get tested, consider reducing non-essential activities for 10 days after travel.
- If your test is positive or you have symptoms of COVID-19, isolate yourself from others and follow North Dakota Department of Health recommendations.

UNDERLYING HEALTH CONDITIONS

Guidance for Alternate Work Arrangements for Employees with Underlying Health Conditions

1. Employees who self-identify as having an underlying health condition placing them at greater risk of exposure to COVID-19 may request an alternate work arrangement such as the following:
 - To physically report to work in an area of lesser public/co-worker contact than normally required by their position

- To work remotely
 - To be home on emergency paid leave
2. The department head / manager requests the employee obtain documentation of their underlying health condition from their personal healthcare provider. The documentation should not be provided to the department head / manager but rather should be provided to Employee Health via email at EmployeeHealth@FargoND.gov or fax at 701.476.5992. Employees such as sworn police and firefighters who have an Employee Health medical record should call Employee Health at 701.476.4030 to determine if further documentation of the underlying health condition is necessary before contacting their personal healthcare provider.
 3. An Employee Health phone assessment will be conducted to substantiate the underlying health condition necessitates an alternate work arrangement and/or leave.
 4. Employee Health will send a work status report to the department head / manager and to HR Fitness For Duty indicating whether an alternate work arrangement and/or leave is necessary.
 5. The department head / manager communicates with the employee to determine the details of the alternate work arrangement (examples above in step 1) and to ensure they are appropriate based on the employee and their position.

Employee Health Contact Information

Phone 701.476.4030
Fax 701.476.5992
Email EmployeeHealth@FargoND.gov

EMPLOYEE HEALTH CLINIC

The employee health department is dedicated to making sure our workforce is healthy during this emergency.

When should I call Employee Health?

You must call Employee Health if any of the following have occurred:

1. Someone you live with has been tested for COVID-19 and results are pending.
2. Someone you live with has been tested positive for COVID-19.



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3. You are sick with COVID-19 symptoms (fever, cough, shortness of breath, sore throat, body aches, chills, fatigue) to determine self-isolation time.
4. You have been tested for COVID-19 to determine time of quarantine or self-isolation.

Do not call Employee Health for the following incidents:

1. You have not been within 6 feet for 15 minutes or more with an individual who is sick with COVID-19 symptoms (fever, cough, shortness of breath, sore throat, body aches, chills, fatigue) or who has traveled internationally or to any of the above-mentioned states. You are not considered a close contact, therefore are able to go to work.
2. To determine what work tasks will be changed to make alternative work arrangements based on your underlying medical condition. This task is between you and your supervisor.

What should I do before I call Employee Health?

Before you call 701-476-4030, please ensure the following;

If you are pursuing alternative work arrangements due to an underlying chronic medical condition and are not a City of Fargo sworn in Law Enforcement Officer or Firefighter (City of Fargo or Municipal Airport Authority), submit via email (employeehealth@fargond.gov) or fax (701-476-5992) a letter from your healthcare provider indicating the chronic medical condition for which would necessitate alternative work arrangements

Healthcare is a precious commodity. Now, more than ever, it is critical that we conserve Healthcare resources. If you have appointments for a personal health condition or work injury condition, please ensure that you are calling in to your provider's office as soon as possible if you cannot make it to a scheduled appointment. It is both a common courtesy and a vital way we can all contribute to saving resources.