



## City of Fargo Employee Guidance Regarding COVID-19

### The Purpose of Guidance:

- Support team members who may be ill, worried or under stress during a difficult time.
- Prevent the spread of COVID-19 in the workplace.

All personnel shall follow the instructions of the medical provider(s) and public health agencies coordinating their care. This information is intended to address the intersection of this care with the continuity of operations in the workplace.

What does this guidance document cover? Each section of the guidance document covers information intended to address many of the questions and concerns our workforce is faced with during the COVID-19 Pandemic. This document is current as of 4.1.20 with the latest information from the CDC and North Dakota Department of Health. It will be updated as needed and periodically under the advice of Fargo Cass Public Health. 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 stay well during these troubling times?           |
| 2. <u>Testing</u>                      | - what to do if someone has been tested for COVID-19?        |
| 3. <u>Travel</u>                       | - is travel allowed right now and where can I travel or not? |
| 4. <u>Underlying Health Conditions</u> | - why do they matter?  |
| 5. <u>Employee Health Clinic</u>       | - when do I call Employee Health for a phone consultation?   |

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

## WELLNESS

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

1. Do I have a fever greater than 100.4 degrees Fahrenheit (or 99.6 degrees Fahrenheit if you are 70 years of age or older or immunocompromised).
2. Do I have at least 2 symptoms of a new onset of a viral illness, such as?
  - a. Cough
  - b. Sore throat
  - c. Muscle aches
  - d. Headache
  - e. Fatigue



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- f. Shortness of breath
- g. Chills
- 3. Have I traveled to an area with widespread COVID-19 transmission (within 14 days)?
- 4. Have I been in close contact (within 6 feet) with a person diagnosed with COVID-19 or is under investigation for COVID-19 (within 14 days)?

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.

### Please Take These Precautions Everyday

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. Call Before Visiting Your Doctor (If you have symptoms)

## TESTING

What should I do if I have been tested for COVID-19?

1. Without exception, follow the instructions of your health care provider(s) and the Public Health Agency(s) involved.
2. Contact Employee Health via phone 701.476.4030 if you have been tested, are off work due to illness, symptoms, travel, or if a household member or an individual with whom you have had close contact within the last 14 days has tested positive.
3. Employees may not return to work until authorized by Employee Health via a work status report.
4. Strongly consider notifying your supervisor that you have been tested so that your workplace can be cleaned and co-workers can follow up as needed.
5. City of Fargo Employee Health Staff will provide the Safety Manager de-identifying information to ensure proper follow-up is completed.

6. Do not return to work until cleared by your medical provider and Employee Health.
7. Employees and their families can access the assistance program via The Village 1-800-627-8220 <https://www.thevillagefamily.org/village-business-institute>

### TRAVEL

#### Travel Information:

Due to the North Dakota State Order, we are implementing travel restrictions for all City of Fargo employees. We are asking all employees to limit personal travel of all forms, refraining from travel outside of the communities in which you work and live in order to protect our entire workforce. These travel restrictions apply to all City of Fargo employees whether they are physically reporting to work, working remotely or on emergency paid leave. If you believe you must travel outside of the Fargo-Moorhead area or outside of the community in which you reside, you must notify your supervisor. You may be required to complete an Employee Health phone assessment before being allowed to physically report to work.

If you have returned from travel, please complete the NDDoH assessment online and follow the instructions given at the end of the assessment.

[https://ndhealth.co1.qualtrics.com/jfe/form/SV\\_eb7sJjKhR2UfB7n](https://ndhealth.co1.qualtrics.com/jfe/form/SV_eb7sJjKhR2UfB7n)

#### Who's Affected?

All individuals traveling back to North Dakota from all international locations and states in the U.S. that have been classified as having widespread disease by the CDC (list below) must quarantine immediately upon reentry to the state of North Dakota and for a period of 14 days.

Essential critical infrastructure workers, as defined by the [United States Department of Homeland Security](#), are exempt from this order.

#### Updated 4.8.20 TRAVEL ORDER

According to the amended order, anyone returning from travel from all international locations and states in the United States should quarantine for 14 days from the time of entry into North Dakota.

The following individuals are exempt from this order:

- People just passing through the state, including truckers, travelers and others.
- People commuting to and from North Dakota for essential supplies and services. This would include situations such as traveling for health care services and groceries.
- People engaging in outdoor activities including walking, hiking, running, biking, driving for

pleasure, hunting or fishing. This also includes people going to public parks and other public recreational lands as long as they remain at least six feet apart from individuals from other households.

- Like in the previous order, essential critical infrastructure workers as defined by the United States Department of Homeland Security are also exempt from this order.

Individuals can find more information on the NDDoH website at [health.nd.gov/travel](https://health.nd.gov/travel) and are encouraged to fill out the travel survey found on the NDDoH website to receive information on how to monitor for symptoms.

### QUARANTINE ORDER

In addition, Tufte expanded on Gov. Doug Burgum's executive order 2020-21 today through a state health officer order that clarifies quarantine for people who test positive for COVID-19. Individuals in the state who have been identified by the North Dakota Department of Health (NDDoH) as being positive for COVID-19 are subject to isolation immediately upon notification and for at least seven days after the onset of symptoms and 72 hours after becoming fever free and with symptom improvement.

Affected individuals are encouraged to fill out [the travel form](#) to receive information on how to monitor for symptoms. If you have symptoms and wish to seek medical care, please call before you go in.

### Requirements

1. You are required to remain in quarantine at person's place of residence.
2. While under quarantine, you must take precautions, as directed by healthcare staff and Department of Health personnel, to prevent the possible spread of 2019- nCoV/COVID-19.
3. You must cooperate with the efforts of state or local health authorities to contact other exposed people to prevent the possible spread of 2019-nCoV/COVID-19. This includes providing information regarding people you have had contact with, places you visited or traveled to, and your medical history.
4. Only immediate household members are allowed to be at the place of quarantine. No other individuals are allowed at the place of quarantine unless approved by the North Dakota Department of Health.
5. You are only authorized to leave quarantine for reasons approved by the Department of Health. Prior to leaving quarantine for an approved reason, such as a physician appointment, you must coordinate your plan with the state or local health authority.
6. If you, or any immediate household members at the place of quarantine, have any symptoms suggestive of 2019-nCoV/COVID-19 you must contact the state or local health

department immediately. Symptoms may include fever, cough, shortness of breath, body aches, headache, chills, or sore throat.

7. If you, or any immediate household members at the place of quarantine, become ill or are diagnosed with 2019-nCoV/COVID-19, it is necessary for the North Dakota Department of Health to investigate and trace any persons who may have been in contact with you while you were infectious with 2019-nCoV/COVID-19. You are required to cooperate with this investigation and provide complete and true information to the investigator. This includes providing information regarding people you had contact with, places you visited or traveled to, and your medical history.

### Failure to Adhere

A person is guilty of a class B misdemeanor if that person fails to cooperate with this order to quarantine, which could result in 30 days imprisonment and/or up to \$1500 fine. [North Dakota Center Code 23-07.6-02\(3\)](#).

[Read the official confinement order](#)

States identified by CDC or ND Department of Health with widespread community infection:

- Arizona
- California
- Colorado
- Connecticut
- Florida
- Georgia
- Illinois
- Iowa
- Louisiana
- Maryland
- Massachusetts
- Michigan
- New Jersey
- New York
- North Carolina



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- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- Texas
- Utah
- Washington
- Minnesota

### 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](mailto: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.



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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](mailto: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.
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 must quarantine for 14 days from the day you arrive back home if you have traveled internationally or to any of the following states: Arizona, California, Colorado, Connecticut, Florida, Georgia, Illinois, Iowa, Louisiana, Maryland, Massachusetts, Michigan, New Jersey, New York, North Carolina, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, Texas, Utah, Washington
2. 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.



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3. 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](mailto: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.