COVID-19 Specific Operations Directives for Employees:

WHAT IS COVID-19?

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets. **As more is learned about the virus these directives may be updated.**

SYMPTOMS OF COVID-19:

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

> Fever or
> chills Cough
> Shortness of breath or difficulty breathing
> Fatigue
> Muscle or body
> aches Headache
> New loss of taste or smell
> Sore throat
> Congestion or runny
> nose Nausea or vomiting
> Diarrhea

IF YOU ARE SICK OR EXPERIENCING SYMPTOMS:

1. **DO NOT** come to work.

2. Call the director report your absence along with your symptoms. If you have symptoms of COVID-19 you should go and be tested. Please see the bottom of this letter for both drive through and testing services. There are numerous other sites in Philadelphia that offer testing. To find out more information, you can call 211 or visit www.pa.gov/coronavirus. It is recommended (not required) that employees receive a polymerase chain reaction, or PCR test instead of the antigen rapid test offered at some sites as they are generally considered more accurate but take 24 -72 hours to process.

3. If you test positive, let your supervisor know.

IF YOU EXPERIENCE SYMPTOMS WHILE WORKING:

1. Put on a mask (if not already wearing one) and notify your supervisor

2. Depending on the severity of your symptoms and your own healthcare decision, the City will arrange for Covid-19 testing for you.

3. Do not interact with co-workers and prepare to self-isolate

4. **ASK FOR HELP!** If you have unmet needs (need groceries delivered, childcare, etc…) the City has a dedicated staff of case managers to help. If your supervisor cannot help you and tell the Emergency Operations Center staff what you need.

5. You or your supervisor should contact Human Resources, you have benefits through the Families First Coronavirus Response Act (FFCRA) Paid sick time.

OTHER EXPOSURES:

1. **If someone you live with or have had close contact** with develops COVID-19, call your supervisor before coming to work.

2. **If you have gone for COVID-19 testing, do not come to work until you have results**

3. If you travel outside of the United States you **MUST** quarantine for 14 days prior to returning to work.

<u>While at Work</u>

You as employees can do a number of things to protect yourself and your co-workers from the spread of COVID-19.[1]

1. Social distance. Limit your contact with the public and other employees as much as your job allows.

2. If you can find a way to do your job safer, let your supervisor know, this is a joint effort to keep us all healthy.

3. 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. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.

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[1] https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

4. Cover your mouth and nose with a cloth face cover or disposable mask (surgical type) when around others,others even if you do not feel sick. Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities. The cloth face cover is meant to protect other people in case you are infected. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

5. Cover coughs and sneezes. If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

6. Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant.

7. Monitor Your Health. Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. Especially important if you are in a workspace, and in settings where it may be difficult to keep a physical distance of 6 feet. Take your temperature if symptoms develop. Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen. Department's will begin to be issued infrared thermometers as they become available.

8. REPORT ANY AND ALL CONCERNS TO DIRECTOR IMMEDIATELY!!!!!