Effective Monday, May 3, 2021, the City will open all facilities to the public and expect all employees to return to work. The City has developed the following guidelines to ensure the safe return of employees to work.

Individual departments may have established additional guidelines specific to their operations. Each department is giving consideration to the level of exposure risk for employees: high, medium, or low. Different positions will require different work practice or engineering controls and Personal Protective Equipment (PPE). Your direct supervisor will coordinate your specific work schedule with the following information:

1. What PPEs you will be required to use.
2. What work practice and engineering controls will be required to prevent or minimize exposure.
3. Department specific guidelines.
4. Training on the use of appropriate PPE and work practice controls will be provided annually or as needed and when requirements change.

Please contact your immediate supervisor with any questions, suggestions, or concerns you may have regarding these guidelines. Thank you for your cooperation and flexibility as we strive to maintain a safe work environment.

I. General Guidelines for All Employees

A. Practice compassion: Some of us will get COVID-19 and not have any symptoms or might be contagious before we get symptoms. If you decide to wear a cloth face covering, you are doing it to protect others from a virus you do not know whether you might carry. Wearing a cloth face covering in public places is an act of compassion.

B. Pre-screening of employees before starting work:
   1. Prior to entering the facility, employee’s will conduct a self-assessment using the Employee Self-Assessment Checklist (Appendix A), including taking their temperature and assessing the following symptoms within the last 12 hours:
      a. Fever or chills
      b. Cough
      c. Shortness of breath or difficulty breathing
      d. Fatigue
      e. Muscle or body aches
      f. Headache
      g. New loss of taste or smell
      h. Sore throat
      i. Congestion or runny nose
      j. Nausea or vomiting
      k. Diarrhea

   2. Employees with a temperature of 100.4 degrees or higher, and/or with any of the above symptoms within the last 12 hours, shall:
      a. Put on a mask.
      b. Notify their supervisor immediately.
      c. If the employee can drive themselves, they shall go to Providence Urgent Care, 1025 S. Second Avenue, to be evaluated for a potential COVID-19 test.
i. If the employee cannot drive themselves, a family member should be contacted for assistance, or if medically necessary, call 9-1-1.

d. Employees will remain at home until their test results come back negative.
   i. If health providers do not provide the employee a test based on an evaluation of their symptoms, employees must remain at home until they are symptom-free for 12 hours before returning to work.

e. If test results are positive, the employee must remain isolated at home until the Walla Walla County Department of Community Health, or the health department for the county in which they reside, has determined they are recovered and released from home isolation.

C. Is it COVID-19 (Appendix B)? COVID-19 symptoms may be similar to flu or common cold symptoms. The Washington DOH chart below compares symptoms of COVID-19, flu, cold and allergies.

<table>
<thead>
<tr>
<th>SYMPTOMS</th>
<th>COVID-19</th>
<th>FLU</th>
<th>COLD</th>
<th>ALLERGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cough</td>
<td>Often</td>
<td>Often</td>
<td>Sometimes</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Fever</td>
<td>Often</td>
<td>Often</td>
<td>Rarely</td>
<td>Never</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>Sometimes</td>
<td>Sometimes</td>
<td>Rarely</td>
<td>Rarely</td>
</tr>
<tr>
<td>Body aches</td>
<td>Sometimes</td>
<td>Often</td>
<td>Rarely</td>
<td>Never</td>
</tr>
<tr>
<td>Headache</td>
<td>Sometimes</td>
<td>Often</td>
<td>Sometimes</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Fatigue</td>
<td>Sometimes</td>
<td>Often</td>
<td>Sometimes</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Sore throat</td>
<td>Sometimes</td>
<td>Sometimes</td>
<td>Sometimes</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Loss of taste or smell</td>
<td>Sometimes</td>
<td>Rarely</td>
<td>Rarely</td>
<td>Rarely</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>Sometimes</td>
<td>Rarely</td>
<td>Never</td>
<td>Never</td>
</tr>
<tr>
<td>Chest pain or pressure</td>
<td>Rarely</td>
<td>Rarely</td>
<td>Never</td>
<td>Never</td>
</tr>
<tr>
<td>Runny nose</td>
<td>Rarely</td>
<td>Sometimes</td>
<td>Often</td>
<td>Often</td>
</tr>
<tr>
<td>Sneezing</td>
<td>Rarely</td>
<td>Sometimes</td>
<td>Often</td>
<td>Often</td>
</tr>
<tr>
<td>Watery eyes</td>
<td>Never</td>
<td>Never</td>
<td>Never</td>
<td>Often</td>
</tr>
</tbody>
</table>

**UPDATED:04/20/2021**

**PAGE | 2**
D. **Sick employees must stay home:**
   1. If you are sick, please contact your supervisor immediately and stay at home. Help keep your co-workers safe and healthy. This includes temporary/seasonal employees.
   2. Employees who have been sick with or without COVID-19 do not require a doctor’s note. Medical certification for FMLA requests will be considered on a case-by-case basis.
   3. If you need to stay home to care for a sick family member, please do so. During this time, more workers may need to stay at home to care for sick children or other sick family members than is normal.
   4. Employees will be required to use their individual leave accruals per policy (e.g., sick leave, vacation, floating holidays, and comp time) for any absences from work, including any remaining balance of up to 80 hours of Expanded Paid Sick Leave (EPSL) that the City has voluntarily extended. Please see the Managing Susceptible Employees, Childcare Issues & EPSL Guidelines (located on the City Intranet) for information on EPSL. You may also contact the Human Resources Department for assistance.

E. **How do I know if I’ve been exposed to COVID-19?**
   1. You can get exposed when you come into direct contact with the secretions (droplets) of someone who has COVID-19 (being coughed or sneezed on, kissing, sharing utensils, etc.).
   2. People often get exposed by a household member or through close contact with another person.
   3. Close contact means that you have been within 6 feet of someone with COVID-19 for 15 minutes or more.

F. **What do I do if I’m exposed to COVID-19 or someone I live with has COVID-19 (Appendix C)?**
   1. If you were exposed to COVID-19, or someone I live with has COVID-19, do not come to work. Call your supervisor for further instructions. Help keep your co-workers safe and healthy. This includes temporary/seasonal employees.

2. Employees who have had contact with anyone who has been diagnosed with COVID-19, or who may have symptoms associated with the disease, or a member of their household is being tested for COVID, must notify their supervisor immediately. The Supervisor will determine whether an employee follows the **General Employees or Critical Infrastructure Employees** guideline as follows:

   a. **General Employees will:**
      i. Stay home and quarantine/avoid public places for 14 days as directed below:
         1. 14 days after the last day they were in contact with the sick person.
         2. If living in the same household or caring for the person with COVID-19, for 14 days after the date the person is symptom-free.
         3. If the member of their household tests positive, the employee should be tested, and quarantine for 14 days after the date the person is symptom-free.
4. If the member of their household tests negative, the employee may come back to work.

ii. Keep track of their health for fever, cough, and trouble breathing for 14 days after the last day they were in contact with the sick person.

iii. Anyone who has had close contact with someone with COVID-19 and who meets the following criteria does NOT need to stay home:

1. Has COVID-19 illness within the previous 3 months and
2. Has recovered and
3. Remains without COVID-19 symptoms (for example, cough, shortness of breath).

iv. People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms.

1. People are considered fully vaccinated:
   a. 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
   b. 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s vaccine.

b. **Critical Infrastructure Employees** include firefighter/paramedics, law enforcement, WESCOM, Public Works Operations employees, and other employees as identified. The City will consider whether we have an ability to backfill the employee’s position with a focus on the essential role required.

i. If an employee has a confirmed positive individual living in their household and the City has the ability to backfill the employee’s position, the employee may stay home and quarantine until the following:

1. 14 days since exposure to the positive person’s last symptoms or positive test.
2. If living in the same household or caring for the person with COVID-19, for 14 days after the date the person is symptom-free.
3. If the member of their household tests positive, the employee should be tested, and quarantine for 14 days after the date the person is symptom-free.
4. If the member of their household tests negative test, the employee may come back to work.
5. Employee tests negative when tested between 5 and 8 days after exposure.

ii. If there are essential critical shortages, the employee is asymptomatic and uses universal precautions, the employee may continue to work while complying with the following measures for 14 days after last exposure:

1. Pre-screen: conduct temperature and symptom check daily before starting work.
2. Conduct regular self-monitoring for symptoms at work and at home.
3. Always wear a mask at work.
4. Social distance: maintain 6 feet and social distancing as duties permit.
5. Disinfect and clean workspaces.
6. Do not share headsets or phones; clean areas more frequently; do not share food or drinks.
7. Notify your supervisor and leave work immediately if you are sick.

iii. Anyone who has had close contact with someone with COVID-19 and who meets the following criteria does NOT need to stay home:

1. Has COVID-19 illness within the previous 3 months and
2. Has recovered and
3. Remains without COVID-19 symptoms (for example, cough, shortness of breath).

iv. People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms.

1. People are considered fully vaccinated:
   a. 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
   b. 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s vaccine.

G. What to do if I test positive for COVID-19?

1. The Walla Walla Community Health Department will contact you if you test positive for COVID-19, usually by phone within 24 hours of your positive test result. They will help you understand what to do next and what support is available.
2. You must remain isolated at home until the Walla Walla County Department of Community Health, or the health department for the county in which you reside, has determined you are recovered and released from home isolation.
3. Stay home except to get medical care. Do not go to work, school, or public areas. Ask friends or family members to do your shopping or use a grocery delivery service.
4. Call before you go to your doctor. Wear a face mask to help keep people in the office or waiting room from getting sick.
5. Wear a cloth face covering when you are around people or pets and isolate yourself as much as possible in your home.
6. Clean your hands often, cover your coughs and sneezes, and clean “high-touch” surfaces every day.
7. If an employee has COVID-19, supervisors and co-workers will:
   a. Keep it confidential. This is required by the Americans with Disabilities Act (ADA).
   b. In collaboration with the Department of Community Health, the City will inform close contacts of the sick employee that they may have been exposed to COVID-19.
8. For additional guidance, see the Return to School/Childcare/Work Guidance for Persons with Symptoms of COVID-19 and/or Following a Positive Symptom Screen for COVID-19 (Appendix D).
9. The following chart (see Appendix C) is for employees who have tested positive for COVID-19.
Stay in isolation until...

1. **24 hours after your fever is gone without using medicine.** **AND**
2. Your other symptoms have improved (for example, cough or shortness of breath).

**AND**
3. **Ten days** after your symptoms started.

How long do I have to stay home? (Fill in the blanks)

<table>
<thead>
<tr>
<th>Date I first felt sick:</th>
<th>Date 10 days later:</th>
<th>My fever was gone on:</th>
<th>Date 24 hours later:</th>
<th>My other symptoms got better on:</th>
<th>Circle the latest date. Stay home until:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXAMPLE</strong> April 10</td>
<td>April 20</td>
<td><strong>EXAMPLE</strong> April 15</td>
<td>April 16</td>
<td><strong>EXAMPLE</strong> April 21</td>
<td><strong>EXAMPLE</strong> April 21</td>
</tr>
</tbody>
</table>

H. What’s the difference between isolation and quarantine?

1. Isolation is what you do if you have COVID-19 symptoms or have tested positive. Isolation means you stay home and away from others (including household members) for the recommended period of time to avoid spreading illness.
2. Quarantine is what you do if you have been exposed to COVID-19. Quarantine means you stay home and away from others for the recommended period of time in case you are infected and are contagious. Quarantine becomes isolation if you later test positive for COVID-19 or develop symptoms.

I. Create physical distancing in the workplace:

1. Employees are to follow DOH guidelines and must maintain physical distancing by remaining at least 6 feet away from each other.
2. Employees must always wear face masks, with the following exceptions:
   a. Employees are working alone or isolated in an office/cubicle or work area that is at least 6 feet away from co-workers.
   b. Driving a City vehicle by themselves.
3. Employees and supervisors should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.
4. Departments may have to explore flexible worksites (separating desks, cubicles) and flexible work hours (staggered shifts) to increase the physical distance among and between employees.
5. Employees should not use other worker’s phones, desks, offices, or other work tools and equipment when possible. If an employee must use other worker’s equipment, the employee should disinfect or sanitize the equipment before and after use.
6. Limit in-person meetings. Use phone conferences, Microsoft Teams or Zoom when available.
7. If you must have an in-person meeting, meet in a large room, wear your face mask and maintain a distance of at least 6 feet from one another. Meet for as short a time as possible.
8. Employees must stay 6 feet away during rest breaks and meal breaks. This may require staggered lunch breaks or limiting the number of employees in the lunchroom. Do not share food or utensils.

J. Practice good health habits:
1. There are posters around your building that support staying home when sick, how to cough and sneeze, and keeping hands clean. Please encourage your co-workers to read and comply with these helpful guides.
   a. Cough or sneeze into the crook of your elbow or use a tissue. Wash your hands with soap and water or use hand sanitizer immediately after.
2. Employees should frequently and regularly wash their hands with soap and water for at least 20 seconds as needed including but not limited to:
   a. When coming to or leaving work.
   b. When coming from and going to different worksites.
   c. After sneezing and/or coughing – remember it is allergy season.
   If soap and water are not around, clean hands with a hand gel that has at least 60% alcohol in it. Make sure these supplies are always around and in multiple locations.
3. Employees should not touch their eyes, nose, and mouth with unwashed hands.

K. Cleaning and disinfecting the work environment:
1. While regular housekeeping services will continue routine cleaning of the work environment, employees are responsible for sanitizing high touch surfaces daily unless touched by a suspected or confirmed CV-19 person. Do not assume it is someone else’s job or responsibility.
2. Each worksite shall maintain a Cleaning Schedule (Appendix E) to ensure high-touch areas are cleaned on a regular basis. Employees must enter the date, time and signature when a work area has been cleaned. Site Leads will monitor and maintain the Cleaning Schedules by signing and dating each completed schedule.
3. Gloves, disinfectants, and cleaning wipes will be provided for staff to clean work areas and any areas people have access to.
4. Shared work areas and conference rooms shall be sanitized by employees after each use.
5. Additional supplies of PPEs and disinfectants will be coordinated through the Fire Department. Supervisors, or their designee, may request supplies by contacting Judy Jerome, at extension 4607, or by emailing jjerome@wallawalla.gov.

L. COVID-19 Site Lead:
1. Each department/division will assign a COVID-19 Site Lead to ensure these return-to-work guidelines are being followed to keep a safe and healthy work environment for employees and citizens. The COVID-19 Site Lead will monitor the following objectives:
   a. Employee Self-Assessment Checklist – ensure employees are completing a self-assessment and signing the checklist prior to the start of each shift.
      i. If employees are not completing a self-assessment prior to their shift, report them to the employee’s supervisor.
   b. Remind employees to maintain social distancing of 6 feet while working, or to wear masks if unable to do so.
c. As necessary, remind employees to use masks, gloves, and help keep worksites disinfected with appropriate disinfectants and cleaning wipes.

d. Maintain and monitor the Cleaning Schedule (see Appendix B) for assigned worksites to ensure high-touch areas are cleaned on a regular basis.

2. Following is the current list of COVID-19 Site Lead for each location:

<table>
<thead>
<tr>
<th>DEPARTMENT/DIVISION</th>
<th>DIRECTOR</th>
<th>COVID-19 SITE LEAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Hall – Administration</td>
<td>Elizabeth Chamberlain</td>
<td>Rikki Gwinn</td>
</tr>
<tr>
<td>City Hall – Finance</td>
<td>Jean Teasdale</td>
<td>Rachel Warren</td>
</tr>
<tr>
<td>City Hall – Human Resources</td>
<td>Pam Taylor</td>
<td>Katina Henderson</td>
</tr>
<tr>
<td>City Hall – Legal</td>
<td>Tim Donaldson</td>
<td>Kammy Hill/Jodi Stephens</td>
</tr>
<tr>
<td>City Hall – Tech Services</td>
<td>Chris Owen</td>
<td>Deepti Vijayan</td>
</tr>
<tr>
<td>Development Services</td>
<td>Preston Frederickson</td>
<td>Pam Ransier</td>
</tr>
<tr>
<td>Fire Department – Station #1</td>
<td>Chief Bob Yancey</td>
<td>John Knowles</td>
</tr>
<tr>
<td>Fire Department – Station #2</td>
<td>Chief Bob Yancey</td>
<td>Eric Wood</td>
</tr>
<tr>
<td>Library</td>
<td>Erin Wells</td>
<td>Alexis Rodegerdts</td>
</tr>
<tr>
<td>Parks &amp; Recreation – Admin/Recreation</td>
<td>Andy Coleman</td>
<td>Jamie VanAusdle</td>
</tr>
<tr>
<td>Parks &amp; Recreation - Cemetery</td>
<td>Andy Coleman</td>
<td>Troy Beckel</td>
</tr>
<tr>
<td>Parks &amp; Recreation - Facilities</td>
<td>Andy Coleman</td>
<td>Les Wright</td>
</tr>
<tr>
<td>Parks &amp; Recreation – Parks</td>
<td>Andy Coleman</td>
<td>Mike Lemke</td>
</tr>
<tr>
<td>Parks &amp; Recreation – Memorial Pool</td>
<td>Andy Coleman</td>
<td>Angela Potts</td>
</tr>
<tr>
<td>Police Department</td>
<td>Scott Bieber</td>
<td>Deb Minter</td>
</tr>
<tr>
<td>Police – WESCOM</td>
<td>Scott Bieber</td>
<td>Stephanie Young</td>
</tr>
<tr>
<td>Public Works – Administration</td>
<td>Ki Bealey</td>
<td>Darci Bell</td>
</tr>
<tr>
<td>Public Works – Engineering</td>
<td>Ki Bealey</td>
<td>Elaine Dawson</td>
</tr>
<tr>
<td>Public Works – Landfill</td>
<td>Ki Bealey</td>
<td>Brandon Leno/David Jensen</td>
</tr>
<tr>
<td>Public Works – Sanitation</td>
<td>Ki Bealey</td>
<td>Roy Vazquez/David Jensen</td>
</tr>
<tr>
<td>Public Works – Streets Office</td>
<td>Ki Bealey</td>
<td>Kelli Shane</td>
</tr>
<tr>
<td>Public Works – Streets Shop</td>
<td>Ki Bealey</td>
<td>Jared Jones</td>
</tr>
<tr>
<td>Public Works – Water Distribution Office</td>
<td>Ki Bealey</td>
<td>Rose Pingree</td>
</tr>
<tr>
<td>Public Works – Water Distribution Shop</td>
<td>Ki Bealey</td>
<td>Don Lechner</td>
</tr>
<tr>
<td>Public Works – Water Treatment Plant</td>
<td>Ki Bealey</td>
<td>Tricia Remillard</td>
</tr>
<tr>
<td>Support Services – Fleet Services</td>
<td>Elizabeth Chamberlain</td>
<td>Pam Fitzgerald</td>
</tr>
</tbody>
</table>

APPENDIX A
EMPLOYEE SELF-ASSESSMENT CHECKLIST

Please conduct a self-assessment of the below symptoms or combination of symptoms, conduct a temperature check, and sign in prior to entering your workstation.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

☐ Fever (at least 100.4 degrees or higher)
☐ 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

Employees with a temperature of 100.4 degrees or higher, and/or with any of the above symptoms within the last 12 hours, shall:

1. Put on a mask.
2. Notify their supervisor immediately.
3. If the employee can drive themselves, they shall go to Providence Urgent Care, 1025 S. Second Avenue, to be evaluated for a potential COVID-19 test.
   a. If the employee cannot drive themselves, a family member should be contacted for assistance, or if medically necessary, call 9-1-1.
4. Employees will remain at home until their test results come back negative.
   a. If health providers do not provide the employee a test based on an evaluation of their symptoms, employees must remain at home until they are symptom-free for 12 hours before returning to work.
5. If test results are positive, the employee must remain isolated at home until the Walla Walla County Department of Community Health, or the health department for the county in which they reside, has determined they are recovered and released from home isolation.
<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Employee Name</th>
<th>Employee Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Is it COVID-19?

COVID-19 symptoms may be similar to those of illnesses like the flu or common cold. Many people with COVID-19 have mild symptoms, and some have no symptoms. Contact your health care provider for a test if you have symptoms of COVID-19. Visit [www.doh.wa.gov/coronavirus](http://www.doh.wa.gov/coronavirus).

For medical emergencies, such as difficulty breathing, call 911.

<table>
<thead>
<tr>
<th>SYMPTOMS</th>
<th>COVID-19</th>
<th>FLU</th>
<th>COLD</th>
<th>ALLERGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cough</td>
<td>Often</td>
<td>Often</td>
<td>Sometimes</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Fever</td>
<td>Often</td>
<td>Often</td>
<td>Rarely</td>
<td>Never</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>Sometimes</td>
<td>Sometimes</td>
<td>Rarely</td>
<td>Rarely</td>
</tr>
<tr>
<td>Body aches</td>
<td>Sometimes</td>
<td>Often</td>
<td>Rarely</td>
<td>Never</td>
</tr>
<tr>
<td>Headache</td>
<td>Sometimes</td>
<td>Often</td>
<td>Sometimes</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Fatigue</td>
<td>Sometimes</td>
<td>Often</td>
<td>Sometimes</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Sore throat</td>
<td>Sometimes</td>
<td>Sometimes</td>
<td>Sometimes</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Loss of taste or smell</td>
<td>Sometimes</td>
<td>Rarely</td>
<td>Rarely</td>
<td>Rarely</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>Sometimes</td>
<td>Rarely</td>
<td>Never</td>
<td>Never</td>
</tr>
<tr>
<td>Chest pain or pressure</td>
<td>Rarely</td>
<td>Rarely</td>
<td>Never</td>
<td>Never</td>
</tr>
<tr>
<td>Runny nose</td>
<td>Rarely</td>
<td>Sometimes</td>
<td>Often</td>
<td>Often</td>
</tr>
<tr>
<td>Sneezing</td>
<td>Rarely</td>
<td>Sometimes</td>
<td>Often</td>
<td>Often</td>
</tr>
<tr>
<td>Watery eyes</td>
<td>Never</td>
<td>Never</td>
<td>Never</td>
<td>Often</td>
</tr>
</tbody>
</table>
APPENDIX C

WASHINGTON STATE DEPARTMENT OF HEALTH

COVID-19 From Exposure to Feeling Better

If you were exposed to COVID-19...

1. Stay home.
2. Watch for symptoms.
   • Fever
   • Cough
   • Shortness of breath
   • Chills
   • Muscle pain
   • Headache
   • Sore throat
   • Loss of taste or smell

Symptoms appear 2 to 14 days after exposure.

If you have COVID-19 or COVID-19 symptoms...

1. Stay home.
2. Don't go to work or visit with others outside your home.
3. Call your doctor if you have symptoms, especially if you are over 65, have other health conditions, or are pregnant.

Stay in isolation until...

1. 24 hours after your fever is gone without using medicine.

AND
2. Your other symptoms have improved (for example, cough or shortness of breath).

AND
3. Ten days after your symptoms started.

How long do I have to stay home? (Fill in the blanks)

<table>
<thead>
<tr>
<th>Date I first felt sick:</th>
<th>Date 10 days later:</th>
<th>My fever was gone on:</th>
<th>Date 24 hours later:</th>
<th>My other symptoms got better on:</th>
<th>Circle the latest date. Stay home until:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE</td>
<td></td>
<td>EXAMPLE</td>
<td></td>
<td></td>
<td>EXAMPLE</td>
</tr>
<tr>
<td>April 10</td>
<td>April 20</td>
<td>April 15</td>
<td>April 16</td>
<td></td>
<td>April 21</td>
</tr>
</tbody>
</table>

DOH B20-089 Updated July 2020
To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civl.rights@doh.wa.gov.

Visit DOH.WA.GOV/Coronavirus or Coronavirus.wa.gov, call 1-800-525-0127 and press # for interpreter services, or text the word Coronavirus to 211211 for more information.
RETURN TO SCHOOL/CHILDCARE/WORK GUIDANCE FOLLOWING A POSITIVE SYMPTOM SCREEN FOR COVID-19 AND NO EXPOSURE

This guidance can be used by school, childcare and workplace staff and by health care providers when the COVID-19 rate in the community is MODERATE-HIGH (>25 cases/100,000 population over 14 days) and applies to persons with:
- 1 or more new, unexplained symptom consistent with COVID-19, AND
- No known COVID-19 exposure in prior 14 days

Does the person have:
- Any class A symptom of any duration, or
- 2 or more class B symptoms of any duration, or
- 1 or more class B symptom lasting more than 24 hours

YES

NO

HCP evaluation and COVID test are recommended.
Does a health care provider make an alternative diagnosis that explains all symptoms without performing a COVID-19 test?

YES

NO

COVID-19 test is...

Negative

Positive or not done

Isolate until at least:
- 10 days since symptom onset AND
- 24 hours after fever resolves without use of fever-reducing medications AND
- Symptoms have improved

Positive

Negative or not done

Isolate until at least:
- 24 hours after fever resolves without use of fever-reducing medication AND
- Symptoms have improved
  OR
  - Per condition diagnosed by HCP
  Whichever is LONGER

HCP evaluation and COVID test should be considered.
Does a health care provider make an alternative diagnosis that explains all symptoms without performing a COVID-19 test?

NO

YES

COVID-19 test is...

Examples of alternative diagnosis made by health care provider include childhood rash illness, acute otitis media, or a lab confirmed diagnosis such as strep throat or non-COVID-19 viral pathogen. If testing for other viral pathogens, strongly recommend testing for COVID-19 as well.


1. In symptomatic persons and when community transmission is moderate-high, a negative rapid test should be confirmed with a PCR test performed in a clinical laboratory.
See Interim Guidance for Rapid Antigen Testing for SARS-CoV-2 and Considerations for Interpreting Antigen Test Results in Nursing Homes.

Symptoms consistent with COVID-19

Class A Symptoms
- Fever (defined as subjective or 100.4°F or higher)
- Cough
- Loss of sense of taste and/or smell
- Shortness of breath

Class B Symptoms
- Fatigue
- Headache
- Muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea (defined as 2 or more loose stool in 24 hours)

Visit DOH.WA.GOV/Coronavirus for more information.
RETURN TO SCHOOL/CHILDCARE/WORK GUIDANCE FOR PERSONS WITH SYMPTOMS OF COVID-19 AND NO EXPOSURE

This guidance can be used by school, childcare and workplace staff and by health care providers when the COVID-19 rate in the community is LOW (<25 cases/100,000 population over 4 days) and applies to persons with:
- 1 or more new, unexplained symptom consistent with COVID-19, AND
- No known COVID-19 exposure in prior 14 days

Does the person have:
- Any class A symptom of any duration, or
- 2 or more class B symptoms of any duration

HCP evaluation and COVID test are recommended.
Does a health care provider make an alternative diagnosis that explains all symptoms without performing a COVID-19 test?

YES

COVID-19 test is...
- Negative

Isolate until at least:
- 10 days since symptom onset AND
- 24 hours after fever resolves without use of fever-reducing medications AND
- Symptoms have improved

NO

COVID-19 test is...
- Positive

Isolate until at least:
- 24 hours after fever resolves without use of fever-reducing medication AND
- Symptoms have improved OR
- Per condition diagnosed by HCP Whichever is LONGER

- Negative or not done

HCP evaluation and COVID test should be considered.
Does a health care provider make an alternative diagnosis that explains all symptoms without performing a COVID-19 test?

YES

Fatigue
- Headache
- Muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea (defined as 2 or more loose stools in 24 hours)

Symptoms consistent with COVID-19

Class A Symptoms
- Fever (defined as subjective or 100.4°F or higher)
- Cough
- Loss of sense of taste and/or smell
- Shortness of breath

Class B Symptoms


2. Examples of alternative diagnosis made by health care provider include childhood rash illness, acute otitis media, or a lab confirmed diagnosis such as strep throat or non-COVID-19 viral pathogen. If testing for other viral pathogens, strongly recommend testing for COVID-19 as well.

3. In symptomatic persons and when community transmission is moderate-high, a negative rapid test should be confirmed with a PCR test performed in a clinical laboratory. See Interim Guidance for Rapid Antigen Testing for SARS-CoV-2 and Considerations for Interpreting Antigen Test Results in Nursing Homes.

Visit DOH.WA.GOV/Coronavirus for more information.
APPENDIX E
CLEANING SCHEDULE

AREA/LOCATION: ____________________________________________

SITE LEADS WILL MONITOR THIS CLEANING SCHEDULE TO ENSURE HIGH-TOUCH WORK AREAS ARE CLEANED ON A REGULAR BASIS.

EMPLOYEES MUST CLEAN CONFERENCE ROOMS, BREAKROOMS, TRAINING ROOMS, CUSTOMER SERVICE COUNTER-TOPS, AND SHARED WORK AREAS AFTER EACH USE.

PLEASE ENTER THE DATE, TIME, AND SIGN/INITIAL WHEN THIS WORK AREA HAS BEEN CLEANED. THANK YOU FOR HELPING US CLEAN AND MAINTAIN A SAFE WORKING ENVIRONMENT FOR EMPLOYEES AND CUSTOMERS.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>CLEANED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SITE LEAD SIGNATURE ___________________________ DATE: _____________

UPDATED: 04/20/2021
A. What do I do if I’m exposed to COVID-19 or someone I live with has COVID-19? (Appendix C)

1. You can get exposed when you come into direct contact with the secretions (droplets) of someone who has COVID-19 (e.g., being coughed or sneezed on, kissing, sharing utensils). Close contact means you have been within 6 feet of someone with COVID-19 for 15 minutes or more. **If you were exposed to COVID-19, or someone you live with has COVID-19, do not come to work. Call your supervisor for further instructions.** Help keep your co-workers safe and healthy including temporary and seasonal employees.

2. Employees who have had contact with anyone who has been diagnosed with COVID-19, or who may have symptoms associated with the disease, or a member of their household is being tested for COVID, must notify their supervisor immediately. The Supervisor will determine whether an employee follows the **General Employees or Critical Infrastructure Employees** guideline as follows:

   a. **General Employees will:**
      i. Stay home and quarantine/avoid public places for 14 days as directed below:
         1. 14 days after the last day they were in contact with the sick person.
         2. If living in the same household or caring for the person with COVID-19, for 14 days after the date the person is symptom-free.
         3. If the member of their household tests positive, the employee should be tested, and quarantine for 14 days after the date the person is symptom-free.
         4. If the member of their household tests negative test, the employee may come back to work.
      ii. Keep track of their health for fever, cough, and trouble breathing for 14 days after the last day they were in contact with the sick person.
      iii. Anyone who has had close contact with someone with COVID-19 and who meets the following criteria does NOT need to stay home:
         1. Has COVID-19 illness within the previous 3 months and
         2. Has recovered and
         3. Remains without COVID-19 symptoms (for example, cough, shortness of breath).
      iv. People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms.
         1. People are considered fully vaccinated:
            a. 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
            b. 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s vaccine.
b. **Critical Infrastructure Employees** include firefighter/paramedics, law enforcement, WESCOM, Public Works Operations employees, and other employees as identified. The City will consider whether we have an ability to backfill the employee’s position with a focus on the essential role required.

   i. If an employee has a confirmed positive individual living in their household and the City has the ability to backfill the employee’s position, the employee may stay home and quarantine until the following:
      1. 14 days since exposure to the positive person’s last symptoms or positive test.
      2. If living in the same household or caring for the person with COVID-19, for 14 days after the date the person is symptom-free.
      3. If the member of their household tests positive, the employee should be tested, and quarantine for 14 days after the date the person is symptom-free.
      4. If the member of their household tests negative test, the employee may come back to work.
      5. Employee tests negative when tested between 5 and 8 days after exposure.

   ii. If there are essential critical shortages, the employee is asymptomatic and uses universal precautions, the employee may continue to work while complying with the following measures for 14 days after last exposure:
      1. Pre-screen: conduct temperature and symptom check daily before starting work.
      2. Conduct regular self-monitoring for symptoms at work and at home.
      3. Always wear a mask at work.
      4. Social distance: maintain 6 feet and social distancing as duties permit.
      5. Disinfect and clean workspaces.
      6. Do not share headsets or phones; clean areas more frequently; do not share food or drinks.
      7. Notify your supervisor and leave work immediately if you are sick.

   iii. Anyone who has had close contact with someone with COVID-19 and who meets the following criteria does NOT need to stay home:
      1. Has COVID-19 illness within the previous 3 months and
      2. Has recovered and
      3. Remains without COVID-19 symptoms (for example, cough, shortness of breath).

   iv. People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms.
      1. People are considered fully vaccinated:
         a. 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
         b. 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s vaccine.

**Resources for current information about COVID-19:** Sharing correct information is the best thing we can do to keep the wrong information from getting out. Check the Department of Health’s website at [www.doh.wa.gov/coronavirus](http://www.doh.wa.gov/coronavirus) or the Center for Disease Control and Prevention’s (CDC) website at [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus) for updates on COVID-19. The Walla Walla County Public Health Department phone number is 509-524-2647, [www.covidwwc.com](http://www.covidwwc.com).
MANAGING SUSCEPTIBLE EMPLOYEES, CHILDCARE ISSUES, & EXPANDED PAID SICK LEAVE GUIDELINES

Effective Monday, May 3, 2021, the City will open all facilities to the public and expect all employees to return to work. Helping employees transition back to work will require patience, flexibility and creative problem-solving. There will be questions and concerns regarding how to return to work, how do we manage employees who may be more susceptible, and for some, how to manage the disruption in childcare. Each employee’s concerns and situation must be reviewed on a case-by-case basis. Please work with your Director and feel free to contact Human Resources for assistance in resolving any issues that arise as you begin to transition employees back to work.

The following guidelines provide information regarding how to manage employees who may be more susceptible to COVID-19 (e.g., 65 years of age and older, underlying health conditions, diabetes, asthma, etc.) and managing employees who are struggling with taking care of their children at home during school, daycare or summer camp closures.

Managing employees more susceptible to the disease (underlying health conditions, 65+ years)

1. There is a Governor’s proclamation on high-risk individuals and affirmative accommodation obligation.
2. Do not “guess, assume or impose” that employees are high risk.
3. Employees must self-identify as high risk; this is their choice. When an employee self-identifies they are high risk, contact Human Resources for assistance.
4. Following are some possible alternative solutions for consideration:
   a. Employees may work from home.
   b. Consider alternative or rotating shifts, different hours, or part-time work.
   c. Use of employee leave accruals or a leave of absence, including any remaining balance of up to 80 hours of Expanded Paid Sick Leave (EPSL) that the City has voluntarily extended.

Managing employees who are struggling with taking care of their children at home

1. Following are some possible alternative solutions for consideration:
   a. Consider alternative or rotating shifts, different hours, or part-time work.
   b. Use of employee leave accruals or a leave of absence, including any remaining balance of up to 80 hours of Expanded Paid Sick Leave (EPSL) that the City has voluntarily extended.

Emergency Paid Sick Leave – Extension of Benefits

1. The Families First Coronavirus Response Act, which expired December 31, 2020, provided employees up to 10 days of emergency paid sick leave for certain coronavirus-related reasons. This sick leave is in addition to leave benefits already available to employees. The City is voluntarily extending the EPSL benefits as follows:
   a. Extended through 6/30/2021 or End of Pandemic, whichever comes first.
   b. Maximum accrual of 80 hours:
      i. If an employee has used 80 hours in 2020, no new accrual bank for 2021.
      ii. An employee’s remaining hours from 2020 may be carried over into 2021.
iii. After use of EPSL, employees must use personal leave banks (sick, comp, vacation, floating holidays, etc.).

c. No cash-out of unused hours.

d. Criteria for use according to current FFCRA – EPSL guidelines as outlined below.

2. FFCRA – EPSL guidelines

b. Employees are entitled to use emergency paid sick leave, due to the employee’s own health or quarantine, if unable to work or tele-work for the following reasons:

   i. Employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.

   ii. Employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

   iii. Employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.

      1. Full-time employees receive 80 hours of paid leave (not to exceed $511/day and $5,110 total) at their regular rate of pay; part-time employees receive number of hours typically worked in a two-week period.

c. Employees are entitled to use emergency paid sick leave, to provide care for others, if unable to work or tele-work for the following reasons:

   i. To care for an “individual” (employee’s immediate family member, a person who regularly resides in the employee’s home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined) who is self-isolating for one of the reasons described in (i.) or (ii.) above.

   ii. To care for the employee’s child under age 18 (employees must indicate what the special circumstances are as to why they need to be home if the child is 15 – 18 years old) due to closure of the child’s school or unavailability of the child’s childcare provider due to COVID-19 precautions. A “child” is defined the same as under the FMLA; i.e., a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and “incapable of self-care because of a mental or physical disability” at the time leave is to commence.

   iii. Employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor. Presumably, future regulations will elaborate on this reason.

      1. Full-time employees receive 80 hours of paid leave at 2/3’s their regular rate of pay (not to exceed $200/day and $2,000 total); part-time employees receive number of hours typically worked in a two-week period at 2/3’s their regular rate of pay.

d. Employee’s may take intermittent leave for the following reasons:

   i. It is to care for a child whose school/place of care has closed.

   ii. Employee is teleworking.

   e. If an employee is not teleworking and is taking EPSL for any reason other than for childcare, intermittent leave is not allowed.

Please contact Human Resources with any questions and for assistance in requesting Emergency Paid Sick Leave.
TO: All City Employees
FROM: Leadership Team
DATE: May 19, 2021
RE: Mask Guidance Update

As you likely have heard, Centers for Disease Control (CDC) revised their mask guidance for fully vaccinated persons on May 13, 2021. Governor Inslee, on the same day, declared Washington State would match the CDC mask guidance along with announcing a proposed full re-opening of Washington State by June 30, 2021.

In order to ensure that we continue to provide a safe working environment for employees and to fulfill our obligation to protect the public that we serve, the City will implement the following guidelines on wearing masks for (1) Employees and (2) Public/Patrons.

EMPLOYEES: Except for reasons stated further in this email, beginning Monday, May 24, the City will implement the following, as shown in the below chart, for fully vaccinated and non-vaccinated employees.

<table>
<thead>
<tr>
<th>Fully Vaccinated Employees*</th>
<th>Non-Vaccinated Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>• No mask required indoors or outdoors</td>
<td>• Mask required unless working alone in an office, or in a cubicle with 6 feet of separation</td>
</tr>
<tr>
<td>• No mask required in vehicles</td>
<td>• Mask required in vehicles unless riding alone</td>
</tr>
<tr>
<td>• Do not need to maintain 6 feet physical distancing</td>
<td>• Mask required outdoors when unable to maintain 6 feet physical distancing to another person</td>
</tr>
<tr>
<td>• First Responders must follow dept. guidelines on wearing masks while providing services</td>
<td></td>
</tr>
<tr>
<td>• May continue to wear a mask (employee’s option)</td>
<td></td>
</tr>
</tbody>
</table>

*Fully vaccinated means:
- Two weeks after their second dose in a two-dose series, such as the Pfizer or Moderna vaccines, or
- Two weeks after a single-dose vaccine, such as the Johnson & Johnson (Janssen) vaccine.

Employees who are fully vaccinated and wish to stop wearing masks at work, must follow the steps below:

1. Show your vaccination card to your Department Director or designee (Administrative Staff) by noon on, Friday, May 21st. If you miss the Friday deadline because you were out of the office, please show a copy of your vaccination card as soon as possible to your dept. administrative staff who will then provide the information to HR.
2. The Department Director or designee (Administrative Staff) will send their list of fully vaccinated employees to HR.
3. HR will keep the lists in a confidential medical file.
Please bear in mind that some employees may choose not to receive the vaccination for various reasons including special medical reasons. Some employees who are fully vaccinated may also choose to continue to wear a mask.

In order to help protect the children we serve in the Parks and Recreation and Library Departments; some employees may be required to wear masks even though they are fully vaccinated. Please work with your directors on mask protocol as outlined below:

1. **Library Operations:**

   The Walla Walla Public Library serves patrons of all ages, including children under 12 who are not eligible to be vaccinated at this time. Masks will be required, whether a patron is vaccinated or not, when visiting our Library. Director Erin Wells will work with her team members on mask protocols when engaging with the public.

2. **Recreation Facility Operations:**

   Recreation programs, including Memorial Pool, serve patrons of all ages, including children under 12 who are not eligible to be vaccinated at this time. Director Andy Coleman will be working with Parks & Recreation team members on mask protocols for the City’s recreation programs and facilities.

**PUBLIC/PATRONS:** Beginning Monday, May 24, the City will implement the revised signage that is posted in lobby areas of City Hall, Service Center, Police and Fire Stations. The revised signage documents will be emailed to Department Administrative Staff for posting, which states:

   *Wearing a mask remains required for non-vaccinated patrons and is encouraged but not required for fully vaccinated patrons.*

Since we are in a transition period, there could be modifications to the City’s approach. As with everything around COVID-19, please remember to help us practice flexibility, patience, and compassion as we continue this roller coaster ride.

The City of Walla Walla’s vision “best of the best of the Northwest” and our core values of Customer Service, Integrity, Stewardship, Excellence, Communication, and Leadership guide us in our actions and responsibility to serve our residents and customers at our City facilities. You model the way for our residents. Thank you for your assistance in ensuring we protect each other and our community.

Please reach out to your Leadership Team, Elizabeth Chamberlain (x 4345), or Pam Taylor (x4319) with any questions.

Thank you,

The Leadership Team