



City of Spearfish
COVID-19 & COVID Variants Response Plan

Employee and Supervisor Guidelines

March 9, 2022

Overview

Viruses constantly change through mutation, and new variants of a virus are expected to occur. Currently the Omicron variant is the most prominent strain of COVID-19. Numerous variants of the virus that causes COVID-19 are being tracked in the United States.

To protect the health and safety of our employees and citizens, the City of Spearfish has the following guidelines.

COVID Symptoms and Returning to Work

To protect our employees and those we serve, employees must continue to self-monitor for symptoms of COVID and stay home or leave work if they have:

- Fever of 100.4 or higher ***or***
- New loss of taste or smell ***or***
- Shortness of breath, difficulty breathing, persistent chest pain or chest pressure, or new or worsening cough ***or***
- Two or more of the following:
 - Elevated body temperature
 - Muscle or body aches
 - Fatigue
 - Congestion or runny nose
 - Diarrhea
 - Nausea
 - Vomiting
 - Chills
 - Headache
 - Sore throat

Employees experiencing the symptoms notated above should contact their medical provider for guidance.

An employee who is sent home can return to work when:

- They are fever free (100.3 degrees Fahrenheit or less using a reliable thermometer) without taking medication to reduce the fever; and
- Any respiratory symptoms (cough and shortness of breath) have substantially improved for at least 24 hours, without the use of fever-reducing or other symptom altering medicines (e.g. cough suppressants); or
- They have been cleared by a medical provider for new onset loss of smell or taste.

An employee who tests positive for COVID can return to work when (CDC Updated 12/27/21):

- A minimum of 5 days have elapsed since testing positive for COVID; and
- No symptoms or your symptoms are resolving after 5 days; and
- No fever; if you have a fever continue to stay home until the fever resolves; and
- Continue to wear a mask around others for 5 additional days.

Critical Workers:

To ensure continuity of operations of essential City functions, CDC advises that critical workers may be permitted to continue work following potential exposure to COVID, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. All City staff are considered critical workers.

A potential exposure means having a household contact or having close contact within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test collection) until the patient is isolated.

Critical workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should continue self-monitoring.
- **Wear a Mask:** The employee should wear a mask at all times while in the workplace for 10 days after last exposure. The City of Spearfish will provide masks to those affected individuals. Please contact your supervisor.
- **Disinfect and Clean workspaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, and shared equipment.
- **Social Distance:** The employee should maintain 6 feet of separation and practice social distancing as work duties permit in the workplace.

Personal Protection Equipment (PPE)

- Employees are expected to follow the current guidance of the CDC.
 - CDC issued a new COVID-19 related matrix that sorts counties into three groups: high, medium or low COVID-19 risk. Under the agency's guidance, indoor masking isn't necessary in areas with low risk. In areas with medium risk, the agency recommends that people talk to their health care providers about masking if they are immunocompromised or otherwise more likely to experience severe symptoms. The CDC recommends that people continue to wear masks in public, indoor settings in high-risk areas. The CDC's new guidelines focus on the following factors:
 - New COVID-19 cases per 100,000 residents in the past seven days
 - New COVID-19-related hospital admissions
 - The percentage of hospital beds occupied by COVID-19 patients

Employees can monitor the CDC's website for updates on the risk levels in [Lawrence County](#), which is currently at low risk.
- Employees may wear their own personal mask or one that will be provided by the City of Spearfish.
 - Personal cloth masks should be professional and not display any inappropriate wording, images, or logos and should be safely worn and cleaned regularly.
 - N95 masks will be provided to public safety staff.
 - The City has options for sterilization and reuse of N95 masks please check with your department director.
- Employees will be provided with personal hand sanitizer at their workstation for their use.
- Employees will be provided nitrile gloves upon request.
- Plexiglass shields have been installed in appropriate customer service areas.

Cleaning Procedures

- Department directors shall designate employees to assist in regularly cleaning frequently touched surfaces (tables, doorknobs, light switches, countertops, handles, desks, phones,

keyboards, toilets, faucets, sinks, etc.) regularly using appropriate cleaning and disinfectant products.

- Staff will be trained on appropriate use of cleaning and disinfection chemicals.
- Employees should wear disposable gloves for all tasks in the cleaning process, including handling trash.
- Employees should wash their hands frequently using soap and water for twenty seconds.
- If an area has been infected by someone who is sick, the affected area will be closed off and CDC guidelines will be followed to clean and disinfect the area.

Social Distancing Guidelines

- CDC recommends if you are indoors in public and are not up to date on COVID-19 vaccines, stay 6 feet away from other people, especially if you are at higher risk of getting very sick with COVID-19.

COVID Vaccine

Three vaccines (developed by Moderna, Pfizer, and Janssen) have been approved by the FDA and are currently being administered and readily available. The Pfizer COVID-19 vaccine has received full FDA approval.

Fully vaccinated for COVID is ≥ 2 weeks after receiving the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after receiving a single-dose vaccine (Johnson & Johnson [J&J]/Janssen).

Business Travel

- Employees will be expected to follow the City's safety protocols in place with regards to personal protective equipment and social distancing guidelines while on business travel based on CDC's risk matrix for the area they are traveling to.

Health Pool of South Dakota (for the most up-to-date information or specific care questions call the customer service number on your medical card). The below information is assuming in-network providers.

- Immunizations (including the COVID-19 vaccine): no charge
- COVID testing: cost share is waived at this time (the Health Pool covers the costs at 100%) when the test is ordered by a doctor within a medical facility
 - Effective January 15, 2022, over the counter (OTC) COVID-19 tests are covered with no member cost-share during the national public health emergency. There are currently 13 tests that qualify for this coverage — a resource is available on the [U.S. Food and Drug Administration's](#) website to assist with which tests qualify as a covered OTC COVID-19 test.
- COVID treatment follows the benefits of the plan (applying copay/deductible/coinsurance)

Please contact the human resources director at 605-642-1354 with any questions or concerns.