

COVID-19 Safety Plan

Canton City Public Health

REVIEW FREQUENCY: As needed

ORIGINAL DATE ADOPTED: June 1, 2020

LAST EFFECTIVE DATE: December 2, 2020

CONTACT PERSON & DIVISION: Safety Officer

FINAL



Public Health
Prevent. Promote. Protect.

Canton City Public Health

A. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving Policies, Procedures, Standard Operating Guidelines, and Forms” procedure as of the effective date listed above.

B. REVISION & REVIEW HISTORY

Revision Date	Review Date	Person	Notes on what changed
6/1/2020		JMA	Initial approval.
12/2/2020		Sean Green	Revised facial covering, employee illness and quarantine guidelines to reflect the current Ohio Health Director and CDC orders.

C. TABLE OF CONTENTS:

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D. PURPOSE

This plan outlines the strategies and safe operating procedures for Canton City Public Health for staff, clients, and building operations to address COVID-19. As business operations continue through the COVID-19 pandemic, it is critical that Canton City Public Health conducts its operations in a manner that protects the safety of its staff, protects its clients, and allows the department to efficiently perform its mission. This plan will outline the strategies, policies, and procedures to accomplish this goal; safe operations while living with COVID-19 in the community.

E. POLICY

It is the policy of Canton City Public Health that we will continue to perform our mission and essential functions in a manner that affords protection for our staff and clients from infection of the virus that causes COVID-19. The following guiding principles are adopted:

- Protect the health of employees, clients, and their families.
- Support community efforts to control the spread of the virus that causes COVID-19.
- Lead in responsibly getting Ohio back to work.

The following key strategies will be employed:

- Maintain an adequate social distance where possible.
- Use of face coverings for employees and clients where possible to control the spread of the virus.
- Conduct daily health assessments of employees (self-evaluation) to assure staff are “fit for duty”.
- Always maintain good hygiene using frequent handwashing and use of hand sanitizers.
- Clean and sanitize frequently touched surfaces such as doorknobs, electronics, tables, and light switches. throughout the workday.
- Limit occupancy in our facilities to support social distancing guidelines.

F. BACKGROUND

On March 14, 2020 Governor Mike DeWine declared a State of Emergency in Ohio due to the presence of SARS-CoV-2, the virus that causes COVID-19, in the state. On that date, Ohio Department of Health Director, Dr. Amy Acton, also issued several orders aimed at limiting the spread of the virus.

On March 22, 2020, Dr. Acton issued a “Stay at Home” order closing all non-essential businesses and requiring essential businesses and services to perform employee health screenings each day and for staff to work from home when possible. Canton City Public Health (CCPH) complied with this order by establishing a daily health screening routine and by allowing staff to work from home when appropriate. CCPH also established a series of policies to limit the spread of SARS-CoV-2, these included, but were not limited to, suspension of most in-person services and modification of those remaining services to limit person-to-person contact and to maintain social distancing.

On May 1, 2020, Dr. Acton issued an order allowing many businesses and services to reopen by following a series of requirements designed to reduce the spread of SARS-CoV-2, including:

- Daily employee health screenings
- Frequently cleaning of work areas
- Availability of hand-washing and sanitizers
- Social Distancing
- Use of face-coverings

On July 23, 2020 Ohio issued a statewide mask mandate requiring all Ohioans to wear a face mask or covering in indoor public spaces and outdoors when unable to maintain a 6-foot distance from others.

G. GLOSSARY OF TERMS

- **Face Covering** - At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.
- **Assigned Work Area** – The area in which the employee is performing work duties. The assigned work area can change during the workday. For an area which has multiple desks or cubicle spaces, the entire area with the desks or cubicles is considered the assigned work area except; an individual desk or cubicle space can be considered an assigned work area if the individual desk or cubicle space has barriers, walls, or partitions between neighboring workers that extend above the head of the worker while seated or standing in their normal working position.

H. PROCEDURES & STANDARD OPERATING GUIDELINES

The following general operating guidelines will apply to all staff and operations at Canton City Public Health. Additional standard operating guidelines may be provided on a division specific basis.

FACE COVERINGS

With the statewide mask mandate issued by Ohio in effect, face coverings must be worn by both staff and visitors (with certain exceptions). The use of face coverings will help prevent the spread of the virus that causes COVID-19 from an infected person, even if that person is not aware of their infection. Widespread use of face coverings will reduce the spread.

USE OF FACE COVERINGS BY EMPLOYEES

All staff will be required to wear face coverings while working with the following exceptions:

- The employee in a particular position is prohibited by law or regulation from wearing a face covering while on the job.
- A face covering is not advisable for health purposes.
- Wearing a face covering is against documented industry best practices.
- Wearing a face covering violates a safety policy.
- There is a practical reason the face covering cannot be worn.
- An employee is working alone in an assigned work area.
- The staff member has a medical condition that would prevent the safe wearing of a face covering.

If an employee is unable to wear a face covering due to a medical condition, they must be prepared to provide documentation from a physician. The document will then be placed in the employee's confidential medical file.

Face coverings may be provided by Canton City Public Health to its employees. The employee may wear the provided face covering or provide their own. Face coverings should comply with current Centers for Disease Control recommendations. The employee is responsible for proper maintenance of the face covering including keeping the face covering clean and dry. Use a face covering that fits snugly but comfortably and allows for breathing without restriction. Wear horizontally, covering nose, mouth, and chin. Secure behind the head with ties or ear loops or other means. Wash your hands before putting the face covering on and immediately after removing it, and don't touch your eyes, nose or mouth when taking it off. Routinely launder and dry the covering. Do not wear when wet.

USE OF FACE COVERINGS BY VISITORS AND CLIENTS

Customers, patrons, visitors, contractors, vendors, and similar individuals are required to use facial coverings, except for specifically documented legal, life, health or safety considerations. Individuals are required to wear a face covering while at Canton City Public Health. If the client or visitor cannot wear a face covering, they will be asked if service can be provided in a manner that respects social distancing norms such as by phone or other remote means. Every effort will be made to provide efficient service for the client in a professional and dignified manner while protecting the health and safety of the employee and the client.

If a visitor enters the building without a face covering, they will be politely asked to put one on. A disposable mask may be provided by a staff member if the individual does not possess an acceptable face covering. Any child under the age of 10 is not required to have a face covering.

EMPLOYEE HEALTH MONITORING

All Canton City Public Health employees reporting for work, regardless of their work location, shall self-assess their health status before the start of their work shift.

The following elements should be considered in the self-assessment:

1. Current body temperature (°F)
2. Experience of any COVID-like symptoms that are not related to another condition.

If an employee has a temperature $\geq 100^{\circ}\text{F}$, and/or is experiencing one or more symptoms that are related to COVID-19, the employee should not report to work and contact their supervisor prior to the start of their work shift. See the "Illness" section for criteria to return to work.

EMPLOYEE HYGIENE AND HAND WASHING

Hand washing is a key strategy of preventing the spread of the virus that causes COVID-19 in the environment. Employees are required to take the following precautions while at work:

- Employees must perform hand hygiene by washing hands using soap and water or the use of an alcohol-based hand rub (hand sanitizer) when first coming into the building from the outside, entering a department vehicle, and whenever the employee coughs or sneezes.
- Employees are encouraged to perform hand hygiene several times throughout their work shift.
- Use a tissue or elbow to cover your cough or sneeze. Dispose of the tissue immediately in a trash container.

PHYSICAL SPACES AND WORKSTATIONS

- General office areas will be cleaned once per day at the end of the day by janitorial contractors.
- Each division is responsible for cleaning their area with special attention to frequently touched surfaces such as door handles, light switches, copiers, and other shared equipment at least twice per work shift.
- Current policies on remote work are still in effect. Remote work is encouraged where possible. Each division should attempt, to the best of their ability, to stagger work schedules to minimize the time when all staff are in the office at the same time.
- The use of Microsoft Teams meetings is highly recommended in lieu of in-person meetings.
- Where possible employee workspaces will be configured to ensure six feet minimum distance between individuals. If this is not possible, then the supervisor must ensure the work is moved to another location to ensure six feet minimum distance or assure that physical barriers are installed.

DEPARTMENT PROVIDED VEHICLES

- For shared vehicles
 - Driver will clean common high touch areas in vehicle before and after use.
 - The use of face coverings in vehicles is required except in cases where the safe operation of the vehicle may be impacted.
 - Try to limit the number of occupants in the vehicle to one if possible. If more than one occupant is necessary in the vehicle, the occupants should sit as far apart as possible, and the window's should be open to provide additional ventilation (weather permitting).
- If possible, assign one person to each vehicle so that the vehicle is not shared during this time and the "shared vehicles" precautions are not necessary.

MEETING ROOMS AND COMMON AREAS

- Social distancing requirements will be maintained to the best extent possible in shared areas of the department:
 - No more than eight people in the Large Board Room.
 - No more than four people in the Small Board Room.
 - No more than five people in the THRIVE conference room.
- Limit congregating in halls, restrooms and other common areas.
- No shared eating utensils.
- Provide hand sanitizer in lobby areas, meeting rooms and other strategically located common areas.

- Common or shared areas will be routinely cleaned following the guidance provided by the [Centers of Disease control in this document](#).

ILLNESSES

- In accordance with paragraph 20(b) of the Ohio Department of Health Director's Stay Safe Ohio Order, dated April 30, 2020, Canton City Public Health requests that any employee experiencing COVID-19 symptoms that are not related to another condition will self-isolate for a period of no less than 10 days. ⁴
- Employees who are self-isolated due to COVID-19 symptoms or other illness may use accrued sick leave, compensatory time, vacation or FFCRA sick leave as described in 800-056-P. They may also be permitted to work from home as approved by their supervisor.
- The most [current guidelines provided by the Centers for Disease Control \(CDC\)](#) will be used for employees returning to work following illness from a confirmed or suspected COVID-19 infection OR returning to work from other illness. These guidelines are subject to change as needed. ⁴
 - People who are placed under isolation or quarantine under supervision by a local public health department are to follow the directions of the local health department. They will not return to work until instructed to do so by the public health department that placed them under isolation or quarantine.
 - A release from isolation letter from the employee's local health department will need to be provided for the employee to return to work.
 - A physician's release will be required if the employee has experienced severe illness requiring significant medical care.
 - People ill with COVID-19 or suspected COVID-19 (including COVID-like unless non-COVID diagnosis has been acquired) who have stayed home (self-isolated), can stop home isolation under the following conditions:
 - It has been at least 10 days since the symptoms first appeared) AND;
 - at least 24 hours with no fever without the use of fever-reducing medications AND;
 - COVID-19 symptoms have improved (for example, cough, shortness of breath).
 - People who have stayed at home due to close contact with a confirmed or suspected case of COVID-19 (self-quarantine) may return to work under the following conditions:
 - The individual is not experiencing any symptoms compatible with COVID-19 (fever, shortness of breath, dry cough) AND;
 - The most [current CDC isolation guidelines](#) have been met.
 - People who have been sent home from work as part of workplace monitoring may return to work under the following conditions:
 - A non-COVID diagnosis has been acquired by a physician OR;
 - It has been at least 10 days since the symptoms first appeared AND;
 - Symptoms have improved/lifted AND;
 - At least 24 hours have passed with no fever without fever-reducing medication

- People who have stayed at home due to non-COVID related illness may return to work under the following conditions:
 - Symptoms have improved/lifted AND;
 - At least 24 hours have passed with no fever without fever-reducing medication

CONFIRMED CASES

- If an employee becomes ill during work, they will be immediately isolated from the work area. Employee will be encouraged to seek medical care.
- The work area will be evaluated for potential exposures by the supervisor of the area in consultation with Environmental Health.
- Deep cleaning of the facility will be completed following the guidance provided by the [Centers of Disease Control in this document](#).

INFECTED EMPLOYEE CAN RETURN TO WORK PER THE REQUIREMENTS LISTED UNDER THE "ILLNESS" SECTION. PROGRAM SPECIFIC POLICIES`

ADMINISTRATION AND VITAL STATISTICS

- No more than four people will be allowed in the Vital Statistics lobby at one time.
- Clients will be notified by appropriate signs that they are to wait in their vehicle or outside if the lobby is full.
- The entire Vital Statistics desk area that contains 4 desks is considered an assigned work area.

AIR POLLUTION CONTROL

- Follow APC COVID-19 Safety Plan to perform air monitoring and inspection field duties.
- Customer interaction shall occur remotely (e.g. calls, email, video conferencing, etc.) in lieu of in-person meetings, as much as possible. If not possible or practical, the safety precautions outlined above (social distancing, face coverings, etc) shall be used.
- All APC desk areas and the APC Lab are considered assigned work areas.

ENVIRONMENTAL HEALTH

- Staff will utilize face coverings when they leave their desk and while out in the field conducting inspections.

LABORATORY

- When not at the employees assigned work desk cloth face coverings shall be worn.

OPHII

Please refer to OPHII staff for questions.

THRIVE

- Maximum occupancy of the THRIVE conference room is five individuals.

- Distribution of materials to CHWs and other partners should occur via the “door drop” method with items being placed outside the THRIVE office door for pickup.

NURSING

Please refer to the Director of Nursing for specific clinic and nursing guidelines.

WIC

- Appointments
 - WIC appointments: staff are making every effort to complete program education and support over the phone. WIC food benefit cards are loaded in the office at the front counter.
 - At this time, the State WIC office was granted a physical presence waiver for program participants which means we are currently not performing any anthropometric measurements in the office.

SICK LEAVE GUIDELINES DURING COVID-19 RESPONSE

Upon consultation with the law department, the following leave guidelines will be followed during our pandemic response to COVID-19. We know that many of these things will be temporary and are subject to changes as conditions warrant.

1. Current policies regarding sick leave still apply. The definition of “illness” will be interpreted broadly to include leave taken by an employee to prevent possible infection with the virus that causes COVID-19 by themselves or any immediate family member.
2. Before an employee is placed in an unpaid leave status, they must use all accumulated compensatory time, vacation time, sick leave, or other paid time off.
3. If an employee enters an unpaid leave status, they are eligible to immediately apply for unemployment benefits from the State of Ohio.
 - a. If an employee is currently receiving health care benefits, their coverage will continue through the month that they are placed on unpaid status. After that they are eligible for COBRA coverage. They will have 60 days to elect COBRA coverage which will be retroactive if they pay for COBRA.
 - b. This will require coordination with the City of Canton HR, legal and others. The specific procedures will be developed as needed. Christi Allen, or a person whom she designates, will be the contact person for our department.

EMPLOYEE TRAVEL

An employee who intends to travel to a “travel advisory” state as published on the coronavirus.ohio.gov site will notify supervisor of this intent prior to travel.

- Employee will be asked to quarantine for 14 days after returning from a high-risk state.
- Employee would not be eligible for FFCRA leave (per policy 800-056-P). Other paid leave may be applicable, such as personal holiday, vacation or compensatory time.

- Work from home may be an option if approval from supervisor is acquired prior to travel.

REPORTING

- For questions in interpreting this policy, the employee will first discuss the concern with their immediate supervisor. If the concern is not resolved at that level, the concern may be expressed, in writing, to the appropriate division leader for resolution.

I. CITATIONS & REFERENCES

[Responsible Restart Ohio](#) – Guidance for business, offices, and other locations.

[Stay Safe Order](#) - Order to prevent the spread of COVID-19 in Ohio.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/returning-to-work.html>

J. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. James M. Adams, Health Commissioner
2. Division Leadership Team.

K. APPENDICES & ATTACHMENTS

800-057-02-A – Director’s Mask Order 07232020

800-057-03-A CDC Sick With COVID-19 Fact Sheet.pdf

[800-057-04-A Directors-Stay-Safe-Ohio-Order.pdf](#)

800-057-05-A Employee Screening for COVID-19.pdf

L. REFERENCE FORMS

N/A.