

CITY OF NEW HAVEN
COVID-19 WORK PROTOCOLS for ALL EMPLOYEES
DAILY SELF-MONITORING / POSITIVE CASE GUIDANCE /
SAFETY PRECAUTIONS

All employees, regardless of COVID-19 vaccination status, **must follow current mask wearing guidance.** This may include the wearing of approved masks that cover one’s nose and mouth upon entering a City building, per current policy.

I. DAILY SELF-MONITORING BEFORE & DURING WORK:

Employees shall self-evaluate daily to assess if they have or have had any ONE of the following symptoms within the last 14 days that are unrelated to another known health condition.

Fever 100.4° or above	Sudden onset of headache
Chills	New loss of taste or smell
Cough	Sore throat
Shortness of breath or difficulty breathing	Congestion or runny nose
New onset of fatigue	Nausea or vomiting
Muscle or body aches	Diarrhea

Employees should perform this self-evaluation every day before arriving to the workplace. If you feel sick, or you have one or more of the symptoms as described above, stay home.

****Any symptoms of the following?**
Trouble breathing, pain or pressure in the throat, confusion, blue lips or face?
Call 911**

If employee answered that they have one or more symptom as described in table above, the following steps should be taken.

1. The employee should **immediately isolate** and self-schedule a **COVID-19 PCR** test.
 To schedule a COVID-19 test, employees can contact their physician, or find information at:
 - <https://www.211ct.org/search?terms=COVID-19>
 - <https://covid19.newhavencct.gov>
2. The employee should contact their supervisor. When speaking with the supervisor, the employee shall indicate whether they have a symptom listed above (employee doesn’t share which symptoms, only that they have them.)
3. The employee will remain out of work and adhere to “COVID-19 Guidance with Testing” (available on City website at HR page) pending their test result.

a. POSITIVE TEST RESULT:

- i. The employee must remain out of work and quarantine for **10 days from the onset of symptoms** (20 days for immunocompromised individuals). Return to work on day 11 if symptoms improved and 24 hours without fever or fever-reducing medication.
- ii. The employee must report the positive test result to their supervisor. The supervisor will report the information to the VEOCI COVID-19 portal for Health Department review.
- iii. The employee should identify close contacts, those who spent 15 or more minutes within 6 ft of the employee, regardless of mask use and provide this list to supervisor.

- iv. Contact Tracers employed by the New Haven Health Department will contact the employee, confirm close contacts and notify all close contacts who need to quarantine.

b. NEGATIVE TEST RESULT:

- i. If symptoms have improved, the employee is clear to return to work.
 - ii. If symptoms persist, retest in 3 days after the last test.
 1. If the second test is **positive**, follow instructions above.
 2. If the second test is **negative**, symptoms persist, and the employee is not well enough to perform job duties, the employee must follow up with their healthcare provider. The employee will then follow medical professionals' advice to return to work.
4. The employee may contact the New Haven Health Department at 203-946-6999 for any additional guidance.

Employees have the responsibility of monitoring their symptoms and acting sensibly when reporting to or remaining at work.

II IF YOU RECEIVE A POSITIVE COVID-19 TEST RESULT:

1. The employee must remain out of work and quarantine for **10 days from the onset of symptoms** (20 days for immunocompromised individuals). Return to work on day 11 if symptoms improved and 24 hours without fever or fever-reducing medication.
2. The employee must report the positive test result to their supervisor. The supervisor will report the information to the VEOCI COVID-19 portal for Health Department review.
3. The employee should identify close contacts, those who spent 15 or more minutes within 6 ft of the employee, regardless of mask use, and provide this list to supervisor.
4. Contact Tracers employed by the New Haven Health Department will contact the employee, confirm close contacts and notify all close contacts who need to quarantine.

III. SAFETY PRECAUTIONS TO FOLLOW DURING THE WORKDAY:

1. All employees, regardless of vaccination status, **must wear approved masks** that cover one's nose and mouth upon entering a City building.

Approved masks are as follows:

- **Surgical Masks:** These masks are for one-time use only and can be used in public or the workplace outside the home.
- **Fabric Masks:** Employees can use two-ply cotton or other tightly woven material for cloth masks. These masks are reusable and should be washed after each use.

Unapproved masks include the following:

- Bandanas, neck gators, and masks with valves.
2. **Masks will be required while conducting City business** when there is a possibility of being closer than six feet from another City employee or member of the public.
 3. **Masks are required in the office** unless you are alone in your own office or an office space at least six feet away from others.
 4. Maintain at least six feet of physical separation from others. Avoid contact with people who appear to be sick.

5. Cover your mouth and nose with your elbow when coughing or sneezing to prevent the spread of germs.
6. Employees should not share headsets, phones, or other objects that are near the mouth or nose.
7. Wash your hands frequently and for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% Ethyl Alcohol. Additional vital times to wash hands include:
 - a. After blowing one's nose, coughing, or sneezing
 - b. After using the restroom
 - c. Before eating or preparing food
8. Stay home when you are sick. Regardless of whether your plans for the day involve office work or fieldwork, stay home to prevent spreading illness to others if you are sick. Refer to Item I – Daily Self-Monitoring Before & During Work for guidance.
9. Increase the frequency of cleaning commonly touched surfaces. Use cleaning sprays or wipes to clean and disinfect frequently touched objects and surfaces. These surfaces include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, copy machines, faucets, sinks, etc.