



The Briefing Board

Number 22-09
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SPECIAL BRIEFING BOARD **IMMEDIATE COVID-19 PROTOCOL CHANGES** **FACE COVERINGS**

Employees are **required** to read this *Briefing Board* to ensure they are familiar with it. Employees are **required** to log into [TheHUB](#), to review and acknowledge an understanding of the *Briefing Board* by **March 1, 2022**.

Each employee is expected to be diligent about exercising personal responsibility as it pertains to keeping themselves and others safe from the spread of COVID-19. COVID-19 can be spread by people who do not have symptoms and do not know that they are infected. It is critical for everyone to wear effective face coverings in addition to other mitigation measures. Scientific evidence supports that wearing face coverings is effective in mitigating exposure for both the individual wearing the covering and those they may interact with.

In recognition of the surge of community transmission of the more transmissible Omicron variant, there have been growing calls from public health and infectious disease experts related to the importance of using the most effective face coverings available.

EMPLOYEES MUST CONTINUE TO WEAR FACE COVERINGS IN ACCORDANCE WITH [BRIEFING BOARD 20-43](#) AND ARE STRONGLY ENCOURAGED TO UPGRADE THEIR WORKPLACE FACE COVERINGS TO A SURGICAL MASK, A SURGICAL MASK UNDER A CLOTH MASK, A KN95 OR N95.

The Office maintains a well-stocked supply of these more effective forms of face coverings and Division Commanders are responsible for ensuring a sufficient stock of masks are ordered, re-ordered, and are available at all work areas under their purview.

Unless alone in an office/cubical that allows for social distancing or a vehicle, employees are required to wear a well fitted mask over the nose and mouth 100% of the time while at work (except while actively eating or drinking and then must be physically distanced from all others).

COVID-19 EXPOSURE AND POSITIVE CASE PROTOCOLS

Updated quarantine guidance has been released for essential workers at the same time the Office is experiencing significant numbers of positive cases and exposures among Office personnel. Under normal circumstances, individuals who have been exposed to COVID-19 and are not up-to-date on COVID-19 vaccination and/or have not had a recent COVID-19 infection (last 90 days) are required by public health to quarantine.

Staff who are quarantined (exposed but not infected) at home and isolated due to infection reduce the workforce needed to maintain critical infrastructure. In order to maintain operations, updated quarantine guidance permits essential workers to continue to work safely during quarantine. To accomplish this, the worker must wear a

respirator (KN95 or N95) at all times when in a room with others to protect those around them and stop working if they develop any COVID-19 symptoms.

This exception only applies to employees without symptoms in quarantine, not in isolation. If an individual tests positive for COVID-19 or has symptoms compatible with COVID-19 and is untested, they must remain out of the workplace and isolate away from others.

Effectively immediately, a more streamlined process will be followed which allows for exposed employees with *no symptoms* to continue working with precautions and empowers supervisors to assist in return-to-work clearance for their staff in certain circumstances.

Employee with a Positive Household Member	
1.	Employee notifies supervisor when a household member has tested positive for COVID-19
2.	Supervisor asks the employee to verify they have <i>no symptoms</i> of COVID-19
3.	Employee with <i>no symptoms</i> , supervisor instructs employee they may continue to work with a KN95/N95 while scheduling for testing (Exception: Testing is not recommended for employees who have been positive for COVID-19 in the last 90 days) <ul style="list-style-type: none"> When the employee receives their test results: <ul style="list-style-type: none"> If negative result, employee informs supervisor, who again confirms employee still has <i>no symptoms</i>, then employee continues to work with supervisor monitoring their KN95/N95 use for at least 10 full days from last close contact with the positive household member If positive result: <ul style="list-style-type: none"> An employee at work, notifies supervisor, leaves work and contacts the LMS upon arrival home An employee not at work, isolates, follows normal call out procedures, and contacts the LMS
4.	Employee with <u>symptoms</u> (or who develop <u>symptoms</u> at any stage), supervisor instructs employee to leave work or remain out, isolate, schedule testing and notify the LMS, which will then manage the employee's leave and/or clearance to return to work

Employee with Close Contact to a Positive Individual, Not a Household Member, Whether On or Off Duty	
1.	Employee notifies supervisor when the employee has been informed, they were exposed to COVID-19 via close contact with an individual who is confirmed to have tested positive for COVID-19
2.	Supervisor asks the employee to verify they have <i>no symptoms</i> of COVID-19
3.	Employee with <i>no symptoms</i> , supervisor instructs employee they may continue to work with a KN95/N95 while scheduling test (Exception: Testing is not recommended for employees who have been positive for COVID-19 in the last 90 days) <ul style="list-style-type: none"> When results available:

- If negative result, employee informs supervisor, who again confirms employee still has *no symptoms*, then employee continues to work with supervisor monitoring their KN95/N95 use for at least 10 full days from last close contact with the positive individual
 - If positive result:
 - An employee at work, notifies supervisor, leaves work and contacts the LMS upon arrival home
 - An employee not at work, isolates, follows normal call out procedures, and contacts the LMS
4. Employee *with symptoms* (or who develops symptoms at any stage) supervisor instructs employee to remain out, isolate, schedule testing and notify the LMS, which will then manage the employee's leave and/or clearance to return to work

Employee with COVID-19 Symptoms

1. Employee notifies supervisor when the employee is experiencing symptoms of COVID-19
2. Supervisor instructs employee to remain out, isolate, schedule testing and notify the LMS once results are available
3. When results available, employee contacts the LMS for evaluation of employees further need for leave or clearance to return to work based on test results and status of symptoms
 - If negative result and *resolved symptoms*, LMS may clear employee to return to work with instructions for continued masking and other mitigation measures
 - If negative result and *continued or worsening symptoms*, employee remains on leave pending re-test and/or resolution of symptoms and is then evaluated by the LMS for clearance to return to work
 - If positive result, LMS manages accordingly

Employee Tests Positive for COVID-19

1. Employee receives positive COVID-19 test result
 - If at work, notifies their supervisor, leaves work and contacts the LMS upon arrival at home
 - If not at work, the employee isolates, follows normal call out procedures and notifies LMS of positive test result
 - Employee uses the following template to email results to the LMS:
 - **Subject Line:** Last Name, First Name Serial # - POSITIVE COVID-19 TEST
 - **Body of Message:**
 - Employee's Telephone Number
 - Applicable Dates
 - Last in the workplace
 - Symptom Onset

- Diagnostic Test Sample Collection
 - Results Received
 - Vaccination Status
 - Reinfection
 - Attach Copy of Positive Test Result
 - Name of Employee's Immediate Supervisor
 - Name of Next Supervisor in the Employee's Chain of Command
- 2. The LMS processes positive employee for leave during their isolation period (calculated based on symptom onset or, if undetermined, test sample collection date) and provides communication of the employee's *potential* earliest return to work (ERTW) date
- 3. The employee contacts the LMS via email (emls@mcs.maricopa.gov) two days prior to ERTW to initiate review for possible clearance to return to work (CRTW)
 - **Subject Line:** Last Name, First Name Serial # - REQUEST FOR CRTW
 - **Body of Message:**
 - Employee's Telephone Number
 - Summary of information relevant to reason for request for clearance to return to work including documentation attachment, if applicable
 - Name of Employee's Immediate Supervisor
 - Name of Next Supervisor in the Employee's Chain of Command
- 4. The LMS evaluates employees for clearance to return to work (CRTW) and provides communication on their status once the employee:
 - Has met their individual isolation period,
 - Has been fever free for 24 hours without the aid of medication; and
 - Has had their other symptoms improve/resolve
- 5. The LMS may CRTW an employee whose symptoms have improved and has completed their own isolation window even if other individuals in the household remain positive or symptomatic with a KN95/N95 requirement for a requisite number of days

Supervisors with COVID-19 protocol questions are encouraged to contact the LMS by emailing their questions to emls@mcs.maricopa.gov or by calling (602) 876-3480, which is answered during normal LMS business hours Monday-Friday.