

	Event:	COVID-19 Pandemic Response
	Guidelines:	Employee Screening and Personal Protective Equipment/Use Safety and Health Guidelines
	Phase:	1-4
	Effective Date:	5/11/2020
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Purpose

The dramatic spread of COVID-19 is Immediately Dangerous to Life and Health (IDLH). In response to this pandemic, it is necessary that City of Evanston staff take steps to limit the spread of this virus while continuing to provide essential services.

For City of Evanston (COE) Employees that do not report directly to a COE building prior to going to a physical jobsite, please consult with your Supervisor to ensure compliance with this policy.

Due to the nature of their job scopes, Evanston Fire Department and Evanston Police Department may choose to adopt their own policies that work to coincide with this Policy.

Scope

This guidance is intended to be used by City Staff for reporting to physical job sites and ways to protect our employees while reducing the spread of COVID-19. If employees are sick, they should inform their Supervisor at the onset of symptoms and stay home. This document will follow the reopening strategy as established within the Restore Illinois plan. For more information about thresholds and guidelines for each of these phases, please refer to the following link: [Click Here](#)

Definitions

- **COE**: City of Evanston
- **Contact Tracing**: Process of identification of persons who may have come into contact with an infected person and subsequent collection of further information about these contacts.
- **COVID-19**: Novel CoronaVirus Disease 2019
- **IDLH**: Immediately Dangerous to Life and/Health
- **Mask**: an object normally worn on the face, typically for protection.
- **Phase**: a distinct period or stage in a series of events or a process of change or development.
- **Physical Job Sites**: City of Evanston Civic Center, Emergency Operations Center, Food

Pantry, Library, Service Center, Water Plant, City community centers, and other remote/field City work locations.

- ***PPE***: Personal Protective Equipment
- ***Respirator***: a device designed to protect the wearer from inhaling hazardous atmospheres, including fumes, vapours, gases and particulate matter such as dusts and airborne microorganisms.
- ***Screening***: used broadly to refer to various efforts to assess an employee's symptoms of COVID-19.
- ***Social Distancing***: also called physical distancing, is a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other.
- ***Universal Precautions***: refers to the practice in medicine of avoiding contact with patients' bodily fluids, by means of the wearing of nonporous articles such as medical gloves, goggles, and face shields.

Prior to Coming to Work

- Employees should monitor their own symptoms and body temperature prior to reporting to work.
- If an employee is sick, they are responsible for letting their supervisor know immediately.
- [Click Here](#) for an up to date list of currently recognized COVID-19 related symptoms.
- **Employees should not come to work if they are sick!**

Screening Procedures When Reporting to Work

- Each employee will be screened by a designated person using a touchless thermometer to check the temperature of the employee when reporting to their start of day work location.
 - *There should be at least 3 persons designated for this, as 1 may act as an alternate in the event 1 person is not available.*
 - Refusing to be screened will result in being denied entry into the work location and may result in disciplinary action.
- Each Supervisor, Director or designee will be trained on how to use their issued thermometer and PPE selection/use by the City's Safety Officer.
- Screeners will need to don PPE (Nitrile Gloves and a Mask that covers the nose and mouth) and practice universal precautions.
- Directors, Supervisors, and Building Managers will work to designate a screening location within the facility where:
 - *Employees can maintain, at a minimum, a 6 foot social distance from others.*
 - *Employees cannot hear or view other employees' information.*
 - *Screening area is kept clean and sanitized prior to, after screening, and throughout the day.*
- For consistency, a designee will be checking temperatures using the area under the neck.
- All temperature and symptom checks will be recorded on the City's Screening Form which shall be kept confidential and stored securely by each department in a

system/database created solely for this purpose.

- If during the temperature check, an employee is initially found to have a fever of 100.4°F or greater, a second reading can be requested by an employee to take place 5 minutes after the first reading. (During this time, the employee will wait in a separate private area.) If the employee's temperature(s) is found to be 100.4°F or higher, the determination will be that the employee has a fever indicative of COVID-19. If the readings are inconsistent (one reading at or above 100.4°F and the other at 100.3°F or lower), a secondary thermometer will be utilized to obtain consistent readings.
- If during the check, an employee self-reports one or more of the qualifying symptoms indicated on the Screening Form, the determination will be that the employee has symptoms indicative of COVID-19.
- When an employee has a fever or symptoms indicative of COVID-19, the employee must be sent home to self-isolate and will be coded as paid Administrative Leave for the day the employee is sent home.
- If an Employee is sent home, he/she must notify their Supervisor immediately.
- Upon receiving confirmation of an employee presenting with a fever or symptoms of illness, Supervisors will need to contact the Safety Officer at (847-448-8092) along with the Health Department health@cityofevanston.org in this event.
 - The City of Evanston Health Department may reach out to affected employees to conduct contact tracing interviews.

An employee sent to self-isolate may return to work when

- He/she has had no fever for at least three (3) consecutive days without taking medication to reduce fever during that time; or
- Existing respiratory symptoms have significantly improved for at least three (3) days; and
- At least ten (10) days have passed since other symptoms began.
 - **It is the EMPLOYEE'S responsibility to report their daily work status until they are cleared to return to work.**
- A lingering cough should not prevent someone from returning to work. If the designee has questions regarding this process, please contact the Health Department.
- After the first day of being sent home, subsequent days taken off of work will be deducted from the employee's preferred bank of accrued benefit time.
- An employee may return to work earlier than the above-referenced guidelines if a doctor confirms the cause of an employee's fever or other symptoms to be unrelated to COVID-19 and releases the employee to return to work in writing.

Safety/Health Guidelines

Social Distancing/Personal Hygiene

- It is still critical to emphasize that maintaining a 6-foot social distance, proper hand washing and other recommended practices by the Center for Disease Control (CDC) and the Illinois Department of Public Health (IDPH) remain important in slowing the spread of the virus.

- Proper hand washing requires washing your hands with soap and water for at least 20 seconds. When soap and water are not available, using an alcohol-based hand rub with at least 60% alcohol is recommended. Visibly soiled hands should always be washed.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Avoid close contact with people who are sick.
- Stay home if you are sick.

Selection/Use of Personal Protective Equipment (PPE) While at Work

- PPE should be selected based on the results of an employer's hazard assessment and workers' specific job duties. (Refer to PPE Management Plan for COVID-19)
- When disposable gloves are used, workers should typically use a single pair of nitrile exam gloves.
- Employees should wear disposable gloves when handling garbage, cleaning, and touching high contact surfaces.
- Change gloves if they become torn or visibly contaminated with blood or body fluids.
- When eye protection is needed, use Safety Goggles or Face Shields. Personal eyeglasses are *not* considered adequate eye protection, unless they meet ANSI Z87.1 Standards.
 - *(Safety Glasses are good for protection from direct impact to the eyes; however, Safety Goggles and Face Shields provide a higher level of protection from sprays, splashes, and facial impact.)*
- The City will provide employees with the appropriate masks. The use of reusable masks can be extended, meaning that the same facemasks can be used repeatedly by one person.
 - If it is a cloth mask, it should be removed and laundered after each shift following manufacturers specifications. (Cloth masks distributed by the City can be laundered up to 15 times.)
 - Disposable masks should be discarded after each shift or if heavily soiled, damaged, or if it becomes hard to breathe through.
 - *If we choose to send used PPE to a service for disinfection, we will follow necessary procedures.*
 - Your Manager will inform you on how masks are distributed. (Refer to PPE Management Plan)
- Effective immediately, face coverings and/or masks need to be worn while working in offices, when 6 - foot social distancing cannot be maintained, and while performing essential field operations including, but not limited to, Public Works, First Responders, Facilities Management, Fleet Services.
- Face coverings include, but are not limited to, non-medical grade masks, scarves, handkerchiefs, bandanas, or other similar products.
- Although PPE is being worn, everyone is responsible to remain vigilant in maintaining appropriate social distances and proper hand washing hygiene. PPE alone is not 100% protection.

Removal/Discarding of PPE

- After removing PPE, always wash hands with soap and water for at least 20 seconds, if available. Ensure that hand hygiene facilities (e.g., sink or alcohol-based hand rub) are readily available at the point of use (e.g., at or adjacent to the PPE removal area).
- Make sure to wipe down any potentially contaminated surface with a disinfectant wipe if they are available. If necessary, bring a change of clothes and a clean bag to place soiled work clothing into.

Alternatively, laundry appliances are available at the Service Center for use by field staff. Moreover, there are a number of facilities that City employees may use to shower prior to going home, if they would like to further reduce the likelihood of contamination.

Please continue to follow preventative measures by maintaining physical distance, staying home when sick, using cough and sneeze etiquette, cleaning all high contact surfaces regularly, practicing hand hygiene as often as possible and wearing masks/face coverings while working in an office or an environment where a 6 - foot social distance is impossible.

If you have questions regarding the guidelines, please contact the Safety Officer at 847-448-8092.

Training/Resources

- <<https://www.osha.gov/SLTC/covid-19/controlprevention.html#solidwaste>>
- <<https://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/symptoms-treatment>>
- <<https://www.cdc.gov/coronavirus/2019-ncov/index.html>>
- You can find target solutions training by following this link<<https://app.targetolutions.com/auth/index.cfm?action=login.showlogin&customerid=31041&customerpath=evanston&msg=>>
- <<https://bclpatwork.com/us-covid-19-workplace-temperature-screening-how-to-develop-and-implement-a-screening-protocol/>>