Employees are the backbone of providing services to the public and your health and safety are important to us. The following policies will be in place for your safety during the coronavirus outbreak. We ask that all of you read and follow these policies.

➔ Precautions

- Wipe down public counters and areas that the public and your co-workers frequently touch. (You are responsible for wiping down your own work area and equipment.)
- Wash your hands regularly with soap and water.
- Do not shake hands with the public or fellow employees.
- Cough or sneeze into a tissue, or your elbow if you have no tissue.
- Keep a safe social distance (6 feet) from others if possible.
- If you plan to travel outside of the country notify your department head of where you are going.
- Avoid sharing food utensils, containers, pens, and other personal items.
- Distance yourself from someone who appears sick.
- Please be aware of the importance of not overreacting to situations in the workplace potentially related to COVID-19 in order to prevent panic among the workforce. Remember hype and misinformation deliberately cause panic.

- If you feel you may have been exposed at work please:
  - stay calm
  - keep the 6 feet social distance
  - vacate the premises
• Via phone, notify **only** your Department Head in a discrete and professional manner. Your Department Head will discuss next steps.

• If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing, call your healthcare provider for medical advice.

→ **Do not come to work**

• Upon returning from travel be prepared to self-quarantine for 14 days before coming back to work.

• If you come in contact with someone who has been exposed to COVID-19, do not come to work for 14 days, notify your Department Head and Director of Public Health.

• If you have acute respiratory illness (cough, shortness of breath) and/or a fever greater than 100.4F, do not come to work until you’re asymptomatic for at least 24 hours. without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

→ **If/Then**

• If you show up at work with a cough or a fever, you will be sent home.

• If you start to exhibit symptoms of a cough or fever while at work, you will be sent home.

• If an outbreak occurs in Winthrop then we will contemplate closing all public buildings to the public.

• If someone from the public visits a public building and we discover they have the coronavirus or have been exposed to it then we will close that building and have it sanitized.

• If someone in the workplace is diagnosed with COVID-19 virus, we will close that building and institute work from home protocols (if possible).