

York County Government – Covid-19 Pandemic Policy (DRAFT)

Section 1. Purpose. It is the policy of York County Government to provide a safe and healthy environment for all employees. This policy is enacted to mitigate infection and spread of COVID-19. This policy complies with the OSHA COVID-19 Emergency Temporary Standard (ETS) (29 CFR 1910.501).

Section 2. Employee Requirements.

- a. Face coverings shall be worn indoors, regardless of vaccination status and shall be worn outside when social distancing of six feet or more cannot be obtained.
 - i) Face coverings are required to completely cover the nose and mouth and need to be two or more layers.
 - ii) Vaccinated employees may remove their mask inside a county building if they are alone in a room with a floor to ceiling walls and a closed door, or alone in a vehicle.
 - iii) Vaccinated and unvaccinated individuals may remove their mask for a limited time, while an employee is eating or drinking. Employees should remain six feet apart whenever possible.
- b. Employees shall provide vaccination status (fully vaccinated, partially vaccinated, or unvaccinated) to Human Resources (HR) by March 5, 2022. Failure to provide vaccination status to Human Resources by this date will result in the employee being placed on unpaid leave until they comply with the requirement, or the policy is no longer in effect.

Acceptable proof of vaccination status includes:

- i) The record of immunization from a health care provider or pharmacy.
 - ii) A copy of their COVID-19 vaccination record card.
 - iii) A copy of medical records documenting covid-19 vaccination.
 - iv) A copy of immunization records from a public health, state, or tribal immunization information system.
 - v) A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).
- c. Employees exhibiting symptoms (cough, sore throat, congestion, elevated temperature) shall report to their Department Leader to determine if a COVID test is needed, or if the employee should be sent home. Department Leaders exhibiting symptoms shall communicate with the Deputy County Manager or County Manager.
 - d. Shared spaces and items (doorknobs, phones, keyboards, pens) shall be cleaned and sanitized on a daily basis.

Section 3. Vehicle Use.

- a. When multiple people are in a vehicle, face coverings shall be worn. Maximize the ventilation in the vehicle cabin, when possible, to lower the risk of exposure and spread.
- b. If a vehicle is driven by multiple individuals, employees shall clean and disinfect the steering wheel, seatbelts, consoles, and other frequent touchpoints as part of an end-of-shift or pre-trip routine.

Section 4. Department Leaders/Management.

- a. Make every effort to ventilate buildings/space – open windows and doors when possible. Use fans to support air movement into the building. Increase air filtration when possible.
- b. Ensure staff is following the protocol stated in this policy, follow progressive disciplinary steps in accordance with established collective bargaining agreements.
- c. Keep hand sanitizer and face coverings available for employees.

Section 5. York County Vaccine Mandate

Section 5 meets the requirements of the OSHA ETS and the Maine Department of Labor but is a stand-alone policy not exclusively tied to these requirements.

- a. Employees are required to be either be fully vaccinated or have an approved medical or religious exemption in place prior to March 19, 2022.
 - i) Medical and religious exemptions will be evaluated based on Maine Department of Labor and OSHA rules and regulations.
 - ii) Required exemption forms may be obtained from human resources and must be returned to human resources no later than February 22, 2022.
 - iii) All exemption requests will be reviewed by the county manager, human resources, and the counties legal representative.
- b. Employees may use accrued or PTO time off to get vaccinated.
 - i) Employees may coordinate with their department leader to get vaccinated during their normally scheduled workday if available.
 - ii) If an employee is not able to get vaccinated during their normally regularly scheduled workday, and are vaccinated outside their work hours, they may request for 4 hours of administrative leave from human resources.
 - iii) Employees may be granted the use of up to two days of approved sick / PTO time immediately following each dose if time off is required due to side effects.
 - iv) Any employee who does not have enough sick, vacation, or PTO time to cover any required recovery time, may seek an unpaid leave from their department leader but will not be required to go into a negative accrual balance.
- c. Employees who are granted a religious or medical exemption will be required to be tested at least once every seven days at the employee’s time and expense and shall provide documentation of the most recent test to their supervisor.
 - i) Department leaders will be required to maintain documentation of testing for exemption employees and submit to human resources on a weekly basis.
 - ii) Any employee who fails to be tested every 7 days will not be allowed to work until they can produce a negative test.
 - iii) Employees who do not provide documentation of approved testing as required by this policy will be placed on unpaid leave and will be subject to progressive discipline.
- d. Department leaders will be required to maintain a record of a testing schedule for employees approved for an exemption.

Section 6. Close Contacts & Positive Cases / Return to Work Protocols

- a. A close contact is when someone who was less than six feet away from an infected person (lab confirmed or clinical diagnosis) for a total of 15 minutes or more over a 24-hour period.
- b. Those who are identified as a close contact shall be tested five days from exposure.

- c. Anyone who is identified as a close contact who is unvaccinated, with an approved exemption, will quarantine at home for five days, and must have a negative PCR test to return to the workplace.
 - i) Employees who are required to quarantine at home may utilize sick accruals or PTO, as applicable. If exposure is due to a work-related exposure, workers compensation rules may apply as applicable under the county human resource policy manual or respective collective bargaining agreements. Employees who do not have enough accrual / PTO may go on an approved unpaid status and will not be required to go into a negative balance.
 - ii) If a close contact will be ongoing and the employee is unable to separate (i.e. same household), then quarantine at home for an additional (5) five days.
 - iii) The County Manager and/or Deputy County Manager may waive the five-day requirement in the event a department is short-staffed, the work is essential, and the employee can remain isolated from other employees. The employee shall still be tested five days after exposure.
- d. Employees, regardless of vaccine status, who test positive for COVID-19 must isolate at home for five-days.
 - i) If *asymptomatic*: able to leave isolation on day six (6) and required to wear a face covering around others; if symptoms develop during this time, return to isolation until symptoms fully resolve.
 - ii) If *symptomatic*: remain in isolation for at least (5) days from initial onsite of symptoms; once symptoms resolved and the individual is fever free without the use of medications for at least 24 hours, they can leave isolation and are required to wear a face covering; if symptoms reoccur at any point in the next (5) days, the individual should return to isolation until symptoms resolve.
 - iii) If the employee has severe COVID-19 or immune disease, a doctor's note is required with guidance from a licensed healthcare provider regarding return to work.

Section 7. Expectations. All employees are expected to adhere to this policy. All employees are asked to report infractions to their Department Leader, Supervisor, Human Resources, or the County Manager.

Definitions

PTO – Planned Time Off

Approved Covid-19 test – Either an antigen or PCR test, administered and observed by a health care professional.

Exposure – Contact with someone infected with SARS-Cov-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

Close Contact – Someone who was less than 6 feet away from an infected person (lab confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period.

Quarantine – Strategy used to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 apart from others.