



MEMORANDUM

Date: October 8, 2020

To: The Honorable Chairman and Members
Pima County Board of Supervisors
Presiding Judge, Superior Court
Elected Officials
Appointing Authorities

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to read "CH Huckelberry", is written over the printed name of the County Administrator.

Re: **Reminder – COVID-19 Safety Protocols Remain in Place**

The County is continuing to practice COVID-19 safety protocols to keep the workplace safe. It is the responsibility of each Department, Elected Office, and employee to ensure that these protocols are followed.

To date, over half a million temperature screenings have occurred at County facilities with 135 individuals reporting above the threshold temperature, of which only six (6) were County employees. To date, we have had 123 employees test positive for COVID-19, with very minor workplace exposure. In order to protect our successful containment, we must continue to maintain safety practices. Below are a reminder of measures and practices that must continue to be followed:

Reporting Positive Tests:

- Employees must immediately notify their Department or the HR Nurse Liaison (724-2728) of their positive diagnosis. Where only the Department is notified, the Department must immediately notify the HR Nurse Liaison of a positive test result.
- Human Resources will determine and identify the "close contacts" with whom the infected employee had contact. Close contact remains a contact within 6 feet for 15 or more minutes. It is imperative that these close contacts are reported accurately and consistently, not only to keep the workplace safe, but to also ensure proper OSHA reporting and workers' compensation identification. Additionally, the HR Nurse Liaison will establish an appropriate return to work date for any exposed employees.
- The Department or the HR Nurse Liaison will notify any employee who has been identified as having a "close contact" to an infected COVID-19 person in the workplace and will advise the employee to quarantine for 14 consecutive calendar days. While the infected employee may be well intentioned when communicating such contacts directly to others who remain in the workplace, if the workplace contact does not qualify as a "close contact," this creates unnecessary panic in the workplace.

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Exhibiting Symptoms:

- Do not come to work if you feel ill. The onus is on the employee to make a determination of whether they feel ill or not and to not come into the workplace when they feel ill as this places others at risk.
- Any employee exhibiting symptoms outlined in Board of Supervisors Policy D 23.20, *Attendance Policy During Influenza or Other Viral Pandemic Outbreak*, must not come to work if they are experiencing one or more of the following:
 - Cough
 - Sore throat
 - Runny and stuffy nose
 - Muscle aches
 - Headache
 - Chills
 - Unusual fatigue
 - Nausea, vomiting and diarrhea
 - Fever greater than 38° C or 100.4° F

Supervisors are permitted to inquire of an employee who calls in ill if they are exhibiting any of the symptoms identified in Board of Supervisors Policy D 23.20. Where the employee is exhibiting such symptoms, they must be directed to not work and to quarantine for 14 consecutive calendar days.

Standard Practices:

- Employees are required to wear masks in common building areas, lobbies, stairwells, and elevators. Face masks are not required in an individual's actual work space if physical distancing of six feet can be met or if barriers are in place in lieu of meeting physical distancing requirements.

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- Employees are required to continue to participate in temperature checks at the beginning of their shift of work. Every effort should be made to have a temperature check completed within the first hour of an employee's shift, absent extenuating circumstances.
- Employees must practice social distancing (maintain at least 6 feet distance from others), absent an extenuating work-related circumstance that would not permit social distancing, i.e. making an arrest. If contact within 6 feet is necessary, it should only be for a minimal amount of time. Under no circumstances should employees congregate in offices together, whether masked or unmasked. Employees who are in "close contact," with a positive COVID-19 person, even if wearing masks, will be required to quarantine.
- Departments and employees are prohibited from identifying individuals with COVID-19 or discussing their medical diagnosis, symptoms, or treatment in emails. (See Administrative Procedure 27-5, *Electronic Mail (Email) Governance*, IV (B)(f))

If we continue to practice consistent safety measures of washing our hands frequently, regularly cleaning our work spaces, not coming to work when you are feeling ill, and most importantly, avoiding contacts of under 6 feet in the workplace, we will continue to experience minimal exposures. Thank you for your continued vigilance in our workplace safety efforts.

CHH/mp

Attachment

c: Jan Leshner, Chief Deputy County Administrator
Carmine DeBonis, Jr., Deputy County Administrator, Public Works
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services
Monica Perez, Chief Assistant to County Administrator