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2021

Employee Expectations Regarding Coronavirus



IDPR

EMPLOYEE EXPECTATIONS REGARDING CORONAVIRUS

In response to the COVID 19 public health emergency, Governor Little's Stay at Home orders from March 2020, the Governor's Idaho Rebounds Guidelines, and more particularly the recent move back to Idaho Rebounds Stage Four, we understand that many employees may be uncertain as to what the current expectations are regarding the public health emergency. This document outlines the employee expectations and responsibilities for those working at IDPR relative to protecting other employees and the public from COVID 19.

The document sets expectations and responsibilities for four groups of employees:

1. All IDPR employees
2. Supervisors
3. IDPR Human Resources
4. Building maintenance

You are expected to understand and comply with all applicable expectations and responsibilities. A violation of these guidelines constitutes a violation of the code of conduct policy.

SECTION 1: ALL IDPR EMPLOYEES

If you consider yourself to be a high-risk individual, please notify your supervisor immediately. Your supervisor will work with HR on appropriate accommodations.

IDPR Controlled Spaces and Mask Guidelines

On May 13, 2021 CDC and Idaho Rebounds updated mask wearing and social distancing for fully vaccinated people in non-healthcare settings. The following mask wearing and social distancing in IDPR-controlled spaces are as follows:

1. Individuals who have received both doses of the Moderna or Pfizer Vaccine, or have received the single dose of the Johnson & Johnson's Janssen vaccine, will be deemed fully vaccinated if fourteen (14) days have passed since receipt of the final dose of the vaccines.
2. Individuals who are fully vaccinated may enter IDPR lobby's, meeting rooms, and visitor centers without a face covering nor be required to physically distance.
3. Individuals who are not deemed fully vaccinated may enter IDPR lobby's, meeting rooms, and visitor centers if they wear face coverings through the duration of their visit.
4. Occupancy limits for lobbies and visitor centers may be posted.
5. Fully vaccinated individuals may wear a mask and physically distance as they so choose.

Masks & Fully Vaccinated Employees

Based on this new guidance, if you are fully vaccinated, you can resume activities that you did prior to the pandemic – Except where required by federal, state, or local regulations, including local businesses and workplace guidance.

IDPR workplace guidance, regarding masks and fully vaccinated individuals, is as follows:

- IDPR will not ask anyone their vaccination status, and employees are not required to be vaccinated as a condition of employment.
- For the public's safety and privacy, employees will continue to wear masks in lobbies & visitor centers when working with the public.
- Fully vaccinated employees do not have to wear a mask in office common areas such as hallways, bathrooms, and meeting rooms.
- Any employee who wishes to wear a mask may do so and under no circumstances should anyone question their reasoning.

Individuals who have received both doses of the Moderna or Pfizer Vaccine, or have received the single dose of the Johnson & Johnson's Janssen vaccine, will be deemed fully vaccinated if fourteen (14) days have passed since receipt of the final dose of the vaccines.

If you do not meet these requirements, regardless of your age, you are NOT fully vaccinated. Keep taking all precautions until you are fully vaccinated.

- Cloth face coverings should be washed frequently based on use.
- Cloth masks must not be excessively large (i.e. no ski masks, bandanas, buffs, or motorcycle masks).
- You may not wear cloth face coverings with inappropriate writing or graphics on them. You may be asked to replace your cloth face covering by the next scheduled shift if it is deemed inappropriate.

Standard Practices

- Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available. Key times for employees to clean their hands include:
 - Before and after work shifts
 - Before and after work breaks
 - After blowing their nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After putting on, touching, or removing cloth face coverings
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues into no-touch trash cans and immediately wash hands.
- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.
- Practice physical distancing (at least 6 feet) from others when possible.

- Employees are encouraged to use noncontact methods of greeting. It is best to not shake hands.
- Avoid congregating in the restroom; if all stalls are occupied, wait outside the restroom.

Staying Home When Sick

- Notify your supervisor and stay home if you are sick, except to get medical care.
- Inform your supervisor if you or a person in your household has been diagnosed with COVID-19.

Break Times and Shift Changes

- All dishware and utensils should be brought by the employee for personal use and cleaned daily.
- If used, communal dishes must be washed immediately after use and returned to storage. Communal sinks and dish strainers must remain empty at all times.
- Wash hands with soap and water or use hand sanitizer containing at least 60% alcohol upon arrival and prior to departure.

Travel

- Employees who are not fully vaccinated must wear masks while in a vehicle with other employees or guests.
- Employees must not use state vehicles, buses, or commuter vans if they suspect they are sick or if they have symptoms of COVID-19.
- Employees who use state vehicles should wipe down all touched services before and after each use.
- State employees who require the use of a rental car through a contracted provider, must review additional safety procedures provided by the rental service.

Meetings and Gatherings

- Use videoconferencing or teleconferencing when reasonable for work-related meetings and gatherings.
- Conduct work-related meetings or gatherings in accordance with IDPR, state and local regulations and guidance.
- In-person meetings are encouraged to be held in open, well-ventilated spaces continuing to maintain physical distancing and those who are unvaccinated must wear suitable face coverings.

EAP Resources for You and Your Family

As we all work hard to continue serving Idahoans during this challenging time, it is also important to focus on our own well-being. The state Employee Assistance Program (EAP) is free and available to serve you, members of your family and anyone living in your household with a variety of services during this time and year-round. These services can help with everything from having trouble sleeping or stress to financial, legal, work or relationship concerns and more. EAP also offers you the option of Virtual Visits, where you can talk with and see a counselor from the privacy and comfort of your own home. Counselors are available 24/7. Call EAP and learn more at 1-877-427-2327 (TTY 1-800-697-0353). DHR's Health Matters Program has made a variety of tools available to help you and your family navigate through these difficult times. Visit the

Health Matters website (<https://healthmatters.idaho.gov/>) for facts and resources about COVID-19 and tips for keeping you educated, healthy and engaged.

Other Resources Available

Employees can find other COVID 19 updates, information, and policies on the IDPR SharePoint site.

SECTION 2: SUPERVISORS

Separate Sick Employees

Employees who appear to have symptoms upon arrival at work or who become sick during the day should HR be notified before sending an employee home.

Physical Distancing During Breaks and Meal Periods

Employee breaks and meal periods should be staggered, when operationally feasible to limit the number of employees in communal spaces at one time.

Leave Policies

When employees request leave to stay home to care for a sick family member or care of children due to school and daycare closures related to COVID-19, consult the IDPR Human Resource Department.

Protect High Risk Employees

If an individual self-identifies as high risk, consult IDPR HR, and consider all accommodations as requested by the employee. Some possible accommodations may include, but are not limited to:

- Allowing the employee to telework;
- Minimizing contact with customers and employees;
- Reduce travel into areas with higher transmission;
- Deliver services remotely (e.g., phone, video, or web).
- Adjust your practices to reduce close contact with customers.

Taking Personal Responsibility for Success of Reopening

If an employee does not comply with IDPR guidelines, supervisors should meet with the employee to discuss their concerns. Employees should understand that if they do not comply with the guidelines outlined herein, they may be subject to corrective action. If an employee has a medical condition that prevents them from wearing a mask or cloth face covering, alternatives may be considered. If needed, contact IDPR HR.

SECTION 3: HUMAN RESOURCES GROUP

Identify a Workplace Coordinator

The IDPR Human Resources Director is the designated workplace coordinator responsible for COVID-19 issues and their impact to the workplace. The Workplace Coordinator will:

- Train employees on any new policies implemented to reduce the spread of COVID-19.
- Ensure employees and visitors have the necessary resources to comply with policies (i.e., hand sanitizer, soap).
- Provide a method for employees to self-report if they are sick.

Separate Sick Employees

- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors. Employees and supervisors should consult with IDPR HR before sending an employee home.
- Have a procedure in place for the safe transport of an employee who becomes sick while at work. The employee may need to be transported home or to a healthcare provider.
- Determine which employees may have been exposed to the virus, should additional precautions be needed.
- Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

SECTION 4: BUILDING MAINTENANCE

Routine Cleaning

- Follow the Guidance for Cleaning and Disinfecting to develop, implement, and maintain a plan to perform regular cleanings to reduce the risk of exposure to COVID19.
- Develop schedule for how communal spaces should be cleaned throughout the day, with twice per shift as the minimum.
- Place dirty linens immediately in a bag for transport. Launder at the warmest temperature possible.
- Shared tools should be wiped down with disinfectant regularly.

Suspected or Confirmed Cases of COVID-19 in the Workplace

According to the CDC, in most cases, agencies do not need to shut down their facility.

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas. If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary.
- Clean dirty surfaces with soap and water before disinfecting them.
- Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.

Maintaining a Healthy Work Environment

Since COVID-19 may be spread by those with no symptoms, agencies should evaluate and institute controls according to the hierarchy of controls to protect their employees and members of the general public. Consider improving the engineering controls using the building ventilation system. This may include some or all of the following activities:

- Prop doors open whenever and wherever possible to limit the need for visitors and staff to touch doorknobs and handles.
- Increase outdoor air ventilation and ventilation rates.
- Check filters to ensure they are within service life and appropriately installed.