

Temporary Policy and Procedure Self-Health Checks Covid-19

1. PURPOSE: The City of Edmonds remains committed to providing essential services while ensuring the safety of our workforce during the COVID-19 emergency. All employees are required to complete a self-health check in accordance with the policy and procedures outlined in this document prior to reporting for work each day. This requirement is not a change in employment practices, as employees have always been directed to monitor health and take appropriate action when ill. This policy is intended to address those symptoms that relate directly to Covid-19.
 - a. The purpose of this policy is to help stop the spread of the virus and maintain workplace safety by ensuring employees are assessing their personal health, specific to Covid-19, prior to reporting to work in accordance with the recommendations of public health organizations so employees can get back to work in a manner that they are used to.
2. ORGANIZATIONS AFFECTED: All department/divisions.
3. REFERENCES: Washington State Department of Public Health - *Guidance for Daily COVID-19 Screening of Staff and Visitors*, DOSH Directive 1.70 General Coronavirus Prevention Under Stay Home - Stay Healthy Order, Center for Disease Control (CDC) Guidelines
4. POLICY: Employees are required to conduct a self-health check prior to beginning their work day. While employees have always been required to assess their health and to avoid coming to work when sick, this assessment is to specifically address those symptoms that are related to Covid-19. The self-health check as outlined below, may be conducted either at home or at one of the City provided health check stations at your work location.
 - a. If an employee has a medical reason that would preclude them from performing the self-health check they should contact Human Resources to discuss accommodation.
5. PROCEDURE:
 - a. Conducting the self-checklist. Employees are required to conduct the self-health assessment as outline in the “Covid-19 Daily Self Checklist”
 - i. Employees must assess for the following health symptoms
 1. Temperature of over 100.3 without taking any fever reducing medications
 2. Loss of smell or taste
 3. Shortness of breath
 4. Muscle Aches

5. Sore throat
 6. Cough
 7. Chills
 8. Headache
 9. Gastrointestinal symptoms such as nausea/ vomiting, diarrhea, loss of appetite?
- b. If an employee answers yes to any of the above:
 - i. The employee should immediately inform their supervisor per their departmental notification procedure
 - ii. Employees are advised to contact their health care provider to determine if Covid-19 testing is necessary
 - c. If an employee is at work and experiences any of the symptoms listed above they should immediately inform their supervisor, avoid contact with other staff, and leave work immediately.
 - d. Employees should also immediately inform their supervisor if:
 - i. The employee has been in contact with someone who has tested positive for Covid-19
 - ii. The employee has been told to self-isolate or quarantine by a health care professional
6. Use of Leave. Employees will be required to use appropriate leave per City policy or per collective bargaining agreements when absent due to Covid-19 or Covid-19 related symptoms.
7. Using the employer provided self-health check station. Employees are required to follow directions for sanitation located at the self-health check station. This is to ensure the safety of you and your fellow employees and mitigate potential additional exposure. Failure to comply with the sanitation protocols will be subject to the Lack of Compliance portion of this policy.
8. Lack of Compliance. It is the City's intent to avoid corrective action and resolve compliance issues related to this policy through coaching and resolving issues collaboratively as they arise. We are all doing our best during this unusual time. Violations of this policy may lead to an employee being sent home. If this occurs the employee will be required to use leave in accordance with City policies or the relevant collective bargaining agreement. Intentional violation of this policy that puts the public health of other employees at risk may lead to further disciplinary action up to and including termination.
9. Duration. This policy is effective June 1, 2020 and will end upon the decision of the Mayor.