



## **EMPLOYEE ACTION PROTOCOL** for City of Hattiesburg Employees Regarding COVID-19

The health and safety of our workforce is a priority, which is why we urge you to be very transparent with your immediate supervisor about how you feel. Below are action-steps/protocols that we ask of each employee and what your administrative team will do on your behalf as a City of Hattiesburg Employee.

### **IF AN EMPLOYEE HAS SYMPTOMS OF COVID-19** (temp >100.4, cough, shortness of breath, loss of taste/smell)

- Employee will not come to work.
- Employee will seek out a COVID-19 test and follow quarantine protocols until test results are provided. Test options include:
  - Calling employee health at 601-545-1712, a primary care physician or an immediate care facility.
  - Visiting the Cough + Fever Clinic located at 5909 US Hwy 49, Ste. 20, 601-261-1533.
  - Scheduling a curbside test at [curbsidecovid.com](https://www.curbsidecovid.com), also located at the Cough + Fever Clinic.

### **IF AN EMPLOYEE TESTS POSITIVE FOR COVID-19**

- Employees within same division will be informed of possible exposure within 24-hours of administration being informed.
- Employees within same division will be tested out of caution (and will follow protocol for symptoms & exposure).
- All city employees will be notified of positive case via email and immediate supervisors for employees without email.

### **PRECAUTIONARY MEASURES TAKEN**

- Several provisions have been made in regards to working from home for our employees who are > 60 or who have underlying health concerns AND who interact with the public.
- Beginning April 1, 2020, all city employees will be screened for temperatures and symptoms at the beginning of each shift. This process will replace the current clock-in procedures. Time will be logged by supervisors as employees are screened at the beginning of each shift and will clock-out all employees at the end of each shift.
- All city departments and facilities are equipped with extra sanitization methods including antibacterial soap and sanitizer dispensers.
- Where necessary, employees are encouraged to wear PPE as provided (i.e. masks, face shields, gloves, etc.).
- Access to city facilities is limited to the public where possible to reduce exposure.