Granville County Government
Standard Operating Guidelines
for
Coronavirus Disease 2019 (COVID-19)

Revised 1/4/2022

Presented by:
Emergency Management Department
Human Resource Department

Granville County Government Standard Operating Guidelines for Coronavirus Disease 2019 (COVID-19)

Purpose:
To establish guidelines in the event of a suspected or confirmed COVID -19 case within a department

Symptoms of COVID-19: COVID-19 can affect people differently and every person may not be experiencing every symptom. The symptoms according to the CDC (Centers for Disease Control and Prevention) are included below:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Prevention:
Unvaccinated employees are encouraged to always wear a mask inside County buildings and when they are unable to social distance.

Vaccinated employees are encouraged to wear a mask when they are unable to social distance themselves from others inside County buildings.

All employees should practice social distancing, washing, and sanitizing hands, and disinfecting their work area regularly.

Procedure:

Exposure: If an employee has had exposure to COVID-19:

Anyone who is unvaccinated and has come in close contact (within 6ft for a cumulative total of 15 minutes or more over a 24-hour period) with someone with COVID-19 should notify their supervisor as soon as possible and stay at home for 5 days. Employees should arrange for testing on or after the 5th day of their last known exposure. Employees may return to work after receiving a negative test result. Upon the return to work, employees should wear a mask around others for an additional 5 days.

Fully vaccinated people do NOT need to quarantine after being exposed to someone who had COVID-19 unless they have symptoms. However, they should wear a mask around others for 10 days after exposure and get tested on the 5th day after exposure.

Symptoms: If an employee is showing or reporting symptoms of COVID-19 (Vaccinated and Unvaccinated):

- They should notify their Department Head and/or designee. If the symptomatic employee is the Department Head, they should notify the County Manager.
- They should clean/disinfect their own work area.
- They must leave work and should arrange to be tested for COVID-19.
- Others should avoid the affected area for 24 hours. After 24 hours, the Department should begin a cleaning process that includes disinfecting of the remaining workspace, and common surfaces that the individual may have come into contact with. Gloves and a face covering should be worn during the cleaning process. (See CDC Interim Guidance in Appendix I)
- The individual is to remain at home in quarantine until they receive their test results.
- For staff that remain in the workplace, that may be unable to maintain recommended 6' social distancing, face coverings that do not affect breathing are encouraged, i.e. masks not including N95

Test Results: Negative

- The employee must notify their supervisor of their negative test results before returning to work.
- After receiving a negative test result, employees who are no longer experiencing symptoms, may return to work.
- If the employee is still experiencing symptoms, they should stay home until they have no fever without the use of fever-reducing medicines, and they have felt well for at least 24 hours

Test Results: Positive:

- Human Resources should be made aware, by the Department Head, of any employee that has tested positive for COVID-19 and any employees that received a call from the Health Department regarding possible exposure.
- Human Resources should then make the Emergency Management Coordinator aware so that necessary PPE can be distributed according to the needs of the department.
- The Department Head shall notify their department that they have a known positive case in their department verbally or if necessary, via the "standard email template" provided by Human Resources or a similar notification. **(Appendix IV)**
- The Department Head will record COVID-19 positive cases on provided COVID-19 Log **(Appendix V)**
- The employee shall remain away from work for the entire isolation period as recommended by the CDC.
- The employee may return to work after they have completed the required isolation period which is 5 days since symptoms first appeared **and** 24 hours with no fever without the use of fever-reducing medications **and o**ther symptoms of COVID-19 are improving or based on the recommendation of their health care provider. The employee must wear a mask for the 5 days following his/her return.

Appendix I

CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019
https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

Take action if an employee is suspected or confirmed to have COVID-19 infection:

If there has been a sick person or someone who tested positive for COVID-19 in your facility within the last 24 hours, you should clean and disinfect the spaces they occupied.

Before cleaning and disinfecting

- Close off areas used by the person who is sick and do not use those areas until after cleaning and disinfecting.
- Wait as long as possible (at least several hours) before you clean and disinfect.

While cleaning and disinfecting

- Open doors and windows and use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area.
- Use products from EPA List N of disinfectants according to the instructions on the product label.
- Wear a mask and gloves while cleaning and disinfecting.
- Focus on the immediate areas occupied by the person who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected.
- Ensure safe and correct use and storage of cleaning and disinfectant products, including storing such products securely and using PPE needed for the cleaning and disinfection products.

If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.

If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.

If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

Personal Protective Equipment and Hand Hygiene

The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

- Gloves and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean **hands** after removing gloves.

- If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

6 Steps for Safe and Effective Disinfectant Use:

Step 1: Check that your product is EPA-approved. Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants, the link is provided in the "Helpful Links" below.

Step 2: Read the directions. Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface. Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.

Step 4: Follow the contact time. You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands. For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.

Step 6: Lock it up. Keep lids tightly closed and store below eye level.

Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- Diluted household bleach solutions can be used if appropriate for the surface. Unexpired household bleach will be effective against coronaviruses when properly diluted:

    - Use bleach containing 5.25%–8.25% sodium hypochlorite. Do not use a bleach product if the percentage is not in this range or is not specified.
    - Follow the manufacturer's application instructions for the surface, ensuring a contact time of at least 1 minute.
    - Ensure proper ventilation during and after application.
    - Check to ensure the product is not past its expiration date.
    - Never mix household bleach with ammonia or any other cleanser. This can cause fumes that may be very dangerous to breathe in.
- Prepare a bleach solution by mixing:
    - 5 tablespoons (1/3rd cup) of 5.25%–8.25% bleach per gallon of room temperature water or
    - 4 teaspoons of 5.25%–8.25% bleach per quart of room temperature water

- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

Soft (Porous) Surfaces

- Clean the surface using a product containing soap, detergent, or other type of cleaner appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- If you need to disinfect, use a product from EPA List Nexternal icon approved for use on soft surfaces.
- **Vacuum as usual.**

Electronics

- Consider putting a wipeable cover on electronics, which makes cleaning and disinfecting easier.
- Follow the manufacturer's instructions and recommendations for cleaning the electronic device.
- For electronic surfaces that need to be disinfected, use a product on EPA List Nexternal icon that meets manufacturer's recommendations. Many of the products for electronics contain alcohol because it dries quickly.

Linen, clothing, and other items that go in the laundry

- Use the warmest appropriate water setting and dry items completely.
- It is safe to wash dirty laundry from a person who is sick with other people's items.
- If handling dirty laundry from a person who is sick, wear gloves and a mask.
- Clean clothes hampers or laundry baskets according to guidance for surfaces.
- Wash hands after handling dirty laundry.

Educate employees about steps they can take to protect themselves at work and at home:
(CDC page archived, last updated July 7, 2021)

Advise employees to:

- Stay home if they are sick, except to get medical care, and to learn what to do if they are sick.
- Inform their supervisor if they have a sick family member at home with COVID-19 and to learn what to do if someone in their home is sick.

- Wash their hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available. Inform employees that if their hands are visibly dirty, they should use soap and water over hand sanitizer. 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 their eyes, nose, and mouth with unwashed hands.
- Cover their mouth and nose with a tissue when you cough or sneeze, or use the inside of their elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website.
- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.
- Practice social distancing by avoiding large gatherings and maintaining distance (at least 6 feet) from others when possible.

Appendix II

CDC Quarantine Guidance for the General Community

CDC, updated guidance for the general public (December 27, 2021):

CDC is shortening the recommended time for isolation for the public. People with COVID-19 should isolate for 5 days and if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by 5 days of wearing a mask when around others to minimize the risk of infecting people they encounter. The change is motivated by science demonstrating that the majority of SARS-CoV-2 transmission occurs early in the course of illness, generally in the 1-2 days prior to onset of symptoms and the 2-3 days after.

Additionally, CDC is updating the recommended quarantine period for anyone in the general public who is exposed to COVID-19. For people who are unvaccinated or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted, CDC now recommends quarantine for 5 days followed by strict mask use for an additional 5 days. Alternatively, if a 5-day quarantine is not feasible, it is imperative that an exposed person wear a well-fitting mask at all times when around others for 10 days after exposure. Individuals who have received their booster shot do not need to quarantine following an exposure, but should wear a mask for 10 days after the exposure. For all those exposed, best practice would also include a test for SARS-CoV-2 at day 5 after exposure. If symptoms occur, individuals should immediately quarantine until a negative test confirms symptoms are not attributable to COVID-19.

Isolation relates to behavior after a confirmed infection. Isolation for 5 days followed by wearing a well-fitting mask will minimize the risk of spreading the virus to others. Quarantine refers to the time following exposure to the virus or close contact with someone known to have COVID-19. Both updates come as the Omicron variant continues to spread throughout the U.S. and reflects the current science on when and for how long a person is maximally infectious. These recommendations do not supersede state, local, tribal, or territorial laws, rules, and regulations, nor do they apply to healthcare workers for whom CDC has updated guidance.

If You Test Positive for COVID-19 (Isolate)

Everyone, regardless of vaccination status should stay home for 5 days. If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house. Continue to wear a mask around others for 5 additional days.

If you have a fever, continue to stay home until your fever resolves.

If You Were Exposed to Someone with COVID-19 (Quarantine)

If you:

Have been boosted OR completed the primary series of Pfizer or Moderna vaccine within the last 6 months OR completed the primary series of J&J vaccine within the last 2 months:

Wear a mask around others for 10 days. Test on day 5, if possible. If you develop symptoms get a test and stay home.

*Any CDC & NCDHHS guidance is as of December 27, 2021. Updates may occur.

If you:

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted OR completed the primary series of J&J over 2 months ago and are not boosted OR are unvaccinated:

Stay home for 5 days. After that continue to wear a mask around others for 5 additional days. If you can't quarantine you must wear a mask for 10 days. Test on day 5 if possible.

If you develop symptoms get a test and stay home.

*Any CDC & NCDHHS guidance is as of December 27, 2021. Updates may occur.

Appendix III

Resources / FAQ

Resources

Check My Symptoms: https://ncdhhs-covid19-dtra.powerappsportals.us/

Find My Testing Site: https://covid19.ncdhhs.gov/about-covid-19/testing/find-my-testing-place

EPA's list of approved disinfectants at: www.epa.gov/listn

Statewide Coronavirus Helpline: 1 (866) 462-3821 for the public, answered 24/7

Granville Vance Public Health Contact: (919) 693-2141 leave a message for the triage nurse

Granville County Human Resources: (919) 603-1639

Granville County Emergency Services: (919) 603-1310

Frequently Asked Questions

1. Should we notify our customers that they may be at risk of exposure because someone from our department has tested positive?

   That is a local decision. If there are customers who were within 6 ft for 15 minutes then they should be reported to the health department during contact tracing and the health department will notify that individual confidentially.

2. Should we continue to provide service to the public even though the health department has advised us to quarantine "after work hours?"

   Individuals who are positive with symptoms should not be working. If it would constitute an essential worker shortage, CDC guidance states workers who are positive without symptoms or who have been exposed and do not have symptoms may work based on their employer's policies. Ideally they would not work - that is the safest option - but we understand that while we have COVID the rest of the world turns and business has to get done. They should wear a mask at all times at work and not share break rooms if they are instructed to work.

3. Should I get tested?

   Current recommendations are that if someone is a close contact or has symptoms they should seek testing at about day 5 from exposure. We recommend they first see if they can get the testing at their primary care office. If for whatever reason they are unable to do this they can call and schedule with a nurse [in the health department]. We would bill their insurance or bill federal funds if they are uninsured.

*Answers provided by Dr. Shauna L. Guthrie, MD, MPH, FAAFP | Medical Director

*Any CDC & NCDHHS guidance is as of December 27, 2021. Updates may occur.

Appendix IV

Email Template- Reporting a Positive Case to HR

TO: <Department Name> Employees

FROM: <Department Head>

DATE: <Date>

Today we were notified that an employee of <Department Name> has tested positive for COVID-19. We understand that this news may be alarming, but we want to reassure you that the health and safety of our employees is our top priority.

To best protect the privacy of the affected employee and to provide notification of possible exposure, any employee(s) identified as having close contact with the affected employee will be contacted by public health authorities. Close contact is defined as any employee within six feet of an infected person for a cumulative total of at least 15 minutes in a twenty-four (24) hour period starting two days before illness onset. However, we encourage anyone (vaccinated or unvaccinated) who exhibits any symptoms related to COVID to get tested immediately.

All workspaces and other areas utilized by the affected employee will be thoroughly cleaned in accordance with CDC Guidance. You may be asked to temporarily vacate your workspace, if so, please limit items you take with you as the virus can remain active on surfaces for an extended period.

As a continued safety precaution, all employees must be vigilant about hygiene, including not coming to work if you are sick, covering your cough or sneeze (with a sleeve or a tissue), regularly washing your hands or using hand sanitizer, wearing a face covering that covers the nose and mouth, and maintaining social distance of at least six feet from other people.

During this unprecedented public health emergency, Granville County is committed to ensuring a safe workplace environment, offering support and resources to our employees, and providing timely and accurate information about COVID-19. Again, we value you, your health and the health of your family and we thank you for your continued commitment.

If you have any questions related to this notification, please do not hesitate to contact me directly, or you may also contact Human Resources if you have other COVID-19 related concerns.

CC: Human Resources

*Any CDC & NCDHHS guidance is as of December 27, 2021. Updates may occur.

Appendix V

COVID-19 Log

The OSHA COVID-19 Healthcare Emergency Temporary Standard (ETS) requires employers to keep a COVID-19 Log if they have more than 1() employees on June 21, 2021 (the effective date of the ETS) (See 29 CFR 1910.502(q)). Employers are required to record on the COVID-19 Log each instance of an employee being confirmed COVID-19 positive (i.e., case that tested positive or was diagnosed by a licensed healthcare provider), whether it was contracted at work or elsewhere. (Employers may use this form or any other form containing similar information)

Name of Business/Employer:_____

Address:_____

Name and Contact information of Employer's Contact Person:_____

Employee Name and Occupation (Job Title)	Employee Contact Information (Address, Phone Number, or email address)	Employee Work Location (Address, Department, Floors, or Room Numbers)	Most Recent Day the Employee Was Present in the Workplace (Date)	Date of COVID-19 Diagnosis or Positive Test for COVID-19	Date of Onset of Symptoms (If Applicable)	Brief Description or Additional Information