



COVID-19 Specific Operations Directives for Employees

WHAT IS COVID-19?

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets. **As more is learned about the virus these directives may be updated.**

SYMPTOMS OF COVID-19:

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

- 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

IF YOU ARE SICK OR EXPERIENCING SYMPTOMS:

1. **DO NOT** come to work.
2. Call your supervisor and report your absence along with your symptoms. If you have symptoms of COVID-19, you must go and be tested in order to report back to your assignment/work. Currently, St. Mary's Hospital offers drive through testing services.

There are numerous other sites in Connecticut that offers testing. Attached are additional testing sites located in Waterbury. To find out more information, you may call 211 or visit www.ct.gov/coronavirus.

It is **required** that **you** receive a polymerase chain reaction, or PCR test instead of the antigen rapid test offered at some sites. **PCR tests** are generally considered more accurate, but takes 24 - 72 hours to process.

3. If you test positive, let your supervisor know. Through Human Resources you may have benefits through the Families First Coronavirus Response Act (FFCRA). There are City resources to help you and your family with unmet needs so be sure to let them know.

IF YOU EXPERIENCE SYMPTOMS WHILE WORKING:

1. Put on a mask (if not already wearing one) and notify your supervisor.
2. The City will arrange a **PCR** for Covid-19 testing and you may not return to work until **negative results** have been received.
3. Do not interact with co-workers and prepare to self-isolate.
4. **ASK FOR HELP!** If you have unmet needs (need groceries delivered, childcare, etc...), the City has a dedicated staff of case managers to help. If your supervisor cannot help you call (203) 597-3444 and tell the Emergency Operations Center staff what you need.
5. You or your supervisor should contact Human Resources, you may have benefits through the Families First Coronavirus Response Act (FFCRA).

OTHER EXPOSURES:

1. If someone you live with or you have had close contact with someone who developed COVID-19, call your supervisor and do not report to work. **Whether or not** you have symptoms of COVID-19, you **MUST** go and be tested in order to report back to your assignment/work. Rapid tests are not accepted.
2. If you have gone for COVID-19 testing, do not come to work until you have **provided documentation** stating a negative PCR test result.
3. If you travel outside of the United States or traveled to States with high COVID-19 levels, you **MUST** follow Governor Lamont's State of CT amended Travel Advisory.

While at Work

Each specific Department has or is in the process of developing a re-opening plan consistent with Governor Lamont's, "Reopen CT" plan. While much information about how to perform within your department are found within these plans, you as employees can do a number of things to protect yourself and your co-workers from the spread of COVID-19.¹

1. Social distance. Limit your contact with the public and other employees as much as your job allows.
2. If you can find a way to do your job safer, let your supervisor know, this is a joint effort to keep us all healthy.
3. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.
4. Cover your mouth and nose with a cloth face cover or disposable mask (surgical type) when around others, even if you do not feel sick. Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities. The cloth face cover is meant to protect other people in case you are infected. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
5. Cover coughs and sneezes. If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
6. Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant.
7. Monitor Your Health. Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. Especially important if you are in a workspace, and in settings where it may be difficult to keep a physical distance of 6 feet. Take your temperature if symptoms develop. Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen. Department's will begin to be issued infrared thermometers as they become available.
8. **REPORT ANY AND ALL CONCERNS TO YOUR SUPERVISOR IMMEDIATELY**

¹ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>



COVID-19 Drive-Up & Walk-Up Testing Sites Located in Waterbury, CT

Days:	The following sites do not require a doctor's order or symptoms to obtain COVID-19 testing services:
Mondays	<ul style="list-style-type: none"> • Drive-up & walk-up PCR testing is available Monday - Friday, 9 am - 1 pm at <u>Community Health Center-Waterbury</u>, 51 North Elm St., Waterbury. • Drive-up & walk-up PCR testing is available Mondays, Wednesday & Fridays, 9 am-12 noon at the <u>Wheeler Clinic Family Health & Wellness Center</u>, 855 Lakewood Road, Waterbury.
Tuesdays	<ul style="list-style-type: none"> • Drive-up & walk-up PCR testing is available Monday - Friday, 9 am - 1 pm at <u>Community Health Center-Waterbury</u>, 51 North Elm St., Waterbury. • Walk-up PCR testing by Saint Mary's Hospital is available every Tuesday, 9 am - 4 pm at <u>Brass Mill Center Mall</u>, 375 Union St. – Near old Sears store, Waterbury.
Wednesdays	<ul style="list-style-type: none"> • Drive-up & walk-up PCR testing is available Monday - Friday, 9 am - 1 pm at <u>Community Health Center-Waterbury</u>, 51 North Elm St., Waterbury. • Drive-up & walk-up PCR testing is available Mondays, Wednesday & Fridays, 9 am-12 noon at the <u>Wheeler Clinic Family Health & Wellness Center</u>, 855 Lakewood Road, Waterbury.
Thursdays	<ul style="list-style-type: none"> • Drive-up & walk-up PCR testing is available Monday - Friday, 9 am - 1 pm at <u>Community Health Center-Waterbury</u>, 51 North Elm St., Waterbury. • Walk-up PCR testing by Saint Mary Hospital is available every Thursday, 9 am - 4 pm at <u>Waterbury Police Activity League</u>, 64 Division St., Waterbury.
Fridays	<ul style="list-style-type: none"> • Drive-up & walk-up PCR testing is available Monday - Friday, 9 am - 1 pm at <u>Community Health Center-Waterbury</u>, 51 North Elm St., Waterbury. • Drive-up & walk-up PCR testing is available Mondays, Wednesday & Fridays, 9 am-12 noon at the <u>Wheeler Clinic Family Health & Wellness Center</u>, 855 Lakewood Road, Waterbury.
7 Days a Week	<ul style="list-style-type: none"> • PCR testing is available by appointment at <u>Physician One Urgent Care – Waterbury</u>, 920 Wolcott St., Ste. 19, Waterbury, Tel: 203-574-1200. • PCR & rapid testing is available at <u>Doc's Urgent Care-Chase Ave.</u>, 279 Chase Ave., Waterbury, Tel: 203-528-4993 – Call for more information • PCR & rapid testing is available at <u>Doc's Urgent Care-Frost Rd.</u>, 506 Frost Rd., Waterbury, Tel: 203-437-8368 – Call for more information
For more info & testing sites throughout Connecticut	<ul style="list-style-type: none"> • www.ct.gov/coronavirus • Knowing is Better (knowingisbetterct.org) • Call 2-1-1 or see http://www.211ct.org/

(Current as of 9-28-2020)