



Lincoln Trail Area Development District

COVID-19 Guidelines

LTADD has developed the following guidelines to ensure the safety and well-being of staff during the COVID-19 Pandemic. These guidelines are intended as preventative measures based upon the Lincoln Trail District Health Department (LTDHD), Kentucky Department for Public Health (KDPH) criteria on the Governor's Healthy at Work and the U.S. Department of Health and Human Services Centers for Disease Control and Prevention (CDC) to help protect employees from COVID-19 transmission. These guidelines will be updated as new information is released.

LTADD's COVID-19 Workplace Coordinator for any related issues, concerns, questions, etc., shall be directed to Executive Assistant, Katie Peace.

SECTION 1: PROTOCOLS AND SAFETY PRACTICES

1.01 OFFICE SAFETY PROTOCOLS

All staff are required to adhere to the following safety protocols when entering the workplace:

- (1) Complete the online health screening at <https://health.ltadd.org> no more than one hour prior to entering the building each day.
- (2) Enter the building using the back door to the main hallway. Employees may exit the building using any door.
- (3) Sanitize hands upon entry; sanitizer is supplied at the back door and also available for each work station.
- (4) A mask is required at all times when an employee is not at their own desk. Masks are supplied for all staff at the back door and should be obtained upon entry to the building.
- (5) Practice social distancing; remain six feet apart from other staff.
- (6) Staff able to perform their position duties while teleworking will be permitted to do so to reduce the number of employees in the building at one time. In-office staff schedules will be staggered or reduced per area to maintain a safe distance between employees and reduce potential exposure.
- (7) No congregating in the lounge; staff shall use the necessities/facilities as needed and return to their work station.
- (8) Employees need to sanitize/wipe/clean their area as often as possible. To include any community areas (copiers/postage machine/coffee pot/ refrigerator, etc.) utilized as well. *Reminder: Do not use any type of spray on keyboards, phones, copiers, or the postage machine - wipes only for those surfaces.*
- (9) Should an employee experience any signs or symptoms of illness, they must notify the COVID-19 Workplace Coordinator immediately and seek appropriate medical attention.



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1.02 SCREENING/SAFE PRACTICES

The following list of signs and symptoms of COVID-19 should be used (at a minimum) as a tool for employees to determine if it is safe for them to enter the workplace or if they should share any space, paperwork, office machinery, etc., with other staff.

Common Signs and Symptoms of COVID-19

- Fever (100°F or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Sore Throat
- Muscle or body aches
- Congestion or runny nose
- Sudden loss of taste or smell
- Diarrhea
- Nausea or vomiting

Should an employee experience any of the above signs and symptoms, they should contact their health care provider for further direction. They must also notify the COVID-19 Workplace Coordinator as soon as possible so that appropriate measures can be taken within the organization.

SECTION 2: EXPOSURE

2.01 EXPOSURE

Exposure is defined as contact with a confirmed COVID-19 case of less than six (6) feet apart for ten (10) minutes or more.

2.02 EXPOSURE PRACTICES

Staff must report any known exposure to the COVID-19 Workplace Coordinator. The immediate supervisor will be informed of the exposure so that appropriate measures can be taken to ensure the departmental workloads and or responsibilities are performed adequately. Upon notification of a known exposure to a confirmed case of COVID-19, the immediate supervisor, the COVID-19 Workplace Coordinator, and necessary Senior Staff members will collaborate on the best strategy for the employee and their workload (i.e. can the employee telework and meet the position duties or do some/all job functions need to be otherwise delegated).

If the employee's job duties prohibit working remotely, the employee must use their available annual and/or sick leave for the required time period. If all annual and sick leave is exhausted, the employee will be permitted to utilize available personal leave in excess of four (4) hour increments per day. The Sick Bank cannot be utilized for the required quarantine period associated with a confirmed exposure circumstance.



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2.03 INTERNAL STAFF EXPOSURE

Any employee deemed to have been exposed to a case within the LTADD office will be required to work from home for the fourteen (14) day quarantine period.

If the employee's job duties prohibit working remotely, the employee must use their available annual and/or sick leave for the required time period. If all annual and sick leave is exhausted, the employee will be permitted to utilize available personal leave in excess of four (4) hour increments per day. The Sick Bank cannot be utilized for the required quarantine period associated with a confirmed internal staff exposure.

2.04 TRAVEL NOTIFICATION

Employees are required to provide their supervisor notification of planned travel (both in-state and out of state). The employee should give their supervisor as much notice as possible to ensure any travel restrictions/quarantines associated with the destination can be determined and followed; essentially so that the agency's workload can be performed as needed. The supervisor will notify the COVID-19 Workplace Coordinator of the travel plans.

2.05 TRAVEL OUTSIDE OF KENTUCKY

If an employee must travel outside of Kentucky or elects to travel outside of Kentucky to a state listed under a travel advisory issued by the KDPH (citing data obtained from Johns Hopkins University of Medicine Coronavirus Resource Center), the employee must work remotely for fourteen (14) days upon return. This list of states can be obtained by visiting <https://govstatus.egov.com/kycovid19> under the "Travel Advisory" section.

If the employee's job duties prohibit working remotely, the employee must use their available annual and/or sick leave for the required time period. If all annual and sick leave is exhausted, the employee will be permitted to utilize available personal leave in excess of four (4) hour increments per day. The Sick Bank cannot be utilized for the required quarantine period associated with travel outside of Kentucky.

2.06 VISITORS FROM OUTSIDE OF KENTUCKY

In the event an employee has in-home visitor(s) from a state listed under the travel advisory issued by the KDPH (citing data obtained from Johns Hopkins University of Medicine Coronavirus Resource Center), are required to work remotely for fourteen (14) days upon their visitors' arrival to prevent a potential exposure within the workplace. Should the visitor(s) exhibit symptoms during their stay, the quarantine period would begin on that date. The states of concern can be obtained by viewing <https://govstatus.egov.com/kycovid19> under the "Travel Advisory" section.

If the employee's job duties prohibit working remotely, the employee must use their available annual and/or sick leave for the required time period. If all annual and sick leave is exhausted, the employee will be permitted to utilize available personal leave in excess of four (4) hour increments per day. The Sick Bank cannot be utilized for the required quarantine period associated with in-home visitors from another state.



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SECTION 3: POSITIVE CASES

3.01 POSITIVE COVID-19 DIAGNOSIS

Any employee with a laboratory-confirmed COVID-19 diagnosis will be subject to the following protocols to allow for proper handling and notification processes to be conducted.

An employee with a positive diagnosis must submit official documentation from the testing institution to the COVID-19 Workplace Coordinator.

3.02 INTERNAL CONTACT TRACING PRACTICES

Upon notification of a confirmed COVID-19 case, the employee will receive a call from the COVID-19 Workplace Coordinator to discuss the days leading up to the diagnosis to further determine the exposure within the workplace; an internal version of contact tracing. The employee will have the option of allowing the COVID-19 Workplace Coordinator to release their name to other staff (to allow for further knowledge of potential exposure), but it is not required, per the Health Insurance Portability and Accountability Act (HIPAA).

All staff will be notified via email of a confirmed COVID-19 case within the workplace. Refer to *Section 2.03 Internal Staff Exposure* of the COVID-19 Guidelines for what action must be taken with a confirmed exposure incident from internal contact tracing.

3.03 ASYMPTOMATIC CASES

Employees presenting as asymptomatic (a confirmed diagnosis without symptoms, but a COVID-19 carrier that will expose others) shall be excluded from work for a minimum of ten (10) days since the date of their first positive diagnostic test. Should the employee develop symptoms within this ten-day period, additional steps will be taken to ensure the safety and well-being of the employee and co-workers. See Section 3.04 for further instruction.

3.04 SYMPTOMATIC CASES

Employees with a laboratory-confirmed COVID-19 diagnosis or symptomatic, clinically suspected COVID-19 case shall be excluded from work until **ALL** of the following criteria are met:

- At least 10 days since symptoms first appeared.
- At least 24 hours fever free (without the use of medication).
- Improvement in symptoms.

3.05 PRIOR TO RETURN TO WORK

Employee must submit appropriate documentation from their local Health Department stating it is safe for them to return to work. This work release is an official document provided to all individuals with a positive COVID-19 diagnosis once they are determined safe to return to work.

3.06 AFTER RETURN TO WORK

Upon return to work following a positive COVID-19 diagnosis and approved work release, the employee must adhere to the Office Safety Protocols (refer to Section 1.01).



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SECTION 4: LEAVE

4.01 LEAVE USAGE

As mandated by the federal government, any employee unable to work due to a COVID-19 diagnosis must be paid for ten (10) working days (75 hours) when required to quarantine. Per approval from the LTADD Personnel Committee and Board of Directors, the Sick Bank (SB) will be utilized to provide payment of these hours. Employee leave balances will not be utilized prior to the required ten (10) working days of payment.

4.02 ADDITIONAL LEAVE

Following the required ten-day period of pay, an employee must use any available sick, annual, or personal leave to continue earning wages should they be required to refrain from work (per a health care official).

4.03 ADDITIONAL SICK BANK USAGE

An employee is eligible for additional use of the SB, as related to the COVID-19 pandemic, once all leave is exhausted. The following requirements have been waived to allow employees affected by the COVID-19 pandemic immediate access to the SB prior to meeting all criteria as stated in the LTADD Personnel Policies & Procedures Manual, *Section 19.08 Bank Operations Guidelines*.

- Employee does not have to be employed for a year.
- Employee does not have to donate three days of leave to the SB.

The following SB requirements, as stated in *Section 19.08*, will remain effective despite the pandemic situation.

- Employee must provide sufficient documentation for use of the SB.
- All available sick, annual, and personal leaves must be exhausted before any SB hours are applied.
- All accrued leave hours will be applied before any SB hours are utilized within a pay period.

Upon return to work, the employee must donate three days of leave to the SB. All leave earned in the three pay periods upon returning to work will be transferred to the SB.

SECTION 5: RESOURCES

5.01 RESOURCES

Please refer to the following resources for updates and additional information.

Local Resources:

LTDHD: <https://www.ltdhd.org>



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State Resources:

Governor Beshear's COVID website: www.kycovid19.ky.gov

KY's Latest Updates: <https://governor.ky.gov/covid19>

Governor Beshear's News/Press Releases: <https://governor.ky.gov/news>

CHFS: <https://chfs.ky.gov/Pages/cvres.aspx>

Federal Resources:

CDC: <https://www.cdc.gov>

Medical Resources:

Johns Hopkins University of Medicine: <https://coronavirus.jhu.edu>