



# 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.



# *Lincoln Trail Area Development District*

## **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 fifteen (15) 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) for the required fourteen (14) day quarantine period if symptomatic; ten (10) day quarantine period if asymptomatic and not tested; or seven (7) day quarantine period if asymptomatic and a negative test.

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



# *Lincoln Trail Area Development District*

increments per day. The Sick Bank cannot be utilized for the required quarantine period associated with a confirmed exposure circumstance.

## **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, the employee must work remotely for a minimum of ten (10) days upon return (as long as no symptoms arise). Additional travel advisories can be viewed by visiting <https://govstatus.egov.com/ky-travel-advisory> under the "Travel Advisory" section and by visiting <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html> for CDC guidance.

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.

## **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.



## *Lincoln Trail Area Development District*

### **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 ten (10) days since symptoms first appeared.
- At least twenty-four (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).

## **SECTION 4: VACCINE**

Despite vaccination status, all employees must continue to practice the safety protocols outlined in *Section 1.01 Office Safety Protocols* of the COVID-19 Guidelines.



# Lincoln Trail Area Development District

## 4.01 FULLY VACCINATED

An individual is fully vaccinated against COVID-19 following a minimum of two (2) weeks since the last COVID-19 vaccine was received in either the 2-dose or 1-dose series.

## 4.02 QUARANTINE REQUIREMENTS WHEN FULLY VACCINATED

Employees are not required to quarantine following an exposure if they completed the COVID-19 vaccination within the last three (3) months, depending on their current status (see *Sections 4.03 and 4.04*).

## 4.03 ASYMPTOMATIC AND VACCINATED

Employees that are exposed to COVID-19 and are asymptomatic will not be required to quarantine if they have completed the COVID-19 vaccination within the last three (3) months. Proof of vaccination will be required to determine this three-month window.

## 4.04 SYMPTOMATIC AND VACCINATED

A vaccinated employee exhibiting symptoms must follow current quarantine guidelines. Refer to *Section 2.02 Exposure Practices* of the COVID-19 Guidelines.

## SECTION 5: LEAVE

### 5.01 LEAVE USAGE

Beginning April 1, 2021, any employee required to quarantine and/or unable to work due to a COVID related instance will be required to use any available sick, annual, or personal leave for that time period.

### 5.02 ADDITIONAL LEAVE

An employee in need of additional leave beyond available sick, annual, or personal leave for the purpose of a required quarantine or being unable to work due to a COVID related instance will need to refer to *Section 19.08 Bank Operation Guidelines* of LTADD Personnel Policies and Procedures Manual to determine if they are eligible to request usage of the Sick Bank.

## SECTION 6: RESOURCES

### 6.01 RESOURCES

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

#### Local Resources:

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

#### State Resources:

Governor Beshear's COVID website: [www.kycovid19.ky.gov](http://www.kycovid19.ky.gov)

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

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



# *Lincoln Trail Area Development District*

---

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>