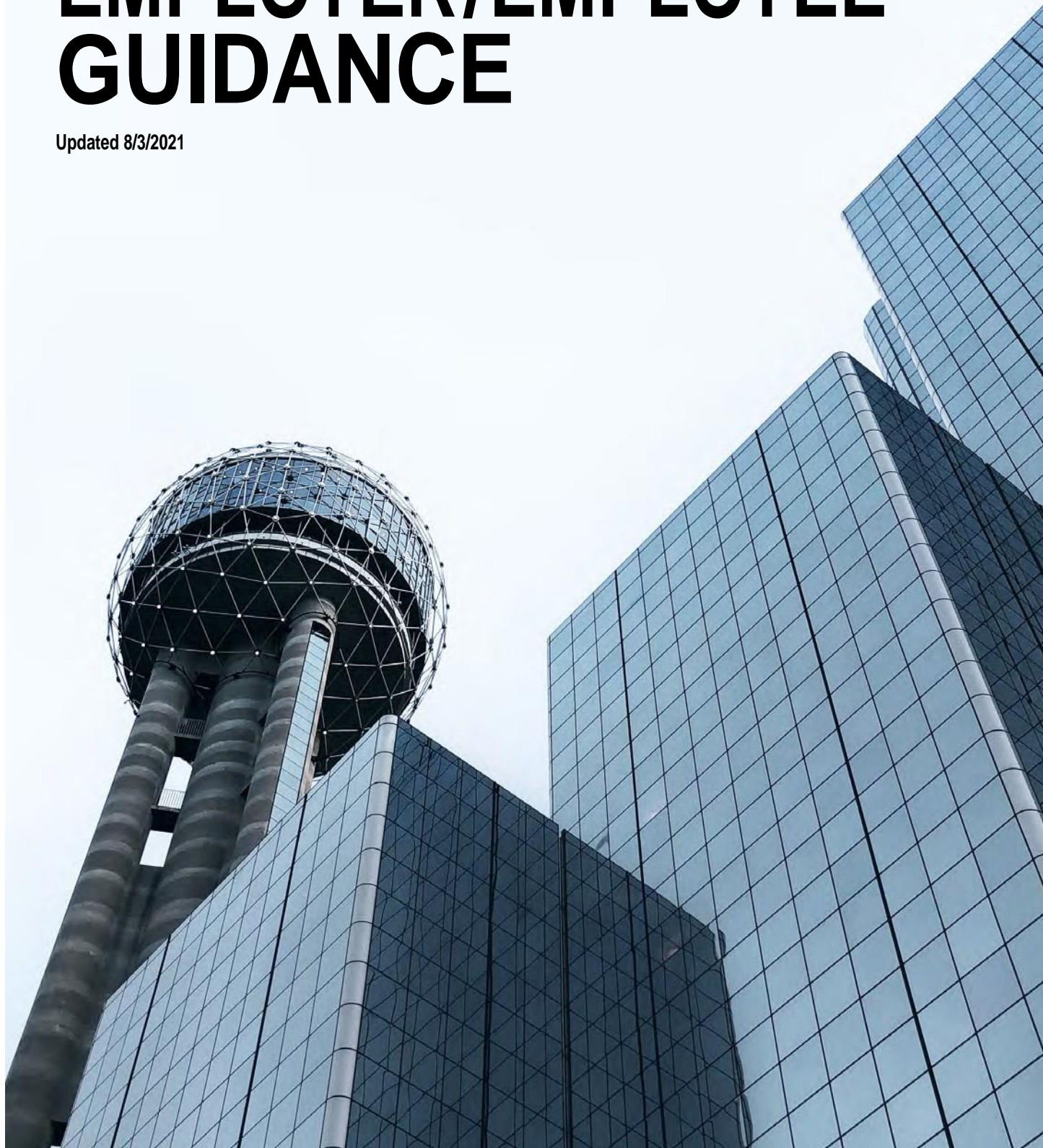


EMPLOYER/EMPLOYEE GUIDANCE

Updated 8/3/2021



Changing Situations: How Pandemics Evolve

This pandemic and the virus causing it are new and constantly changing, and we continue to learn about its ability to survive and spread more rapidly. Through the course of the pandemic, the CDC, state, and local health leaders, have worked to quickly respond to the changing nature of the virus. The new Delta variant and the threat of future variants continue to require changes to guidance and policy.

Strong scientific evidence indicates that COVID-19, including the Delta variant, is spread almost entirely by virus-containing droplets and aerosols that infected people project into the air by breathing, talking, laughing, yelling, coughing, or sneezing; whereas spread by contamination on surfaces is of secondary importance. Therefore, to prevent the spread of COVID-19 from your business, the most important measures are those that prevent person-to-person transmission by infected people from spreading it

We know now people with and without symptoms can spread the virus, and the Delta variant is more than twice more transmissible than the original COVID-19 virus. Both vaccinated and unvaccinated individuals infected with Delta variant contribute to spread, which is why this guidance is re-enforcing the use of masking, physical distancing, personal hygiene and other measures, until spread has decreased substantially in the community.



1 COMMON SENSE AND PERSONAL RESPONSIBILITY

Public health guidance cannot anticipate every unique situation. Individuals and businesses should take responsibility, stay informed, take actions based on common sense, and follow the guidance offered by health care experts. Employers should cooperate with public health authorities and should encourage employees to participate in contact tracing to ensure the safety of their workforce.

In addition, employers/businesses/institutions/facilities should inform the local health department of clusters or groups of employees with infection.

Businesses have a responsibility to protect their employees and patrons by following best practices and being proactive in their efforts. Employers with additional questions should contact their local health department or refer to the CDC, state department of health, or other authoritative sources of information.

2 PREVENTIVE MEASURES FOR EMPLOYEES AND CUSTOMERS

- **Employers should strongly consider implementing universal vaccination policies. Employers should offer time for employees to get vaccinated.**
- Maintain masking and physical distancing (keeping 6 feet of space between people) whenever people are together.
- Prevent ill employees from coming to work.
- Maintain work from home when possible and use strategies to enhance physical distancing such as staggered shifts when possible.
- Prevent contact spread by encouraging frequent hand hygiene with either soap and water or alcohol sanitizer; avoiding hand shaking, hugging, and touching your face; eliminate sharing of equipment or clean shared equipment between users.
- Clean the environment frequently and focus on high touch surfaces. This includes personal space such as lockers and desks.
- Provide accommodation to individuals who are at high-risk of COVID-19 infection and complications. Please refer to the high-risk guidance. (https://www.dallascounty.org/Assets/uploads/docs/covid-19/community/Dallas_HighRiskGuidelines.pdf).

3 PREVENTIVE MEASURES FOR THE INSTITUTION

- Strongly consider implementing universal vaccination policies. Employers should offer time for employees to get vaccinated.
- Enforce the use of universal facial coverings or masking by all employees and customers as allowable.
- Provide necessary personal protective equipment (including facial coverings) as needed to fulfill job responsibilities.
- Train employees in personal protective practices (see below).
- Avoid group gatherings, conferences, and meetings where physical distancing is not practical. Consider virtual options for large gatherings.
- In essential settings (e.g. courts) where virtual options are not elected, available, or feasible, and in-person contact is necessary, require masking, distancing, and physical barriers. Maximize ventilation. Physical barriers may be used in some settings. Limit ability to congregate in non-essential areas e.g. cafeterias. Implement occupancy limitations to ensure physical distancing.
- Avoid crowding in work settings, such as points of entry or break rooms.
- Install hand sanitizer dispensers on walls or on stands in convenient locations, especially near bathrooms, eating areas, break rooms, and entrances.
- Where HVAC can be set, increase indoor ventilation to more than 12 air changes per hour (over 6 in older buildings) in all common spaces including elevators.
- Place wall signage and footprint floor signs for 6-foot distancing at elevators, time clocks, and other areas where people may congregate
- Develop and reinforce policies that encourage employees to stay home if they are ill.
- Provide or direct individuals to testing. New fever or respiratory symptoms, including runny nose, could be a symptom of COVID.
- Maintain enhanced cleaning practices, especially for high touch surfaces.
- Limit the number of people allowed on an elevator or, in tall buildings with high elevator usage, emphasize universal masking (don't get on an elevator with an unmasked person).
- Maintain virtual meetings as possible to reduce contact within the office setting.
- With sufficient testing access, organizations may consider routine testing as part of their strategy.
- Ensure employees follow CDC quarantine and isolation guidance,
- For return to work, assess employees per current CDC or local health department recommendations.

ADDITIONAL GUIDANCE

Please see specific guidance for your type of business at the CDC's websites:

<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

Quarantine and Isolation Guidance:
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>



