



City of Camden COVID-19

Return to On-Site Work Summary

This plan contains information about return to on-site work conditions and operations for City of Camden Offices during the COVID-19 health emergency, effective **July 20, 2020**. Our employees are “Essential Critical Infrastructure Workers” and perform “Essential Governmental Functions” under applicable health orders. The City of Camden Government strives to provide each member of our team, and the public we serve, with a safe, professional environment. As the level of impact of the virus is fluid, the necessary response by the city may change or expand beyond this document. As such, this plan may be changed or updated, and supervisors and managers may have to modify their response as necessary as the situation evolves. Moreover, the procedures outlined below are temporary and are not intended to be permanent.

The goal of this plan is to provide a framework to keep everyone safe. Employee cooperation and adherence to the precautions outlined in this Return to Work Plan are crucial.

First and foremost, employees must stay home & notify their supervisor if they have these or other “flu-like” symptoms:

- **Fever, confirmed with thermometer or “feeling feverish” 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**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

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Preparation for Return to On-Site Work

The City of Camden is dedicated to the safety, health, and well-being of all City employees. We have taken several actions in the past three months to prepare for a safe return to work.

Cleaning and Disinfecting: Hand washing and or hand sanitizing station will be provided at the main lobby of all City of Camden buildings to be used by each employee or visitor while entering county buildings. Janitorial staff will continue to disinfect common areas, such as restrooms and breakrooms, and frequently touched surfaces, such as elevator buttons and door handles. However, it is the responsibility of all employees to do what they can to help keep their workspaces disinfected. Specifically, it is essential to regularly clean (with a disinfecting wipe or equivalent) commonly touched areas in your workspace (e.g., desk, keyboard). Also, after using shared equipment, such as copiers and printers, employees are expected to clean the areas they touched with a disinfecting wipe or equivalent. Disinfecting wipes or equivalent will continue to be provided as needed.

Personal Protective Equipment (PPE) Supplies: The City of Camden has been providing disinfectant as well as face coverings (masks) and gloves within our offices. Personnel who have high levels of field contact with the public should discuss with their immediate supervisor for proper PPE. While employees may use PPE supplied by their office, personal PPE is also encouraged and highly recommended, as long as it is regularly cleaned/replaced, meets CDC recommendations, and has a professional appearance.



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Entering the Workplace

Employee Screening Protocols Before Admittance to the Building:

Employees are to conduct a self-health assessment for the symptoms listed on page 1 of this document before entering any City facility. This must be done once a day at the start of an employee's shift.

A no-touch thermometer will also be provided to take employees' temperature, along with wipes for disinfecting before and after use, and hand sanitizer. If an employee's temperature is at or slightly above 100.4 (**and should be adjusted down to 98.6 for the digital forehead thermometers**) but believes there is a non-illness related reason for the elevated temperature, such as waiting outside on a warm day or in a warm car or walking a significant distance to get to the office, the employee may wait a few minutes and take another reading.

If an employee has any of the listed symptoms (not solely related to seasonal allergies) or a temperature that remains at or above 100.4 (or 98.6 in the case of digital forehead thermometers), that employee will not enter the building and shall immediately and safely inform an immediate supervisor being unable to work.

Visitors Screening for Admittance to the Building: Visitors, once buildings are open to the public, will go through temperature checks and health assessment screening when entering City of Camden buildings in the lobby or reception area. The list of symptoms will be posted for visitors to review. A no-touch thermometer will also be provided to take visitor's temperature, along with wipes for disinfecting before and after use, and hand sanitizer.

If the temperature reading is at or slightly above 100.4 (**98.6 for the digital forehead thermometers**), but visitor believes there is a non-illness related reason for the elevated temperature, such as waiting outside on a warm day or in a warm car or walking a significant distance to get to the location, the visitor may wait a few minutes and take another reading.

If a visitor has any of the listed symptoms (not solely related to seasonal allergies) or a temperature that remains at or above 100.4 (or 98.6 for digital forehead thermometers), they are denied access to the building.

Attire: Upon returning to work, employees may wear relaxed but appropriate attire. The employee's supervisor may place restrictions on attire concerning employees whose public contact makes casual dress inappropriate. City employees are expected to maintain professional dress standards inside or outside the office. The dressing should include face coverings when not maintaining a social distance of at least six feet from another person.

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Daily Routine and Operations

Social Distancing Requirements: To help minimize exposure between employees and to employees from members of the public, social distancing protocols and precautions will continue throughout City of Camden buildings. These practices include but not limited to:

- Promoting frequent and thorough hand washing.
- Encouraging physical distancing of six feet between employees, and between employees and the public to the maximum extent feasible.
- Encouraging employees to stay home if they are sick.
- Encouraging respiratory etiquette, including covering coughs and sneezes.
- Not shaking hands or engaging in any unnecessary physical contact.
- Discouraging the use of other employees' phones, desks, offices, or other work tools and equipment when possible.
- Maintaining regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- While waiting to clock in or out within the city building.

Personal Protective Equipment (PPE): Every employee shall, absent an ADA accommodation, wear a cloth or disposable mask that covers both the mouth and the nose in all shared areas of the office, including:

- Restrooms • Elevators • Stairwells
- Supply Room • Other common areas such as hallways, lobby, break rooms, etc.

Employees do not need to wear a face-covering while alone in their office or workspace, as long as that workspace is six feet apart from any other co-worker's workspace. All visitors to the office shall wear masks unless the situation prevents it. Employees shall also wear face masks when meeting personally with members of the public.

Common Areas: Breakrooms will remain available for storing and preparing food; however, seating will be reduced and capacity will be limited. The maximum capacity in elevators, while maintaining social distancing protocols, is two people. If an elevator has too many people in it to ensure social distancing, employees must wait for another elevator. If employees use the stairs as an alternative, they should remember to practice social distancing in the stairwell.

To facilitate social distancing when using the restroom, if it is not practical to keep at least a six-foot distance from another restroom user, employees should wait outside the restroom for space to become available while maintaining a social distance of at least six feet apart. Public use of restrooms is discouraged.

Vehicles: Any employee who uses a pool or shared vehicle shall appropriately disinfect any areas they or their passengers used or touched upon returning the vehicle. Wipes or other cleaning supplies will be made available as feasible. Employees are discouraged from riding together in city vehicles when practical. If two or more employees are riding along in a city vehicle, all occupants must wear a face covering.

Meetings: All employees are discouraged from having in-person meetings. Even if employees are participating in a meeting at the office, meetings should be conducted by phone or Zoom, Microsoft Teams, or other teleconferencing applications. Employees shall remember to promote a professional appearance in meetings held by teleconference, especially those they attend from home. This includes not only employee personal appearance, but the appearance of the surroundings visible to others in the meeting.

Field Contacts: All employees should avoid field contacts whenever possible. Contact by telephone or video conference is recommended. For field employees, maintain social distancing and wear a face covering when in public or visiting facilities. In these situations, you should consider the need for N95 respirators, eye protection, and gloves and shall utilize these items when the situation presents a heightened risk of exposure. Transporting non-city employees is discouraged.

Travel And Training: All non-essential travel and off-site training are curtailed indefinitely. The City of Camden Administrator must approve requests for essential travel. When on essential travel, employees should utilize PPE as appropriate, avoid public transportation when possible, and review and follow all CDC and local guidelines.

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COVID RESPONSE/Reporting Illness

If an employee should become ill from COVID-19 or has a high-risk exposure (which, according to CDC guidelines is contact of less than 6' of distance for greater than 15 minutes, see <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>) to someone with COVID-19, the county health department has a mechanism for assessing, containing, and tracing the illness or exposure. Employees must leave work if they become sick at work and go home. If an employee is at home, they should stay home and consult their medical provider.

To report illness or exposure, or if an employee had close contact (as defined by the CDC, see above and <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>) with someone who has tested positive for COVID-19 or is exhibiting symptoms and awaiting the results of a test, immediately email Risk Management at Riskmanagement@ci.camden.nj.us and copy their supervisor. Any health information will remain confidential to the fullest extent possible. Some information may need to be shared with limited city personnel and with the Camden County Department of Health. The city will take appropriate steps to determine exposure to other employees and make notifications to other employees as necessary. Employees may be directed to remain home for 14 days or longer, depending on individual situations.

Returning to Work: If an employee had a positive COVID-19 test, had COVID-19-like symptoms, exposure, or close contact with someone who tested positive or is exhibiting symptoms, the employee, should NOT COME TO WORK, but must contact your supervisor and Risk Management for further instruction. Employees may be required to provide a doctor's note authorizing a return to work.

Travel Advisory: If you travel to any of the states listed on the official New Jersey Travel Advisory List, you will need to self-quarantine for 14 days and immediately contact your supervisor and Director who will in-turn contact Risk Management for guidance. For further details on the travel advisory list, please visit:

https://nj.gov/health/cd/documents/topics/NCOV/Travel_advisoryFAQs_6-25-2020.pdf
<https://covid19.nj.gov/faqs/nj-information/general-public/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey>

Resiliency: The health and well-being of our employees is our most important goal as we return to work. If an employee has personal issues or concerns, should not hesitate to reach out to others for assistance. EAP is available and ready to help you with handling the challenging stressors of everyday life, especially during this health crisis. Employees can contact EAP at (856)342-2280.

Questions?: Please contact Risk Management regarding any section of this plan that is ambiguous. Employees should receive further directions from Risk Management, and their supervisors on scenarios not covered in this plan. The safety of all employees is paramount to the City of Camden.

