Contact tracing involves identifying people who are likely to get sick because of being in contact with those who have tested positive.

Local health departments conduct contact tracing every day for various infectious diseases. If you're sick, these local health department workers (nurses and other healthcare professionals) interview you and find out who you may have come into contact with and potentially exposed to your illness. Limiting contacts means the virus isn't able to infect other people. The virus lives in people. Limiting contacts means the virus has nowhere to live.

The following describes the contact tracing process that will take place should you start to feel ill.

1. You call your healthcare provider, who may decide to test you for COVID-19 if you are exhibiting the symptoms. While you wait for the test results, you stay home and isolate yourself from others.

2. If you test positive for COVID-19, your healthcare provider will call you to let you know that you tested positive. They will notify the local health department, who will then notify the Ohio Department of Health so that the case is added to the state’s data. During this time, you continue to stay home and isolate yourself.

3. Next, a public health worker who is performing contact tracing will reach out to you to voluntarily talk and create a line list that is made up of who you have been in contact with and may have been exposed to the virus.

4. While you are still home and isolating, the public health worker who is conducting the contact tracing will call those who you may have been in contact with, tell them they may have been exposed to the virus, and ask them to self-quarantine and monitor their symptoms for cough, fever, and shortness of breath. If they show no symptoms after seven to 14 days, their quarantine lifts. If these individuals do begin to show symptoms, they contact their healthcare provider who may tell them to go and get a test.

Updated: Dec. 4, 2020

For answers to your COVID-19 questions, call 1-833-4-ASK-ODH (1-833-427-5634).

Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.
COVID-19 Vaccination Dashboard

The COVID-19 Vaccination Dashboard displays the most recent data reported to the Ohio Department of Health (ODH) regarding the number of individuals that have started and completed the COVID-19 vaccination series by various demographics and county of residence.

The COVID-19 Vaccination Dashboard displays the most recent data reported to the Ohio Department of Health (ODH) regarding the number of individuals that have started and completed the COVID-19 vaccination series by various demographics and county of residence. "Vaccination started" indicates that the individual has received at least one valid dose of COVID-19 vaccine. The number listed as "vaccination completed" is a subset of the number included in "vaccination started," indicating that those individuals within that group have received all recommended COVID-19 vaccine doses and are considered fully immunized. ODH is making COVID-19 data available for public review while also protecting privacy. This dashboard will be updated daily. Please see footnotes below for more details.

Download the summary data (CSV)

Note: A full screen option for this dashboard can be found on the lower right corner. To exit full screen mode press the 'Esc' key.

Statewide: Vaccine Status
By Total and % of Population

<table>
<thead>
<tr>
<th>Vaccine Started*</th>
<th>All Ages</th>
<th>12+</th>
<th>18+</th>
</tr>
</thead>
<tbody>
<tr>
<td>% of Population</td>
<td>52.60%</td>
<td>61.48%</td>
<td>63.64%</td>
</tr>
<tr>
<td># Recipients</td>
<td>6,148,395</td>
<td>6,148,248</td>
<td>5,798,200</td>
</tr>
</tbody>
</table>

Click County to Filter Metrics
Counties are colored by % of Population with Vaccine

Vaccine Started*, Change from Last 24 Hours**: 9,336
Vaccine Started* By Population: 52.60%
Vaccine Started*, Total: 6,148,395

Key Metrics
Select to view key demographic groups

Consent:
- Age Group
- 0-19
- 20-29
- 30-39
- 40-49
- 50-59
- 60-64
- 65-69
- 70-79
- 80+

View Count By
Select to view counts by daily or cumulative

Population data as reported by the US Census Bureau. There are no population estimates for "Unknown" or "Other" demographic groups, so there is no percentage of population for these groups. Data reported to the Ohio Department of Health. All data displayed are preliminary and subject to change as more information is reported to ODH.

* Indicates that an individual has received at least one valid dose of COVID-19 vaccine.
** Indicates that an individual has received at least one recommended COVID-19 vaccine dose and is considered fully immunized; specific requirements (number of doses, spacing, age restrictions) vary depending on COVID-19 vaccine brand.
*** A person is counted in the "Vaccine Started" category on the day that they receive their first valid dose of COVID-19 vaccine. A person is counted in the "Vaccine Completed" category on the day that they have received all recommended COVID-19 vaccine doses.
**** The number of confirmed valid vaccines identified by ODH over the last 24 hours ending at 6 am daily. Although most vaccines are identified within 24 hours of the vaccine administration date, some may take longer to be reported.
Ohio Constitution

Article I, Section 21

Preservation of the freedom to choose health care and health care coverage

Revised: 2011

(A) No federal, state, or local law or rule shall compel, directly or indirectly, any person, employer, or health care provider to participate in, or to purchase health care coverage through, a health care system.

(B) No federal, state, or local law or rule shall prohibit the purchase or sale of health care or health insurance.

(C) No federal, state, or local law or rule shall impose a penalty or fine for the sale or purchase of health care or health insurance.

(D) This section does not affect laws or rules in effect as of March 19, 2010; affect which services a health care provider or hospital is required to perform or are reimbursed for; or affect any laws calculated to deter fraud or punish wrongdoing in the health care industry.

(E) As used in this Section,

1. Compel includes the levying of penalties or fines.

2. Health care system means any public or private entity or program whose function or purpose includes the management, coordination, or provision of health care to its participants.

3. Penalty or fine means any civil or criminal penalty, tax, salary or wage withholding, or fee that is used to punish or discourage the exercise of rights protected under this section.

Note: The Ohio Constitution is subject to amendment by the people of Ohio at the next General Election.
Visitors to City facilities are required to wear protective facial coverings (masks) as a COVID-19 precaution. City employees are also required to wear masks when inside City buildings or when sharing a vehicle.

Click here to view an advisory from Public Health - Dayton & Montgomery County.
## Ohio Immunization Summary for School Attendance

### VACCINES

<table>
<thead>
<tr>
<th>FALL 2020 Immunizations for School Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DTaP/DT Td/aTd</strong> Diphtheria, Tetanus, Pertussis</td>
</tr>
</tbody>
</table>
| **Kindergarten** Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the fourth birthday, a fifth (5th) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required. *
| **Grades 1-12** Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages 7 and older, with proper spacing.
| **Grades 7-12** One (1) dose of Tdap vaccine must be administered on or after the 10th birthday. ** |
| **POLIO** |
| K-10 Three (3) or more doses of IPV. The FINAL dose must be administered on or after the fourth birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***
| **Grades 11-12** Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4th) dose is required; if a combination of OPV and IPV was received, four (4) doses of either vaccine are required. |
| **MMR** Measles, Mumps, Rubella |
| K-12 Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second (2nd) dose must be administered at least 28 days after dose one (1). |
| **HEP B** Hepatitis B |
| K-12 Three (3) or (4) doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks. |
| **VARICELLA (Chickenpox)** |
| K-10 Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
| **Grades 11-12** One (1) dose of varicella vaccine must be administered on or after the first birthday. |
| **MCV4 Meningococcal** |
| Grades 7-11 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.
| **Grade 12** Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. **** |

### NOTES:

- Vaccine should be administered according to the most recent version of the **Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger** or the **Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind**, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at [https://www.cdc.gov/vaccines/schedules/index.html](https://www.cdc.gov/vaccines/schedules/index.html).
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information, please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at [http://www.odh.ohio.gov](http://www.odh.ohio.gov), Immunization: Required Vaccines for Child Care & School). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

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* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.

** Tdap can be given regardless of the interval since the last tetanus or diphtheria toxoid-containing vaccine. Children age 7 years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If given at age 7-9 years, the routine Tdap dose at age 11-12 years should be given. If given at age 10 years, no additional dose is needed at age 11-12 years.

*** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only one (1) dose is required. Currently, there are no school entry requirements for meningococcal B vaccine.
Ohio University COVID-19 Vaccination Requirement

Ohio University requires that every student, faculty, and staff member be vaccinated against COVID-19. Several factors significantly influenced the University’s decision to require vaccinations, including full FDA approval of the Pfizer vaccine, the emergence of the more highly infectious Delta variant of SARS-CoV-2, and the possibility of breakthrough infections.

All OHIO students, faculty, and staff of all locations must be fully vaccinated by November 15, 2021. For vaccines that require two doses, both doses must be complete by this date. This applies to all employees, including those working remotely and all students except those enrolled exclusively in fully online programs and courses who will not access University facilities on any campus or premises.

There will be an opportunity to apply for an exemption from the vaccination requirement for medical reasons or for reasons of conscience, including ethical and moral beliefs.

All students must be vaccinated or granted an exemption in order to participate in any spring semester in-person activities, including face-to-face instruction and residence life, at any location.

Exemptions

- **FAQ**

Ohio COVID Operations has launched a new incentive program to help our community get vaccinated before the November 15 deadline. Ohio University recognizes the following vaccines under this policy:

- Pfizer (two-dose)
- Moderna (two-dose)
- Johnson & Johnson (one-dose)
- Vaccines currently approved under a FDA Emergency Use Authorization (EUA)

**How to Get Vaccinated**

There is no cost for the COVID-19 vaccines, and they are easy to get either by appointment or on a walk-in basis.

- Clinics are available on the Athens campus and many of the regional campuses.
- Schedule a vaccine anywhere in Ohio online.

**Provision of Proof of Vaccination**

Students, faculty, and staff will provide proof of vaccination through the COVID-19 Testing Pathway Program.

- If you have already selected the Vaccination Pathway and uploaded your vaccine card, thank you. No further action is necessary (unless a booster becomes necessary).
- If you are not fully vaccinated, you are required to select the Testing Pathway until you are fully vaccinated.

Your completed COVID-19 Vaccination Pathway process will provide you with a digital card, or you can print it. You will then register proof of vaccination through the Testing Pathway.

Bobcats Get Vaxxed: Beat the Deadline

Ohio COVID Operations has launched a new incentive program to help our community get vaccinated before the November 15 deadline. Ohio University is offering incentives for newly vaccinated students, faculty, and staff from September 15 through December 9.

- Each OHIO employee and student who receives a one-dose COVID-19 vaccine or both doses of a two-dose vaccine after August 31 will receive $50.
- Each week the University will conduct a drawing for eligible students (those who have received a one-dose COVID-19 vaccine or both doses of a two-dose vaccine after August 31) selecting 100 students per week to receive $100.

**FAQ**

- **Why is the University requiring COVID-19 vaccination?**
- **Why can’t you announce the requirement before classes start?**
- **What is the deadline for being vaccinated to meet the requirement?**
- **Which COVID-19 vaccines qualify for this requirement?**
- **What if I do not get either a COVID-19 vaccine or an approved exemption by the November 15, 2021 deadline?**
- **Does the deadline affect a student’s enrollment this fall semester (fall 2021)?**
- **What if I have to miss class or work due to side effects of receiving the vaccine?**
- **Does the deadline affect a student’s enrollment this spring semester (spring 2022)?**
- **What exemptions are allowed under this policy?**
- **What does “conscience” mean?**
- **What is required if I am seeking an exemption for reasons of conscience?**
- **If I receive an exemption from OHIO, does it apply to my internship, clinical or practicum?**
- **If I receive a vaccine from OHIO, does it apply to my internship, clinical or practicum?**
- **What if I am enrolled exclusively in fully online programs and courses who will not access University facilities?**
- **What if I have followed more stringent health and safety protocols?**
- **What if I have already been vaccinated?**
- **How do I report my vaccine information?**

**Reporting**

- **I already reported my vaccine information to comply with the COVID-19 Testing Pathway Program. Do I have to do it again?**
Good Afternoon Team,

One of my primary responsibilities as City Manager is to ensure the safest possible workplace for our 1,900 employees. It is important that our employees, their families, and the citizens we serve remain safe. As I previously communicated, the “Delta” variant of COVID-19 has begun impacting our employees and the City operations. We have received numerous reports of fellow employees who have tested positive. Additionally, due to the COVID-19 exposures within our workplace and the updated CDC and (Public Health-Dayton/Montgomery County) PHDMC guidelines, the City has also been required to quarantine many unvaccinated employees. Given that the Delta variant has been documented to be twice as contagious as the alpha virus, we anticipate greater spread in our organization and community.

In light of these impacts, the City cannot overstate the importance of being vaccinated. The more of our employees that are vaccinated, the safer we ALL will be. We are working with PHDMC and our Fire Department to schedule more vaccination clinics to make it convenient for our employees to receive the COVID-19 vaccine. We’re reminding everyone of the link to vaccination locations/hours that currently exist in the State of Ohio. We encourage all employees to get vaccinated. Remember, you can get vaccinated while on the clock. As an incentive, employees will receive $100 from Be Well Dayton by showing proof of vaccination.

Additionally, on August 9, 2021, I issued City Policy 13.04 addressing the City’s planned future actions concerning mask mandates, COVID vaccinations incentives, and mandatory COVID testing for unvaccinated individuals after September 20, 2021. After issuing Policy 13.04, the City’s union partners all requested to meet concerning this policy. The City met with labor leaders throughout the past several weeks, and the different unions presented their concerns regarding the requirements of Policy 13.04. While the City recognizes and understands the concerns raised by our union partners, the City cannot agree to all of the requests made by the different unions. However, I do agree that Policy 13.04 can be modified to better address our employees’ concerns. These changes reflect the sixth and seventh change that I have made based on discussions from our labor partners. Accordingly, I have modified Policy 13.04, and the significant changes are as follows:

- The City will change the effective date of the City’s planned weekly COVID-19 testing from September 20, 2021, to the week of October 4, 2021. The effective date change will allow employees additional time to complete their vaccination process, and it will give the City time to further refine the process for employee testing.

- The City will now be responsible for paying for the weekly COVID-19 testing, instead of the employee.

- The City will be providing the weekly COVID-19 testing at the worksite and while on City time. Employees will not be required to use their own time or off-duty time to obtain the COVID-19 testing.

- The City will not require weekly COVID-19 testing for ninety (90) calendar days after an employee is exposed to COVID-19 and provides the City will proof of a positive antibody test.
• The City will maintain the confidentiality of any employee’s COVID-19 test per CDC and PHDMC guidance.

As the situation continues to evolve, we’re committed to the same measured approach we have followed since the start of this pandemic. Thank you for following these new guidelines and for all you have already done to keep you and your colleagues safe.

Kindest regards,
1. **Policy:** The COVID-19 pandemic required the creation of new policies and procedures in order to meet the challenges it created. The challenges are not over. The vaccines appear to be helping us transition back to normal. The Administration is also transitioning our COVID policies. This policy is applicable to all City employees. Managers will be familiar with policy and procedure and ensure employees comply. All other previous COVID policies are rescinded on this date (see paragraph 6 of this policy for exact policies rescinded).

2. **COVID Vaccination:** The pandemic is being mitigated by the vaccination process. There is hope that the vaccine will help us remain healthy, while helping us provide all services to our citizens and essentially getting us back to normal. Therefore, we are providing incentives for all employees (included safety services that have not previously utilized other vaccination incentives) to get vaccinated. The employee must submit proof of vaccination to HR. It will be filed in medical/HIPPA compliant files. Employees that have an exemption from obtaining the vaccination are not eligible for incentives.

   a. **Vaccination while on Duty:** Any employee (including part-time) obtaining a vaccination during their normal work schedule, may do so without using any paid time off (PTO). They will be paid as if on duty for up to one hour (per vaccine; managers may grant more time for extreme situations). Employees that have previously been vaccinated and used a form of paid time off will be reimbursed for their time. Notify HR to remedy your situation.

   b. **Award of Personal Time:** All fulltime and permanent part-time employees that become fully vaccinated will receive 4 hours of personal time (6 hours for 24-hour Firefighters). This time will expire on the anniversary of your employment as other personal time does. If your anniversary date occurs within 45 days of your final vaccination, the 4 hours will be posted moving forward in addition to the anniversary reset amount.

   c. **Well Points:** All fulltime and permanent part-time employees becoming fully vaccinated will receive two (2) Well Points in our current wellness program year.

   d. **Extended Emergency Administrative Leave (EEAL):** EEAL for COVID related events was extended to June 30, 2021; but the City funding was reduced from 75% to 50%. This requires the employee to use their own selected PTO for the other 50% to be made whole for the time. **EEAL will now also continue one additional quarter (until September 30) only for vaccinated employees** that also are caring for a child that is related to a COVID event; such as the school/place of care is closed or child care provider is unavailable. Managers must first attempt to utilize transitioning to work as a priority over the EEAL. Employees on EEAL must adhere to the following:

   (1) Be available by phone during normal scheduled hours, stay in contact with your supervisor and be prepared to work. All City policies still apply.

   (2) Adhere to all the normal CDC and City COVID-19 protective measures and policy (social distancing, hand washing, etc.).

   (3) Monitor email each normal duty day, respond to email and file appropriate entries into MUNIS/ESS.
e. **Official City Travel:** Official City related travel is only authorized for those that are fully vaccinated (including CDC recommended post vaccination wait period). This applies to all employees. Employees with an exemption for obtaining the vaccination, must file this exemption with HR in order to qualify for official travel. Travel is then approved case-by-case and with the safety of the employee playing a critical factor.

3. **COVID-19 Prevention:** The City will continue to comply with prevention guidance from the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and any orders from the State of Ohio regarding prevention policies. Unless guidance from any of these sources changes (which would be forwarded by email to all employees), the following preventive measures will be used by all employees to provide a safe work environment and to prevent the spread of COVID-19. A failure to follow this policy could be grounds for discipline under City Policy 300–Progressive Disciplinary Action.

   a. **Management Responsibilities:** Managers must still keep in mind how employees are categorized (essential, essential support, and non-essential personnel) when scheduling employees. Managers will continue to determine how to best utilize their employees safely and schedule them as required. Managers will take the lead in their areas to ensure prevention measures are utilized. Managers must also ensure that unvaccinated/“at-risk” employees are provided an even higher level of concern. Finally, managers must notify (call or email) Human Resources (HR) when any employee has any exposure issue; to include (not limited to), being quarantined, in isolation, had contact with someone who tested positive for COVID-19, is sent home from work due to exhibiting COVID symptoms, or is referred for testing.

   b. **Employee Responsibilities:** All employees have a responsibility to keep themselves and other employees safe from COVID-19. Employees will comply with prevention measures in order to protect themselves, their fellow teammates, and our citizens/customers. Non-vaccinated employees will communicate with their supervisors when they experience any illness or sickness and also must inform their supervisor if they have a family member at home with COVID-19.

   c. **Use of Masks:** The CDC has released their policy that vaccinated individuals no longer need to wear a mask. Additionally, Ohio’s mask health order now follows CDC recommendations. **Starting May 19, vaccinated employees are no longer required to wear a mask.** Managers can verify employee vaccination status with HR. Vaccinated employees should still carry masks and utilize the mask when requested by a citizen/customer, as a matter of courtesy. Exemptions to this mask policy (such as the employee has a noted health condition and/or the wearing of a mask creates an unsafe work condition) must be provided to HR. For **non-vaccinated employees;** each employee that works indoors around any other employee or customer/citizen, must wear a face mask if they cannot maintain social distancing (6 feet). Field workers (outdoors) that either cannot maintain social distancing or routinely come in contact with customers/citizens where social distancing is unlikely, must have a mask available for use in these situations.

   d. **Social Distancing:** The CDC has released their policy that if you are vaccinated, you no longer need to social distance. Additionally, Ohio’s social distancing health order is to follow CDC recommendations. **Starting May 19, vaccinated employees are no longer required to social distance.** Vaccinated employees should still practice social
distancing when interacting with citizens and customers, as a matter of courtesy and quality customer service. For non-vaccinated employees; all employees will reduce exposure by maintaining a minimum 6 feet of separation from other employees and citizens/customers. This social distancing practice applies both indoors and outdoors.

e. Self-Monitoring: Every non-vaccinated employee is responsible for self-monitoring their temperature and/or their symptoms. Use extreme caution. If you have a temperature and/or exhibit symptoms (i.e., fever, cough, or shortness of breath); stay home and notify your supervisor immediately.

f. Daily Pre-screening: Managers will ensure non-vaccinated employees check their temperatures daily as they enter the facility. The non-vaccinated employee may also opt to take their own temperature at home and simply let their manager know their temperature on entry. The manager will report any temperature over 100.4 degrees to HR (by email) and direct the non-vaccinated employee to care for themselves at home. (notify HR by email of these situations).

g. Personal Hygiene Practices: Maintain good hygiene at all times. Employees will wash their hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available. Managers will make every effort to supply hand sanitizer. Avoid touching your eyes, nose, and mouth with unwashed hands. 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 and (again) immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

h. Disinfect and Clean Workspaces: Managers will ensure all workplaces are regularly cleaned and disinfected throughout the workday and at the close of business or between shifts. This includes workspaces and shared electronic equipment. Avoid using other employees’ phones, desks, offices, or other work tools and equipment. If necessary, clean and disinfect them before and after use. The City cleaning contractors will continue to disinfect high-touch areas regularly, but it is up to the employee to disinfect their own personal areas.

i. Telecommuting: COVID policy #1 Telecommuting during COVID-19 Event is rescinded. See City Policy 725 – Telecommuting for details. It is the City’s expectation that employees are generally more productive at work. As the COVID challenge is mitigated, it is our expectation that the need for telecommuting will decrease.

j. Adjusted/Flex Work Schedules: This is an option covered under City Policy 405 – Overtime Pay; however, the one-week notice in that policy for the use of flex schedules is lifted due to the health crisis. This is a tool that managers can continue to use to help separate crews and reduce exposure among staff. Notice of the new schedule must be approved by the City Manager and emailed to HR prior to implementation. Managers should also consider cross-training employees to perform essential functions so the workplace can operate, even if key employees are absent. Like telecommuting; it is our expectation that the need for adjusted/flex work will decrease as the COVID challenge is mitigated.

k. Meetings in City Facilities: When a meeting is required, video and teleconferencing will first be considered. The employee establishing the meeting will create video or teleconferencing links. If the meeting must have in-person attendees, the employee
calling the meeting will ensure all necessary preventive measures are taken. The
employee calling the meeting is also responsible for notifying all attendees of our
City prevention policy to include masks and social distancing per this policy.

1. Meetings in Other Locations: A similar protocol will be used for meetings at other
locations. Employees must attempt to video or teleconference; if needed in person,
maintain social distancing; and if social distancing cannot be maintained, wear a
mask. NOTE: The City is still prohibiting all official travel unless the employee
provides proof of vaccination to HR prior to the travel.

4. Isolation, Quarantine and Returning to Work: The City continues to use the CDC and
the Ohio Department of Health guidance regarding isolation, quarantine and returning to
work. Please keep communicating with HR or (when in doubt) ask HR.

a. Sick Employees or Sick Family Members (no COVID-19 contact or testing): For
vaccinated employees, use standard PTO policy and procedures. For non-vaccinated
employees, self-monitor and be alert for COVID-19 symptoms. If you experience any
COVID symptoms, the initial use of standard sick leave is appropriate. Managers
should direct employees to be tested as soon as possible, especially when there is the
possible of contact with other employees. The below steps refer to either the non-
vaccinated employee, or a household family member. If you or a close family
member is sick-stay home!

(1) Watch for fever (100.4 or higher) and other symptoms.
(2) Based on symptoms, the non-vaccinated employee should stay home and consult
a doctor. If a doctor recommends COVID testing for you or a family member, or you
feel it is necessary to get tested, proceed to the appropriate steps below. Testing is
highly recommended when there is the possibility that the infection spread to other
employees.
(3) If you were not diagnosed with COVID nor instructed to test by a doctor, return to
work when symptoms have passed. If you had a fever of 100.4 or higher, stay home
until free of the fever without the use of medications, and free of symptoms for at
least 24 hours. When returning, continue full preventive steps and exercise caution.

b. Isolation: Isolation separates people who are COVID-19 infected from healthy
people. COVID-19 infection should be confirmed by testing. The employee in
isolation should stay home for 10 days. In the home, anyone sick should separate
themselves from others (that are not vaccinated) by staying in a specific “sick”
bedroom or space and using a different bathroom (if possible).

c. Quarantine: Quarantine is used to keep someone not vaccinated and who might have
been exposed to COVID-19, away from others. The employee should be tested to
confirm infection, or not. If the employee tests positive, they move to isolation status.
Managers would ensure the infected employee did not have contact with other
employees; if they did, proceed to paragraph 4H. Someone in self-quarantine stays
separated from others, and they limit movement outside of their home or current
place. A person may have been exposed to the virus without knowing it (for example,
when traveling or out in the community), or they could have the virus without feeling
symptoms. Quarantine helps limit further spread of COVID-19. NOTE: A negative
test does not release someone from quarantine. The viral load may not be high
enough to be detected at testing. You can still get sick within the 14-day quarantine.
d. **Who needs to quarantine?** People who have been in close contact (see paragraph 4e) with someone who has COVID-19—excluding:
   (1) People who tested positive for COVID-19 within the past 3 months and recovered. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
   (2) People who have been fully vaccinated against the disease.

e. **What counts as close contact?**
   (1) You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more.
   (2) You provided care at home to someone who is sick with COVID-19.
   (3) You had direct physical contact with a person COVID-19 infected and hugged or kissed them, shared eating or drinking utensils or they sneezed, coughed, or somehow got respiratory droplets on you.

f. **Quarantine Instructions:** Stay home for 14 days after your last contact with a person who has COVID-19. Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19. If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.

g. **Options to Reduce Quarantine Durations and Return to Work:**
   (1) After day 7 of receiving a negative test result (test must occur on day 5 or later).
   (2) At the 10-day mark provided: the employee is designated as “essential,” the employee has no symptoms and continues to not have symptoms after returning to work, the employee regularly checks temperature and continuously self-monitor for symptoms, the returning employee wears a mask at all times, the employee must maintain 6-feet of social distancing from all other employees and citizens/customers at all times. Department/division heads make the determination regarding the use of this provision and notify HR by email of the updated quarantining dates as soon as possible.
   (3) In the event “essential” personnel are not available to work and critical services cannot be provided to our citizens, an employee may return to work while on a quarantine at any time during the quarantine, with the following conditions:
      - All stipulations detailed under paragraph 4g(2) are met.
      - Solely to eliminate the need for overtime does not constitute a critical need to invoke this provision. The need to provide critical services and the ability to safely schedule employees (meaning, not scheduling an employee for an unsafe “excessive” amount of overtime) are triggers for this provision.
      - Department/division heads make the determination regarding the use of this provision and notify HR by email of the updated quarantining dates as soon as possible.

h. **COVID-19 Infection Identified in the Workplace:** When an employee is infected and was in the workplace, take the following steps:
   (1) Immediately report employee infections to the Union County Health Department and HR.
   (2) Work with the health department to identify potentially exposed individuals to help facilitate appropriate communication/contact tracing. HR will assist.
(3) Shutdown shop/floor/area for deep sanitation if possible (depending on time period since exposure and Health Department guidance).
(4) Professionally clean and sanitize site/location (depending on time period since exposure and Health Department guidance).
(5) Reopen in consultation with the local health department.

5. **Unofficial Travel:**
   a. **Vaccinated Employees:** Those employees that are vaccinated have no City restrictions, but must otherwise follow applicable CDC, Transportation Security Administration (TSA) and applicable state mandates.
   b. **Unvaccinated Employees:** Employees not vaccinated that travel are subject to CDC guidance for returning to work. Travel is defined as; any air travel, vehicular trips out of the Ohio, or trips that involve cruises, buses, or trains outside of Ohio. Current CDC guidance is a viral test within 3-5 days of return and a self-quarantine for 7 full days before returning to work. Managers are still responsible for reviewing guidelines, discussing the travel with the employee and establishing sound return-to-work preventative measures. Employees are still required to disclose travel.

6. **Rescinded Previous COVID-19 Policies:**
   - #1 COVID-19 Telecommuting Policy
   - #2 COVID-19 Travel Policy
   - #3 COVID-19 At-Risk Employees
   - #4 COVID-19 Workforce Management and Paid Time Off
   - #5 COVID-19 Safe Work and Prevention Policy
   - #6 COVID-19 Managing Dependent Return to School