



Summit County Engineer's Office

Infectious Disease Precaution Notice

Over the past few months we have seen the Coronavirus (COVID-19) spread across the globe. The Summit County Engineer's Office (SCE) is working with the State, County, and local health agencies to remain up to date on the current situation. **Currently there are 20,069 reported cases in Ohio (updated: 5/5/2020).**

The Summit County Engineer's Office is taking proactive steps to protect employees to help prevent an outbreak here at our agency.

Current Precautions that the Summit County Engineer is Taking:

1. Making sure that all public areas are stocked and supplied with soap, sanitizer, and sanitary wipes.
2. Communicating with our nightly cleaning staff the importance of focusing on public areas such as bathrooms, drinking fountains, kitchens, lunchrooms, and breakrooms.
3. Suspending the gathering of employees for meetings and conferences.
 - a. Any previously approved County events, conferences, or business travel will be allowed. However, we recommend employees cancel and seek other arrangements.
 - b. Any requests to attend future events, conferences, or business travel will be denied until a later date.
4. SCE is encouraging all employees to remain home if you are experiencing a fever, cough, and/or shortness of breath.
 - a. For minor illnesses, we will not be requiring a healthcare provider note to certify your sick leave. This will be in effect until May 31, 2020. However other leave guidelines are still in place and after three days of sick leave, you will need a doctor's note authorizing you to return to work.
 - b. Employees should follow the Ohio Department of Health and Governor DeWine's guidelines to avoid mass gatherings.
5. Individuals exhibiting symptoms who are seeking to self-quarantine may do so.
 - a. Under our current policy individuals can use 10 workdays of sick time for self-quarantine
 - i. If you have voluntarily traveled out of the country/state and/or other virus "hotspots", you will be approved automatically for the 14 calendar days but **must use personal, vacation, or sick time. This does not include regular out-of-state travel to any bordering state for routine purposes (work, caring for a family member, etc)**
 - ii. If you are seeking approval for quarantine due to symptoms, contact your local healthcare provider for a recommendation to be quarantined.
6. Requiring supervisors and foremen contact the Human Resources Department when individuals show signs and symptoms of illness.
 - a. Employees who report to work sick will be sent home.
7. Supporting parents with children who are required by the State of Ohio to stay home from school
 - a. Individuals with children in daycare, preschool, primary, or secondary school can use paid leave to remain home without being subject to progressive discipline.

8. Employees reporting to work onsite must follow the attached Temperature Policy and Employee Screening Procedure Policy and fill out a daily affidavit reporting their temperature.
9. Masks are required when workers are within six feet of each other. Employees are welcome to bring their own masks and disposable masks are available in the Public Service Department. Employees in the administration building must wear a mask whenever they leave their offices. Masks for administration and engineering employees are available in Heidi Swindell's office.

Precautions Individuals Can Take

There is currently no vaccine to prevent Coronavirus (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. Follow Ohio Department of Health and Governor DeWine's recommendations and avoid mass gatherings, crowded places, and use common sense to ensure the virus does not get passed to any members of the vulnerable populations. The CDC recommends staying three feet from other people at all times. The virus is thought to spread mainly from person-to-person, between people who are in close contact with one another and through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. The following recommendations are being made by the CDC:

- Steps to protect yourself
 - Clean your hands often
 - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Avoid close contact and put distance between yourself and other people
- Steps to protect others
 - Stay home if you are sick, except to get medical care. Learn what to do if you are sick from the links provided below.
 - Cover coughs and sneezes
 - ✦ Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Clean and disinfect
 - ✦ Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.