



## Return to Work Protocol

The process and protocols listed below are required by Smart City Networks regarding return to work procedures. Your facility/event/local health authority may have additional protocols which need to be followed in addition to the information listed below. A lack of procedures in the building policy does not constitute exemption of the protocols listed below.

**\*\*See below for UPDATED GUIDANCE FOR NOT VACCINATED (including vaccinated but no booster shot) AND FULLY VACCINATED (must have booster shot to be fully vaccinated) EMPLOYEES HIGHLIGHTED – Effective January 4, 2022**

### PREVENTATIVE CARE

- Confirm operation has adequate supply (90-day supply):
  - Face Masks
  - Sanitizer
  - Touchless thermometers (2 per facility)
  - Identify Cleaning Company for quick response call in for deep cleaning when needed through the venue if possible.
  - Disinfect site before anyone returning to work **if occupied** within the last 72 hours
    - Maintenance Frequency: After each shift for desks, chairs, keyboards, mouses – Before and after each use for vending machines, control buttons, tools
  - Active employee tests positive – Deep Cleaning should be performed by a professional cleaning service or shut down the site for a period of at least 72 hours.
  - WHO states it is safe to receive packages and move or handle equipment if it has been in transit or stored for more than 48 hours from last human contact.

### EMPLOYEE SYMPTOM AND ISOLATION/QUARANTINE PROTOCOL

- Isolation Protocol for someone who shows symptoms – 2 choices
  - Send them home immediately, disinfect their area or call for a deep cleaning.
  - Quarantine them in an Isolation Room preferably an exterior room, building or tent structure or an enclosed area away from the general public instructing the employee to go by the most direct route.

## PROCEDURE

- Once the suspected infected employee arrives in the Isolation Room, immediately provide them with a mask and gloves. Explain to them that it is to help protect other employees and prevent the spread of a potential virus.
- The General Manager must complete a **Suspected COVID-19 Case Form** and call the local health authority or medical office to seek advice regarding transportation and location.
- The General Manager, and any others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The General Manager should direct the ill employee to leave work and go home or to the nearest health center.
- Public transportation should not be used.
- If the infected person is well enough to drive their own vehicle, ask them to use it.
- If someone is to transport the person in another vehicle, ensure that the infected person always keeps the mask on their face and wears a pair of gloves.
- The driver must wear a mask and gloves during the entire trip, removing and properly disposing of them after returning to the site.
- Once the vehicle has returned to the site, ensure that it is cleaned and all surfaces, seats, dashboards, door handles, seatbelts etc, have been washed down with a disinfectant solution. All persons cleaning the vehicle must wear a mask and gloves while cleaning the vehicle.
- The General Manager, in coordination with Human Resources (HR), must:
  - Identify persons who may have been in contact with the suspected infected employee within the last 72 hours. Unless required by the local health authority, the name of the infected employee **should not** be provided.
  - Advise employees that they may have been in contact with a suspected infected employee, to carry out a self-screening check every morning, and based on the results, contact the HR department. Those with direct contact may be requested to wear a mask for 14 days after contact.
  - Advise employees to contact a physician to obtain medical authorization to return to work.

- Ensure that both the isolation area and suspected employee's workstation or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee. All persons carrying out this cleaning must wear disposable gloves, and all support persons' PPE should be appropriately discarded prior to resuming normal work functions.
- **DOCUMENTATION OF ALL TESTING (POSITIVE OR NEGATIVE) MUST BE PROVIDED TO [HR@SMARTCITY.COM](mailto:HR@SMARTCITY.COM)**

## RETURNING TO WORK AFTER HOME ISOLATION

People who have been under home isolation/quarantine can return to work under the following conditions, consistent with WHO/CDC guidelines:

### Ending isolation for people who had COVID-19 and had symptoms:

If you had COVID-19 and had symptoms, isolate for at least 5 days. To calculate your 5-day isolation period, day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. You can leave isolation after 5 full days.

- You can end isolation after 5 full days if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
- You should continue to wear a well-fitting mask around others at home and in public for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period. If you are unable to wear a mask when around others, you should continue to isolate for a full 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- If you continue to have fever or your other symptoms have not improved after 5 days of isolation, you should wait to end your isolation until you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved. Continue to wear a well-fitting mask. Contact your healthcare provider if you have questions.
- Do not travel during your 5-day isolation period. After you end isolation, avoid travel until a full 10 days after your first day of symptoms. If you must travel on days 6-10, wear a well-fitting mask when you are around others for the entire duration of travel. If you are unable to wear a mask, you should not travel during the 10 days.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until a full 10 days after your first day of symptoms.

If an individual has access to a test and wants to test, the best approach is to use an antigen test<sup>1</sup> towards the end of the 5-day isolation period. Collect the test sample only if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can end isolation, but continue to wear a well-fitting mask around others at home and in public until day 10. Follow additional recommendations for masking and restricting travel as described

above.

## Ending isolation for people who tested positive for COVID-19 but had no symptoms:

If you test positive for COVID-19 and never develop symptoms, isolate for at least 5 days. Day 0 is the day of your positive viral test (based on the date you were tested) and day 1 is the first full day after the specimen was collected for your positive test. You can leave isolation after 5 full days.

- If you continue to have no symptoms, you can end isolation after at least 5 days.
- You should continue to wear a well-fitting mask around others at home and in public until day 10 (day 6 through day 10). If you are unable to wear a mask when around others, you should continue to isolate for 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- If you develop symptoms after testing positive, your 5-day isolation period should start over. Day 0 is your first day of symptoms. Follow the recommendations above for ending isolation for people who had COVID-19 and had symptoms.
- Do not travel during your 5-day isolation period. After you end isolation, avoid travel until 10 days after the day of your positive test. If you must travel on days 6-10, wear a well-fitting mask when you are around others for the entire duration of travel. If you are unable to wear a mask, you should not travel during the 10 days after your positive test.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until 10 days after the day of your positive test.

If an individual has access to a test and wants to test, the best approach is to use an antigen test<sup>1</sup> towards the end of the 5-day isolation period. If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can end isolation, but continue to wear a well-fitting mask around others at home and in public until day 10. Follow additional recommendations for masking and restricting travel described above.

## Ending isolation for people who were severely ill with COVID-19 or have a weakened immune system (immunocompromised)

People who are severely ill with COVID-19 (including those who were hospitalized or required intensive care or ventilation support) and people with compromised immune systems might need to isolate at home longer. They may also require testing with a viral test to determine when they can be around others. CDC recommends an isolation period of at least 10 and up to 20 days for people who were severely ill with COVID-19 and for people with weakened immune systems. Consult with your healthcare provider about when you can resume being around other people.

People who are immunocompromised should talk to their healthcare provider about the potential for reduced immune responses to COVID-19 vaccines and the need to continue to follow current prevention measures (including wearing a well-fitting mask, staying 6 feet apart from others they don't live with, and avoiding crowds and poorly ventilated indoor spaces) to protect themselves against COVID-19 until advised otherwise by their healthcare provider. Close contacts of immunocompromised people – including household members – should also be encouraged to receive all recommended COVID-19 vaccine doses to help protect these people.

Please contact your General Manager or Corporate HR Team prior to returning to work to confirm you have met one of the above criterion for your return and discuss documentation that may be required before you return to company premises.

## SOCIAL DISTANCING

- Request barrier style line management from the location. If there are none available and there is risk of interacting with others within 6 feet, this link to barriers is an option with approval. Social distancing line management/ new barrier style with marked locations: <https://t-barrier.com/product/social-distancing-line-management/>
- Mandatory signage at entry and common employee areas regarding self-assessment and social distancing must be posted. If needed and with approval you can locate this signage with this link: <https://www.emedco.com/catalogsearch/result/?q=social+distancing&keycode=EM1908>
- Social distancing for all seating areas.
  - Workstations arranged with a minimum 6 feet seating apart. No face-to-face layouts
  - Breakrooms (remove tables or designate where they can sit)
    - separate times by 10 minutes to allow for time to wipe seats, all surfaces used (refrigerator, vending machines, microwave ovens).
    - No more than 10 employees at a time can be in break rooms with social distancing applied
  - Lunch time
    - Alternating days or weeks to use lunch room – For example, Group A go to car for lunch, Group B use lunchroom.
- Specify doors to enter and exit for all spaces so flow is in one direction
- Staggered work schedules so no one arrives or leaves at the same time.

## STAFF PROTOCOLS

- Refer to signage at entries to perform the self-assessment before entering any building
  - If you answer yes to any question, please notify the General Manager and return home.
- All Staff to wear masks at all times except when completely isolated at your desk with required social distancing in place.
- Have staff continue to rotate working from home where appropriate for 1 or 2 days a week... 1 week on 1 week off... determined by venue.

## **\*\*FOR FULLY VACCINATED EMPLOYEES ONLY**

Fully vaccinated people can:

- All Staff to wear masks at all times except when completely isolated at your desk with required social distancing in place.
- Resume domestic travel and refrain from testing before or after travel or self-quarantine after travel

- Refrain from testing following a known exposure, if asymptomatic, with some exceptions for specific settings
- Refrain from quarantine following a known exposure if asymptomatic
- Refrain from routine screening testing if feasible

For now, fully vaccinated people should continue to:

- Get tested if experiencing COVID-19 symptoms

In general, people are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated. Keep taking all precautions until you are fully vaccinated.

## Frequently Asked Questions

- Why are we not requiring gloves?
  - The COVID-19 virus does not harm your hands, so gloves provide no protection. However, touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
  - Gloves often create a false sense of security for the individuals wearing. People are more likely to touch contaminated surfaces because they feel the gloves protect them from the virus when in reality, they do not.
  - When wearing gloves, people are less inclined to wash their hands. This is counterproductive and puts others at higher risk. We want people to wash their hands because it is the number-one defense against any virus.
  - Proper removal of gloves takes training. If contaminated gloves are not removed properly, our employees are exposed to greater risk.