



FNSB COVID-19 STAFF POLICIES

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FAIRBANKS NORTH STAR BOROUGH
907 Terminal Street, Fairbanks, AK 99701

Introduction to FNSB COVID-19 Staff Policies

The Fairbanks North Star Borough uses CDC, State and Federal guidance, laws and regulations as they pertain to how the Borough will manage COVID-19 risks with respect to facilities and functions, employees working in or around FNSB facilities, vehicles, or outdoor spaces.

The employee hotline, 459-FNSB (459-3672), will be updated as needed with information related to any Facility or Department closures. RAVE Alerts are sent out with closure information; to sign up for RAVE Alerts, complete a [RAVE form](#) and submit it to Human Resources.

All FNSB Policies can be found on the Employee Portal (fnsbus.sharepoint.com).

COVID-19 may present a greater risk to some employees. Those high-risk employees may be provided accommodations at the employee's request. All such requests should be directed to Human Resources through the employee's supervisor.

Human Resources will assess the threat of COVID-19 impacts to FNSB operations and the Borough workforce and will escalate or deescalate mitigation measures as needed to in response to risk exposure and to maintain operational resiliency. The administration will put into place mitigation measures as needed.

MITIGATION MEASURES IN EFFECT

1	Sick Employees to Stay Out of Workplace
2	Pre-Shift Self-Screening
3	Mandatory Reporting
4	Centralized Workplace Health Monitoring

MITIGATION MEASURES NOT IN EFFECT

These may be implemented Borough-wide or in specific workplaces as COVID-19 risk factors change.

5	Face Coverings
6	Vaccines
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MITIGATION MEASURES IN EFFECT

1. Sick Employees to Stay Out of Workplace. (IN EFFECT)

Employees shall not report to or remain in their workplace while sick. If you are experiencing symptoms associated with COVID-19 or other illness, you must stay out of or leave the workplace. If you have COVID-19 or symptoms associated with COVID-19, you must immediately report your status to your supervisor and Human Resources, then follow the FNSB Workplace Restrictions and Return to the Workplace procedure.

Note: For non-COVID illnesses that may no longer be contagious but that have lingering symptoms, an employee may submit a doctor's note to Human Resources for review and determination regarding the employee's return to work.

2. Pre-Shift Self-Screening. (IN EFFECT)

Every employee is responsible for completing a pre-shift self-screening for symptoms associated with COVID-19 or other illness. The CDC has identified the following symptoms as being associated with COVID-19:

Fever 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	

Note: this list does not include all possible symptoms. Additional information about symptoms can be found on the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

3. Mandatory Reporting (IN EFFECT)

If an employee begins experiencing symptoms associated with COVID-19, to include symptoms after a vaccination, or have been identified as a close contact to a COVID-19 positive person, that employee must immediately contact their supervisor and Human Resources to report the circumstances. If at work, the employee must gather their belongings and leave the facility. Additionally, employees must report when they have:

- a) Been instructed to isolate or quarantine by a doctor or public health agency; **or**
- b) Taken a COVID-19 test and are awaiting test results related to exposure or symptoms; **or**
- c) Received a positive COVID-19 test result; **or**
- d) Returned from international travel.

4. Centralized Workplace Health Monitoring. (IN EFFECT)

Workplace health monitoring is a practice that involves keeping watch on activities and conditions in a workplace in order to provide a healthy, safe workplace for employees as well as for continuity of operations. The administration is mindful of our community COVID-19 transmission levels and the impacts of that transmission. Human Resources monitors and communicates non-identifying information to and with the administration on several matters including:

- a) Close contact tracing amongst FNSB employees,
- b) Employee training, and
- c) Application of the FNSB Workplace Restrictions and Return to the Workplace Procedures.

MITIGATION MEASURES NOT IN EFFECT

These may be implemented Borough-wide or in specific workplaces as COVID-19 risk factors change.

5. Face Coverings. (NOT IN EFFECT)

Face coverings are intended to act as a physical barrier to decrease the risk of transmitting COVID-19. Some people with COVID-19 have very mild COVID-19 symptoms or no symptoms at all but can still transfer the virus to others. Face coverings could be required in specific situations under this policy.

- a) When donning a face cover, employees should use clean hands and avoid touching the inside of the face covering while securing.
- b) Your guide to face coverings including selecting, wearing, and cleaning:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/types-of-masks.html>

If you are unable to wear a face covering when required, please contact Human Resources at 459-1202.

6. Vaccines. (NOT IN EFFECT)

FNSB recommends employees obtain a COVID-19 vaccination/booster doses per physician's recommendations. Getting vaccinated against COVID-19 can lower an employee's risk of getting and spreading the virus that causes COVID-19. Vaccines can also help prevent serious illness. If you already had COVID-19, you should still get a COVID-19 vaccine for added protection.

Additionally, stay safer by getting your COVID vaccine boosters as soon as you're eligible.

7. Social distancing. (NOT IN EFFECT)

To the greatest extent practicable, employees are to remain at least a six-foot distance from other employees as well as members of the public, contractors, or other FNSB facility visitors. Floor or other markings indicating six feet of distance or flow of traffic as well as signage indicating capacity restrictions for breakrooms and restrooms are to be observed. When a room is at capacity, employees must wait their turn outside of the room. The FNSB acknowledges there may be times

that it is difficult to observe the six-foot distancing requirement; during these times, the following apply:

- a) Briefly passing another person. Where it is not possible to observe six-foot distancing, maintain the greatest distance practicable. Return to six feet of distance as quickly as possible.
- b) Where employees cannot maintain a six-foot distance:
 - i. Use the largest space possible;
 - ii. Remain as far apart as possible;
 - iii. When in a vehicle, set the air ventilation/air conditioning on non-recirculation mode; and
 - iv. When practical, open exterior windows and doors.

8. Workplace Cleaning or Enhanced Workplace Cleaning. (NOT IN EFFECT)

Employees are to disinfect high touch surfaces at least once a day or more frequently depending on the frequency of contact and the number of different people touching the surface.

Each driver must clean the vehicle after each use if the vehicle is shared with other employees.

Custodial staff to clean and disinfect high touch surfaces daily; staff to disinfect more frequently depending on the frequency of contact and the number of different people touching surfaces.

Only Environmental Protection Agency (EPA) approved disinfectants for use against COVID-19 may be used and can be found here:

<https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>

CDC guidance on how to clean and disinfect a work center can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

9. Work-Related Travel. (NOT IN EFFECT)

The Borough may limit work-related travel based on guidance issued by the CDC and other risk factors.

Travel on Borough-related business requires pre-approval from the Department Director. Approval considerations may include, but are not limited to:

- a) The reason for and importance of the travel to the Borough and/or Department's mission;
- b) The length of time the traveling employee will be out of the workplace and whether the employee can be provided an alternative work arrangement if they must be out of the workplace after returning from travel (see the FNSB Workplace Restrictions and Return to the Workplace Policy for when an employee can return to work after traveling);
- c) The level of community transmission at the destination per the CDC, <https://covid.cdc.gov/covid-data-tracker/#county-view>;
- d) The anticipated ability to maintain social distancing at and precautions taken by the organizers of an event that an employee is traveling to attend (such as a conference);
- e) Emerging variants.

Employees are subject to all required policies when in a work status while traveling.

Scheduled travel may be cancelled if changes in COVID-19 risk so warrant.

10. No Children in the Workplace. (NOT IN EFFECT)

Borough Policy No. 65.05 is suspended. No children allowed in any FNSB workplace under any circumstances.

11. Telecommuting. (NOT IN EFFECT)

Employees with a satisfactory performance record may be eligible to telecommute as authorized by the employee's Director and approved by the Human Resources Director; such employees must enter into a Telecommuting Agreement.

Some positions at the Borough require the employee to be physically present in the workplace; employees assigned to these positions are expected to work as scheduled unless otherwise notified and are not eligible to telecommute under this policy. Regular leave policies and procedures should be followed for employees who are unable to report to work.

The Borough may recall an employee on an approved telecommuting assignment to return to regular, in-office work if mission demands change, COVID conditions change, or if employee job performance is inadequate. All Borough-issued equipment and unused office supplies shall be promptly returned to the employer at the end of the telecommuting assignment.

For those approved to telework from home, employees must maintain their home workplace in a safe manner, free from safety hazards. Injuries sustained by an employee in a home workplace location, or other approved alternate work location, must be reported on the employee injury and incident form as soon as practicable.

The Borough will provide necessary equipment and office supplies (laptop, printer, pens, paper, etc.). Employee must maintain adequate resources and services, such as phone and internet, at employee's expense. Employees approved to telecommute must adhere to the same public records and Borough records retention policies that apply when the employee is at their normal Borough workplace. Employees must also maintain security and confidentiality; employees may not take home any file, electronic or paper, that contains PHI.

12. Curtail Borough Operations. (NOT IN EFFECT)

The administration, in coordination with the Risk Manager, may curtail borough operations, either partially or in full, including all or some facilities, for several days or more at a time for reasons related to COVID-19 or lack of personnel due to wide-spread or multiple illnesses, including apparent spread of COVID-19 in the workplace. Examples of situations that could require the implementation of this mitigation measure are:

- a) The COVID-19 risk in the community or workplace increases to unacceptable levels,

- b) Public health agencies or state or federal officials issue public health orders that prevent employees from reporting to work,
- c) High numbers of employees are unable to report for duty due to sickness or caretaker responsibilities.

13. Reporting Out-of-State Travel. (NOT IN EFFECT)

Employees who have planned travel shall report to Human Resources prior to travel beginning.

Human Resources will determine when an employee is eligible to return to work under the Workplace Restrictions and Return to Work Procedure and will provide the return-to-work date to the employee and the employee's supervisor.

Note: It is the employee's responsibility to contact Human Resources before returning to work if circumstances change between the initial reporting and the employee's return-to-work date (for example, if an employee is returning from travel but develops symptoms associated with COVID-19, the employee must contact Human Resources to be screened for a return-to-work date that accounts for the illness.)

- i. An employee falling within the criteria above may not report to the workplace until cleared by Human Resources pursuant to the FNSB Workplace Restrictions and Return to the Workplace Procedure.

14. Separate Key Personnel. (NOT IN EFFECT)

Key personnel shall be physically separated to maintain continuity of operations. Key personnel may not be in the same physical space for any amount of time for the duration of the implementation of this mitigation measure. Implementation of this measure may require sending one or more key personnel to alternate workplaces or telecommuting. The identified key personnel may not split shifts in the same workplace.

Examples of key personnel to separate: Mayor and Chief of Staff; Borough Attorney and the Assistant Borough Attorney who is next in the order of succession; Borough Clerk and at least one Deputy Borough Clerk; Chief Financial Officer, Controller and Treasury & Budget Manager; and specific cohorts containing personnel that could cover the other cohort's tasks if some or all of a cohort becomes unavailable.

FNSB Workplace Restrictions and Return to the Workplace Procedure

Human Resources will use this procedure to make employee return to the workplace determinations.

- 1) Employee was instructed to quarantine or isolate by a doctor or health agency:**
 - a) Employee may return to work when cleared by a doctor or public health agency.

- 2) Employee is experiencing symptoms associated with COVID-19:**
 - a) Employee may return to work when:
 - i. 5 days have passed since symptoms first appeared; and
 - ii. 24 hours have passed with no fever without the use of fever-reducing medication; and
 - iii. Other symptoms are improving; and
 - iv. After the 5-day isolation, Employee must wear a mask for an additional 5 days when in the workplace except for brief periods when eating/drinking;

OR, if you had no known exposure to COVID-19, when:

 - i. You are symptom free; and
 - ii. A COVID-19 test taken while symptomatic is negative and provided to Human Resources.

Note: For non-COVID illnesses that may no longer be contagious but that have lingering symptoms, an employee may submit a doctor's note to Human Resources for review and determination regarding the employee's return to work.

- 3) Employee tested positive for COVID-19 and has symptoms:**
 - a) Employee may return to work when:
 - i. 5 days have passed since symptoms first appeared; and
 - ii. 24 hours have passed with no fever without the use of fever-reducing medication; and
 - iii. Other symptoms are improving;
 - iv. After the 5-day isolation, Employee must wear a mask for an additional 5 days when in the workplace except for brief periods when eating/drinking.

- 4) Employee tested positive for COVID-19 but had no symptoms:**
 - a) Employee may return to work when:
 - i. 5 days have passed since your test specimen was collected and no symptoms developed; and
 - ii. After the 5-day isolation, Employee must wear a mask for an additional 5 days when in the workplace except for brief periods when eating/drinking.

Note: If symptoms develop, follow the requirements in **#3** above.

- 5) Employee was a close contact of someone with COVID-19 and is up to date on vaccination:**
 - a) Employee who has no symptoms of COVID-19 may return to work immediately;
 - i. It is recommended that you:
 1. Get a COVID-19 test at least 5 days after your last exposure.
 2. Monitor for symptoms for 10 days following your last exposure.
 3. Wear a mask for 10 days after the last exposure.

Notes:

- If you develop symptoms and/or test positive for COVID-19, follow the instructions in #2, #3, or #4 above.
- If you are a continuous close contact of someone who is COVID-19 positive and then you get COVID-19, your isolation period will be measured by your own COVID-19 criteria (symptom onset or positive test result without symptoms) and not by your last exposure to the continuous close contact.

6) Employee was a close contact of a known or suspected COVID-19 positive person and is NOT up to date on vaccination:

- a) Employee may return to work, provided no symptoms develop:
 - i. On the 6th day after the last known exposure; Employee must wear a mask for an additional 5 days when in the workplace except for brief periods when eating/drinking. It is recommended that Employee takes a COVID-19 test at least 5 days after their last close contact; **OR**
 - ii. Immediately if the suspected positive person receives a negative test result and had no known exposure.

Note: If you are a continuous close contact of someone who is COVID-19 positive and then you get COVID-19, your isolation period will be measured by your own COVID-19 criteria (symptom onset or positive test result without symptoms) and not by your last exposure to the continuous close contact.

7) Employee traveled outside of the United States and is NOT up to date on vaccination:

- a) Employee may return to work, provided no symptoms develop:
 - i. On the 6th day after travel.
- b) It is recommended that the employee:
 - i. Get tested 3-5 days after arrival. If your test result is positive, follow the requirements in #3 or 4 above.
 - ii. Self-monitor for symptoms; isolate and get tested if you develop symptoms. If you develop symptoms, you must follow the requirements in #2 above. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>

8) Employee is waiting for results of their COVID-19 test:

- a) Employee should stay out of the workplace while you await your test results, except:
 - i. An employee who is asymptomatic, up to date on vaccination, and who tests after an exposure may remain in the workplace while awaiting test results.
 - ii. Employees who are asymptomatic and have no known exposure (i.e., testing performed for screening purposes such as before a medical procedure, travel, or a special event) may remain in the workplace while awaiting test results.

Note: An employee who tests positive on a screening test and is referred for a confirmatory test must stay out of the workplace while awaiting the results of the confirmatory test.

9) Employee just received their COVID-19 vaccination (or a dose of a vaccine) and is experiencing symptoms:

- a) Employee may return to work if they:
- i. Received the vaccine within the prior 3 days (including the day of the vaccination, which is considered day 1); and
 - ii. Did not have any known exposure to COVID-19 within the last 14 days; and
 - iii. Feel well enough to work; and
 - iv. Do not have a fever; and
 - v. Do not have any non-typical vaccine symptoms. Non-typical side effect symptoms of COVID-19 vaccinations are cough, shortness of breath, runny nose, sore throat, or loss of taste or smell. Typical side effects are tiredness, headache, muscle pain, chills, fever, or nausea.

Note: If symptoms do not improve in 2 days, you must follow the steps in **#2** above.

Definitions/Glossary For the purposes of the FNSB COVID-19 Staff Policies

Isolation separates sick people with a contagious disease from people who are not sick (e.g., those who are diagnosed with COVID-19 or have symptoms associated with COVID-19).

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick (e.g., those who are a close contact of a suspected or confirmed COVID-19 positive person).

“A negative test result” or “A COVID-19 test taken while symptomatic is negative” means a diagnostic test used to detect SARS-CoV-2 infection, such as a PCR or antigen test, administered by an authorized professional (e.g., physician, pharmacy, health clinic, authorized drive-through site, etc.) that indicates the test did not detect the virus. For return-to-work purposes, a professionally administered rapid test will be accepted but **over the counter at-home tests are not accepted.**

Close Contact means someone who:

- a) Was within 6 feet of a COVID-19 positive person,
- b) For at least 15 minutes within a 24-hour period,
- c) Within the 2 days before the COVID-19 positive person’s symptom onset (or, if the positive person was asymptomatic, 2 days before the positive specimen collection).

Notes:

- i. Exposure time is cumulative. Thus, three 5-minute exposures within 24 hours will meet the 15-minute criteria.
- ii. An employee will be considered a continuous close contact when the employee has continuous contact with a known or suspected COVID-19 positive person (e.g., when the employee lives with or is a caretaker for someone who is COVID-19 positive). The employee’s criteria to return to work will be measured from the last contact the employee had with the positive person, unless other factors apply.
- iii. If you are a continuous close contact of someone COVID-19 positive and then you get COVID-19, your isolation period will be measured by your own COVID-19 criteria (symptom onset or positive test result without symptoms), above, and not by your last exposure to the continuous close contact.

Exposure means having come into contact with a COVID-19 positive person.

Fully vaccinated or Fully vaccinated against COVID-19 means you have provided proof to FNSB Human Resources that you received all recommended doses in your primary series of COVID-19 vaccine.

Unvaccinated means you do not meet the criteria to be considered fully vaccinated.

Up to date on vaccination means that you have provided proof to FNSB Human Resources that you received all recommended doses in your primary series COVID-19 vaccine and any booster dose(s) when eligible. <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html#recommendations>

NOTE: If you are moderately or severely immunocompromised (have a weakened immune system), you are at increased risk of severe COVID-19 illness and death. CDC recommends that you complete your primary series of COVID-19 vaccines and get a booster. Because the immune response following COVID-19 vaccination may differ in people who are moderately or severely immunocompromised, specific guidance has been developed. For more information, visit <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>