



Inclusion Through
Diversity

Tompkins County Administration
125 East Court Street
Ithaca, NY 14850
Phone: (607) 274-5551
Fax: (607) 274-5558
www.tompkinscountyny.gov

COUNTY ADMINISTRATOR
Jason Molino

DEPUTY COUNTY ADMINISTRATORS
Lisa Holmes and Amie Hendrix

"Promoting excellence in County operations while respecting the needs of the people we serve."

Tompkins County COVID-19 Directive #3.3 **August 19, 2020**

Upon reviewing departmental Reconstitution of Operations Plans (ROOP), the County Administrator has issued **COVID-19 Directive #3**. Directives must be followed to ensure consistent safe and orderly operations of County departments and are in place until superseded or released by a future directive. Directive #3.3 shall amend Directive #3, 3.1, and 3.2 as follows:

Directive #3.3: All employees must undergo a mandatory health screening assessment prior to employees beginning work each day.

Fundamental Information

- Employees who are sick must stay home or return home, if they become ill at work.

Screening Procedure

- Prior to June 29 (or when an employee returns to on-site or field work), all employees shall sign the Covid-19 Health Screening Attestation once. Completed Health Attestations should be sent to Human Resources where they will be put in the employees' personnel file.
- Employees shall be given a copy of their individual department's Health Screening Plan by their supervisor.
 - At a minimum, the Departmental specific plan should ensure that sick individuals do not work in the workplace.
- Employees shall affirm the following on a daily basis:
 - To the best of your knowledge,
 1. Have you had a recent onset of fever/chills, cough, shortness of breath, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea **that you cannot attribute to an illness that is chronic or that you are otherwise familiar with?**
 2. Have you been in the same room with a patient with COVID-19 within the last fourteen (14) days?
 3. According to a health department advisory or recommendation, have you come into contact with a COVID19-positive patient?
- If any employee answers yes to question #1 they should be immediately sent home to contact their health care provider for a medical assessment and potential COVID-19 testing.
- If an employee answers yes to questions #2 or #3, the employee is still permitted to work. The employee may work with their supervisor on telework or alternative work arrangements as their job duties allow. If they are asymptomatic and working from home would not be feasible for their job duties they must follow the following requirements:
 - Quarantine themselves when not at work.
 - Undergo temperature checks upon prior to or upon arrival at work and at least every 12 hours while at work and shall continue to self-monitor for symptoms.
 - Wear a face covering at all times while at work.
- An employee may return to work when:
 - They have no symptoms and have had a negative COVID-19 test if they were directed to have a test by their health care provider.

- They had a positive COVID-19 test and have since been released from isolation by the County Health Department.