



CITY OF BURLINGTON HUMAN RESOURCES SAFETY DIVISION

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Safety Director

CITY OF BURLINGTON COVID-19 PREVENTION OVERVIEW

The following 14 bullet points of guidance is subject to change as additional information and mandates are issued by applicable Federal, State, and Local agencies. **Relative as of 1/4/2021 until further notice.**

Please report specific concerns or questions to the City of Burlington COVID Hotline: (336) 266-0168 or covidhotline@burlingtonnc.gov

- A **Face Covering** is required in all **indoor settings**, regardless of physical distance from others, unless stationed alone in an office/workspace. Any shared space or location when another person may be encountered requires a Face Covering. The face covering should be worn properly covering the nose and the mouth.
- A **Face Covering** is required **outdoors** when six feet of social distance cannot be constantly maintained. The face covering should be worn properly covering the nose and the mouth.
- Staff must **avoid riding together in a vehicle if possible**. When sharing a vehicle is unavoidable, as determined by the supervisor, Face Coverings must be worn.
- **Staff may not eat meals together**. Meal breaks should occur in separate locations or staggered times when possible and absolutely must take place with greater than six feet distance between staff members. Eating together poses a significant risk of virus transmission.
- **Hands** must be washed or sanitized regularly. Hand sanitizer should be made readily available in all workspaces.
- **High-touch surfaces** must be sanitized on a regular schedule throughout the day.
- **Staff should never congregate together**. Work groups should be separated and avoid unnecessary interaction to prevent virus exposure from affecting an entire division / department / shift.
- In **inclement weather** when the only work available would take place indoors in close quarters, supervisors may send staff members home on “stand by” (prepared to return to work at any time during the remainder of their shift if called to do so).

- Employees experiencing any new symptom(s) related to COVID-19 may not report to work. If symptom(s) develop while on duty, employees should notify their supervisor and immediately leave the workplace. They should notify their supervisor that they are experiencing symptom(s) and arrange for a COVID-19 test (COVID Hotline/ Safety Director can advise on best testing locations). The employee will be notified when they can return to work based on the results of their COVID-19 test.
- Please know that COVID-19 symptoms can vary significantly and can include one or more symptoms ranging from fever, chills, joint aches, cough, shortness of breath, headache, sore throat, gastrointestinal issues, nasal congestion, exhaustion, dizziness, etc. If you have a new symptom of any kind, do not come to work.
- If an employee has been exposed to anyone COVID-19 positive or resides in the same home as someone who has COVID-19 symptoms or has tested positive, the employee must not report to the work place until receiving direction from the COVID Hotline/ Safety Director. Employees should notify their supervisor as soon as they become aware of a potential exposure.
- Employees must comply with any specific instruction related to their COVID-19 circumstance or that of their household members' given by their local Health Department and the City of Burlington COVID Hotline, Safety Office, or HR Department.
- Willful non-compliance with COVID-19 prevention guidance issued by the City may result in progressive disciplinary action.
- Employees should consider guidance issued from the Centers for Disease Control, NC Department of Health and Human Services, NC Governor's Office, and Alamance County Health Department when making decisions off-duty to protect themselves, their family, and the community.