



COVID-19 Update

City of Syracuse

Workplace Prevention Protocol

The health and safety of city employees is our first priority. We all share in the responsibility to maintain a safe work environment and follow best practices to prevent infection. As we begin to slowly increase our workforce and transition back into the workplace, the following information must be posted and shared with employees.

STEP 1: Self Evaluate. Check for these COVID-19 symptoms prior to reporting for work.

If you have symptoms, STAY HOME. Call your primary healthcare provider or the Upstate COVID-19 Hotline at (315)-464-3979 to be evaluated for testing.

- Fever 100.4 F or above
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

STEP 2: Workplace Evaluation. The City will adhere to all recommended safe work practices.

1. Employees are required to STAY HOME IF SICK or experiencing any COVID-19 symptoms.
2. If possible/practicable, employees should work remotely.
3. On-site employees are required to have temperature taken before every shift and symptom check completed. Employees that are self-monitoring must report results.
4. Supervisors must take appropriate, immediate action if they are made aware of COVID-19 symptoms exhibited by staff.
5. Employees exhibiting COVID-19 symptoms must immediately consult with a physician, or if not practicable, contact the Upstate Triage Hotline (315)-464-3979 for testing assistance. If testing is recommended, an employee may not return to work until a negative test result is provided to Human Resources / Personnel.
6. Create and maintain a safe and sanitized workplace. At a minimum:
 - Use Personal Protective Equipment (PPE) provided. Cover the nose and mouth with a mask or face covering when around others. Masks do not replace social distancing. Covering the face reduces the spread of COVID-19, but does not eliminate the need to stay at least 6 feet away from other people.
 - Practice social distancing; when possible, avoid being within 6 feet of employees and customers.
 - If necessary to maintain social distancing, separate workforce into two or more shifts; reorganize workflow, workspace, break areas, etc.
 - Limit the size of any group work meeting to a number that allows for appropriate social distancing but not an amount greater than 10 people.
 - Frequently clean and disinfect all tools, furniture, equipment, common areas and surfaces, etc. Such cleaning and disinfecting must, at a minimum, occur before shift changes and prior to the start of workday activities. Stop or reduce the practice of sharing desks or other office equipment, frequently clean/disinfect items that are shared. Always clean/disinfect items before and after use.
 - Minimize ridesharing. For all instances where it must occur, all occupants must wear a mask. Vehicles must be wiped down with disinfectant between uses.
 - Practice frequent hand-washing with soap and water for at least 20 seconds. When soap and running water aren't available, use an alcohol-based hand rub with at least 60% alcohol. Avoid touching your eyes, nose, and mouth. Use gloves when items need to be passed or received with others.
 - Practice good respiratory etiquette, including covering coughs and sneezes. Dispose of tissues by throwing them away in "no-touch" containers.

STEP 3: Stay Informed and Updated.

Refer to CDC Guidelines for best practices and recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html>