

CITY OF SYRACUSE COVID-19 SAFETY GUIDELINES

(For Department Use)

Interacting with the Public and other Employees

1. Conduct wellness and temperature check for employees and citizens upon entry to the office.
 - a. Contact Safety Officer, Bob Laport if you need additional supplies such as thermometers at rlaport@syrgov.net
2. Have they knowingly been exposed to anyone with COVID-19 recently?
 - a. Exposure can be defined as being within 6-feet of a person infected with COVID-19 for at least 10 minutes within a 24 hour period, with or without a mask.
 - b. If yes, the employee should be tested for COVID-19 and self-quarantine.
3. Have they been tested in the last 14 days for COVID-19?
 - a. If they are awaiting results, without symptoms, and free of known exposure, they do not need to self-quarantine and may return to work.
 - b. If they are awaiting results and exhibit symptoms or have known exposure as defined above, they must self-quarantine.
4. Have they been outside of NYS in the last 14 days for more than 24 hours?
 - a. If yes, have they tested out of New York State's 14 day quarantine?
 - b. If no, they must return to mandatory quarantine.

Best Practices

1. Wipe down all personal and public surfaces such as your office space, vehicle(s), conference room table & chairs, and other shared spaces after each use.

2. Clearly display 6ft social distancing markers on floor in all places where people may be standing/ waiting in line.
3. Use hand sanitizer whenever possible and use a face covering at all times when in the office unless you can shut your door from the main office.
 - a. Keep hand sanitizer and extra masks in your city vehicle and office
 - b. Contact Kevin Henry at khenry@syrgov.net for additional supplies such as sanitizer
4. If an employee is exhibiting symptoms of COVID-19, they must consult with their immediate supervisor and Physician or contact Upstate Triage hotline at 315-464-3979. If testing is recommended based on symptoms, an employee may not return to work until a negative test is received. If testing is not recommended, the employee must bring a note showing they consulted with a physician.