

CITY OF BUCKHANNON  
EMPLOYEE COVID-19 TESTING POLICY & MASK POLICY  
July 2, 2020

The identification and mitigation of the spread of COVID-19 is essential to preserve the operations of the City of Buckhannon and the responsiveness of its public service and first responder agencies. Testing of individuals who have been exposed or potentially exposed to the virus is an essential part of both identifying the extent of virus spread and preventing its further spread.

Employees of the City of Buckhannon, as essential workers who regularly come into contact with members of the public, must limit their potential to be disease vectors by adhering to the attached policies. Failure to abide by these policies may result in employment discipline.

Employees in the following circumstances must undergo a COVID-19 test for the active virus, and test negative, prior to returning to work:

- 1) Any employee whose work is interrupted due to contracting the COVID-19 virus or being exposed or potentially exposed to the virus (meaning, the employee is mandated to either work from home, isolate, or quarantine themselves). Any employee who tests positive for COVID-19 must then test negative twice (the two tests administered 72 hours apart) prior to returning to work.
- 2) Any employee who is directly exposed to an individual who has tested positive for COVID-19.
- 3) Department supervisors may require employees in their departments to undertake a test.

Employees must notify their supervisor if they leave the state. Any employee who is away from work for more than three (3) days (except Saturdays, Sundays, or Holidays) must test negative for the active virus prior to returning to work, and must wear a mask or face covering for three (3) days after returning to work.

An employee who has been ordered to stay home shall complete the attached "Employee Certification" before returning to work.

The City of Buckhannon has partnered with St. Joseph's Hospital of Buckhannon to provide COVID-19 tests of city employees at no cost to the employee. Contact the office of Dr. Robert Romano at 304-473-2305 to obtain a medial order to schedule a test. If an employee wishes to use another healthcare provider for testing, the test will be at the employee's expense. Employees must release test results to the City's Human Resources Officer (Amby Jenkins at City Hall) prior to returning to work. The results of all tests will be kept strictly confidential.

Employees who have been directly exposed to an individual who 1) tested positive for COVID-19 or 2) has been subject to an isolation or quarantine order shall wear a face mask or other approved face covering while at work, when in proximity to others, for a period of 14 days.

All matters related to COVID-19 will remain strictly confidential. Employees who refuse testing or refuse to adhere to other COVID-19 related city policies in effect will not be permitted to work.

ADOPTED JULY 2, 2020

BUCKHANNON CITY COUNCIL

EMPLOYEE CERTIFICATION

I, \_\_\_\_\_, attest to the following:

I have had no fever for at least three days without taking medication to reduce fever during that time.

Date of last fever of 100.4 degrees or higher: \_\_\_\_\_

My respiratory symptoms (cough and shortness of breath) have improved.

Date respiratory symptoms began improving: \_\_\_\_\_ (write N/A if no symptoms present)

At least ten days have passed since my fever and/or respiratory symptoms began.

Date fever and/or respiratory symptoms began: \_\_\_\_\_

Employee name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Today's date: \_\_\_\_\_

Date returned to work: \_\_\_\_\_

