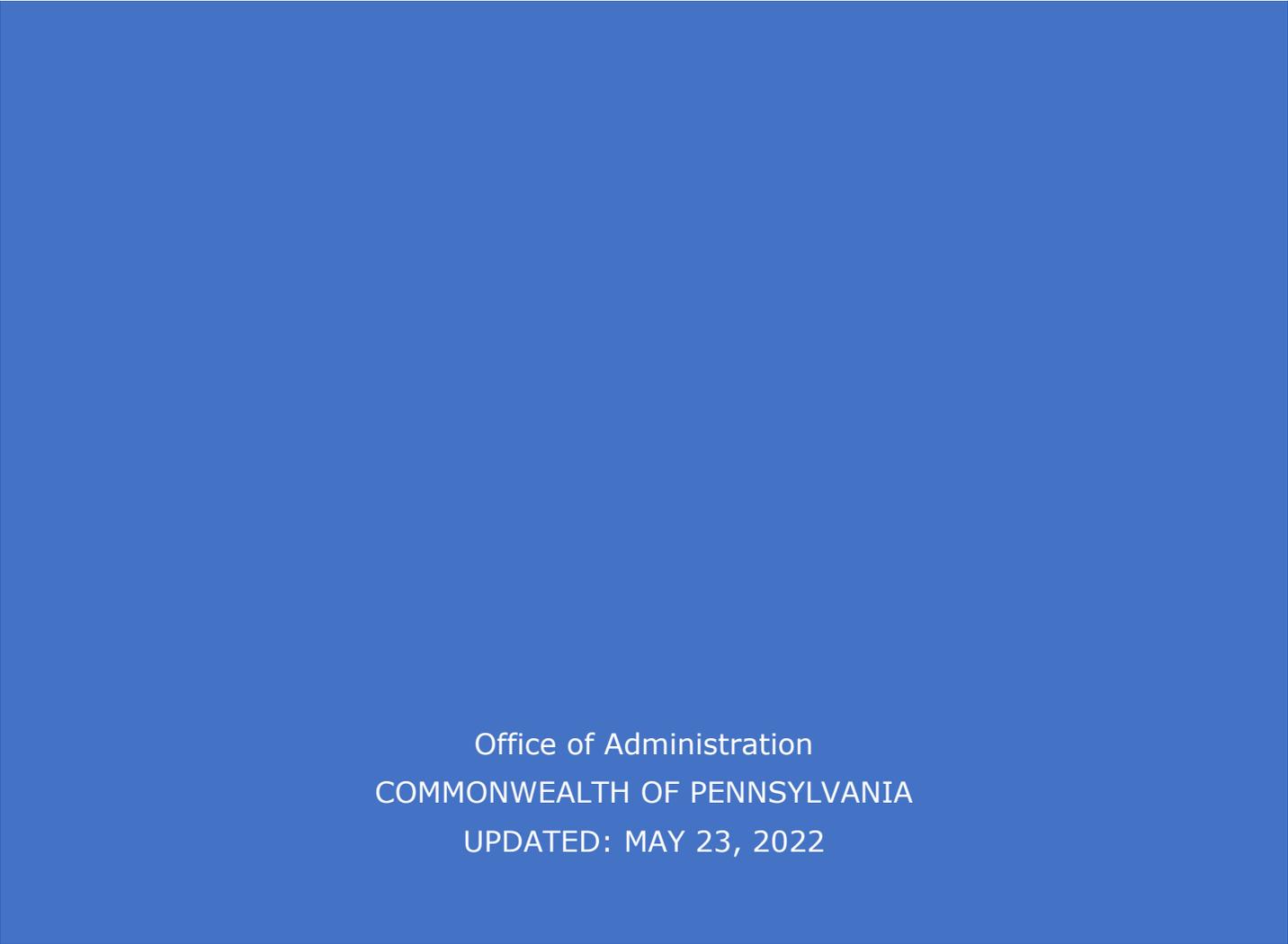




CONTINUING OPERATIONS GUIDE FOR EMPLOYEES



Office of Administration
COMMONWEALTH OF PENNSYLVANIA
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Introduction

On March 6, 2020, pursuant to Section 7301(c) of Pennsylvania’s Emergency Management Services Code, 35 Pa.C.S. § 7301(c), Governor Wolf issued a Proclamation of Disaster Emergency (“Proclamation”) related to the novel coronavirus disease (COVID-19) outbreak. On March 13, 2020, President Trump declared a national emergency in response to the COVID-19 outbreak.

The following guidance will be in place to support best public health practices to avoid negative impacts and adapt to the changing nature of the pandemic. This guidance will be in place for approved activities until further notice. It is important to follow these basic tenets:

Safety First: Follow all guidance from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH).

Personal Responsibility: We are all in this together, and everyone plays a role by following the CDC and DOH guidelines for handwashing and staying home if you are sick.

Employees of the LCB, Attorney General, PGCB, Auditor General and all other agencies not under the Governor's jurisdiction should contact their local HR office for assistance.

Please note the following guidance may differ for 24/7 operations including correctional facilities, state hospitals and centers, veterans' homes, and youth development centers, as well as those agencies following CISA's guidance for critical infrastructure workers.
Employees within such operations should continue to follow the guidance issued by their agency.

In cases where a provision of an approved labor agreement or side letter cannot be reconciled with this policy, the labor agreement or side letter will control.

Staying Safe at Work—Personal Safety

We all must do our part to protect our personal health and safety, as well as the health and safety of others, both at work and outside of work.

Wearing a Mask

Effective Monday, February 28, 2022, all employees and contracted staff working in agencies under the Governor's jurisdiction are encouraged, but not required, to wear a mask indoors. Visitors to commonwealth work locations are also encouraged to voluntarily wear a mask. Employees and contractors who are covered by federal guidelines should continue to follow all applicable directives from the federal government.

Masks will be available at work locations, or you can wear your own, provided it meets [CDC guidelines](#).

Gloves

Gloves will only be provided to employees who require them to perform certain job functions, such as handling mail, custodial work, certain trades, and groundskeeping.

Employees who use cleaning chemicals are required to use disposable gloves. Other personal protective equipment may also be required by the chemical manufacturer. Check chemical warning labels and safety data sheets for appropriate personal protective equipment.

Physical Distancing

As of May 31, 2021 physical distancing is no longer required at commonwealth worksites.

Noncompliance with Personal Safety Guidelines

Employees who do not comply with the personal safety guidelines outlined herein will be subject to corrective action up to and including removal from employment.

Worksite Safety

Worksite Employee Screening Guidance

Post Vaccination Health Screening

The three days post-COVID-19 vaccination (date of the vaccine is day 1), employees may experience symptoms. These symptoms include pain, swelling and redness in the arm where you got the shot, fever, chills, tiredness, muscle pain, and headache. Employees who feel well enough to work and do not have other signs and symptoms of COVID-19, including cough, shortness or breaths, sore throat, or change in smell or taste, may be considered for return to work without testing for COVID-19. Employees who have a fever (100°F or greater) and work in critical infrastructure settings where staffing shortages are anticipated or occurring may be considered for work if they feel well enough. If fever does not resolve in 2 days, these employees should be reevaluated and considered for COVID-19 testing. If an employee is unable to work through the side effects of the vaccine, they may be eligible for [Emergency Paid Sick Leave \(ES\) or use your own paid or unpaid leave](#).

Health Care Personnel Screening Post COVID-19 Vaccination

Health care personnel may experience symptoms in the three days after vaccination. Screening procedures for these personnel should follow procedures outlined in [HAN-541](#).

Self-Screening

Individuals reporting to a worksite should conduct daily [self-screening](#) or use the [CDC Self-Checker tool](#), these questions should be answered by individuals prior to reporting to the worksite.

1. Are you showing any signs or one or more of the following symptoms - Temperature of 100.4 °F or higher, cough, shortness of breath, chills, sore throat, headache, fatigue, congestion or runny nose, nausea or vomiting, diarrhea, repeated shaking with chills, muscle pain, new loss of taste or smell or difficulty breathing that are not related to a pre-existing medical condition? (Individuals experiencing post-vaccination side effects including chills, tiredness, muscle pain, and headache in the three days after a COVID-19 vaccination do not need to be excluded from the workplace.)

2. Are you awaiting testing results or other diagnostic procedure to determine COVID-19 for any reason other than an impending medical procedure or employer testing? An employee instructed to quarantine by a health care provider prior to an impending medical procedure will not be permitted in the workplace.

If you responded YES to any questions:

- Do not report to the worksite. Report off work to your supervisor.
- Stay home and contact FMLA Services at 717-346-4667 to discuss leave options available to you.

Worksite Exposure Protocol

With the reopening of commonwealth operations comes the possibility of employees entering the worksite with having had exposure to COVID-19. **Employees are encouraged to stay home if they are ill.**

Please note the following guidance may differ for 24/7 operations including correctional facilities, state hospitals and centers, veterans' homes, and youth development centers, as well as those agencies following CISA's guidance for critical infrastructure workers.

Employees within such operations should continue to follow the guidance issued by their agency.

An employee who exhibits [symptoms](#) (i.e., fever, cough, shortness of breath, sore throat, headache, repeated shaking with chills, muscle pain, new loss of taste or smell or difficulty breathing) at the worksite will be sent home and advised to seek medical assistance immediately. (If an employee does not have a healthcare provider, they will be referred to their local health department or 1-877-PA-HEALTH.)

Definitions

Close Contact - an individual who a positive case individual may have been within 6 feet for a consecutive total of 15 minutes or more, or the positive case had direct physical contact (hug or kiss), shared eating or drinking utensils, or spread respiratory droplets directly on them or was exhibiting symptoms (through sneezing or coughing) in the 48 hours prior to symptom onset or positive test administered. See [PA-HAN 533](#).

Individual under Investigation – an individual who is awaiting testing results or other diagnostic procedure to determine COVID-19 status. Individuals under investigation should isolate away from the workplace until results are received unless the testing is conducted because of an impending medical procedure.

Positive Case - an individual with or without symptoms who tests positive for COVID-19 RNA using a viral test.

Probable Case – an individual diagnosed with COVID-19 by health care provider or Department of Health personnel because they meet clinical criteria AND have had exposure to the COVID-19 virus but have not had a confirmatory test

OR

Tests positive for COVID-19 with a respiratory sample using an antigen test.

Teleworking individual: If a teleworking employee calls off with a COVID-19 positive diagnosis, no additional actions are necessary. In the event a teleworker is unable to telework because of COVID-19 symptoms, they may qualify for ES leave. Contact FMLA Services for additional information.

Onsite or fieldwork individual: If it is determined an individual that has been in the worksite is a positive COVID-19 case, the following steps should be taken:

Individual Reports as a Positive Case

1. If the individual is still in the workplace and is a positive case, send them home under the condition they are not fit for duty. If the individual is exhibiting symptoms of COVID-19 and still in the workplace, they should be evaluated using [fitness for duty](#) procedures and sent home if necessary. Individuals should be advised to contact a health care professional or public health organization for isolation guidance. At the supervisor's discretion, individuals may be allowed to drive themselves home. Normal leave policies should apply to the absence; however, the employee may qualify for ES leave. Contact FMLA Services for additional information.

When counting days of isolation, day zero is the date the positive test was taken or the day symptoms developed.

When counting days of quarantine, day one is the day after the last contact with the positive case or the first day after the individual is no longer considered contagious (48 hours before symptoms began to day 5).

General Isolation Guidance for an individual who tests positive for COVID-19 regardless of vaccination or booster status:

- The individual should isolate away from the workplace for 5 days.
- If there are no symptoms (asymptomatic) or the symptoms* are resolving after 5 days, the individual may return to the workplace but must wear a mask for 5 additional days.
- Test on or after day 5, if possible. If positive, remain in isolation through day 10.
- If an individual cannot wear a mask, isolate for the full 10 days.
- An individual with [moderate](#) illness must isolate for 10 days.

**If the individual has a fever they may not return to the workplace until the fever resolves.*

2. There is no need to close the entire office/worksite. Staff may remain at work and contact tracing does not need to be performed. Daily enhanced cleaning is already taking place so there is not a need to contact building management to ask for cleaning. See the Post Worksite Exposure Cleaning and Disinfecting section for more information.

3. Maintain confidentiality – Do not reveal the positive COVID-19 individual’s identity.
4. **An individual identified as a close contact with someone who is a positive COVID-19 case may need to self-quarantine.** The length of quarantine is determined by CDC guidelines, the health care or public health professional.

If an individual was exposed (i.e., close contact) to someone with COVID-19 and is fully vaccinated and has received a booster OR completed the primary series of Pfizer or Moderna vaccine and is not yet eligible for a booster OR completed the primary series or the J&J vaccine in the last 2 months:

- Wear a mask around others for 10 days.
- Test on day 5 if possible. If positive, follow isolation guidance.
- If symptoms develop, stay home (isolate) and get tested.
- If an individual cannot wear a mask, quarantine for 10 days.

If an individual was exposed (i.e., close contact) to someone with COVID-19 and is not vaccinated OR completed the primary series of Pfizer or Moderna vaccine and is eligible but has not received a booster OR completed the primary series or the J&J vaccine more than 2 months ago:

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- If an individual cannot quarantine, wear a mask around others for 10 days.
- Test on day 5 if possible. If positive, follow isolation guidance.
- If symptoms develop, stay home (isolate) and get tested.
- If an individual cannot wear a mask, quarantine for 10 days.

Those who were a positive case in the past 90 days and remain asymptomatic should not quarantine if identified as a close contact. They should wear a mask around others for 10 days. If an individual cannot wear a mask, quarantine for 10 days.

- * Health care, prison and other congregate care settings must follow guidance from the Department of Health regarding quarantine and isolation time periods found in [HAN 619](#). Current healthcare guidance is available in [HAN 614](#).

Leave Policy

Starting January 1, 2021, the commonwealth issued [HR Policy WS004 COVID-19 Emergency Paid Sick Leave](#). This policy was issued to set forth commonwealth-wide guidance on the use of leave pursuant to the COVID-19 pandemic.

More information about the application of this policy, as well as other information about administering leave during the COVID-19 pandemic, is available on the commonwealth’s [COVID-19 Leave Information](#) website.

Travel Guidance

Individuals who are positive cases or who have been identified as close contacts should not travel during their 10 day isolation or quarantine period.

See the CDC's website for a [full list of travel precautions, recommendations and requirements for international travel](#). Travel related quarantine is not required as of March 1, 2021 by PA DOH.

Frequently Asked Questions

FAQs have been developed as an additional resource to help both supervisors and employees prepare for the reopening of Commonwealth worksites. The FAQs are located on the Office of Administration's [Returning to Work website](#).

Resources

Returning to Work Website

The commonwealth has launched a website containing resources for employees. Please visit the [Returning to Work website](#) to explore the tools available to help you prepare for the reopening of your worksite.

["COVID-19 Vaccine" FAQs](#)

The Office of Administration has launched a website with frequently asked questions about commonwealth employee COVID-19 vaccinations.

State Employee Assistance Program (SEAP)

As we all work hard to continue serving Pennsylvanians during this challenging time, it is also important to focus on our own well-being.

The State Employee Assistance Program (SEAP) is free and available to serve you, members of your family and anyone living in your household with a variety of services during this time and year-round. These services can help with everything from having trouble sleeping or stress to financial, legal, work or relationship concerns and more.

SEAP also offers you the option of Virtual Visits, where you can talk with and see a counselor from the privacy and comfort of your own home. Counselors are available 24/7. Call SEAP and learn more at 1-800-692-7459 (TTY 711).

There are also a variety of mindfulness tools and resources available that can help you to better cope with stress and feelings of uncertainty. Visit www.liveandworkwell.com (Access Code: Pennsylvania) for more information.

Also, our partner Optum Health has made a variety of tools available to help you and your family navigate through these difficult times. Visit [Optum Health](#) for facts and resources about COVID-19 and tips for keeping you educated, healthy and engaged. These resources include free access to the mental health app *Sanvello*, which offers a variety of resources for managing factors like anxiety and stress.