



## HUMAN RESOURCES DEPARTMENT

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### COVID-19 EMPLOYEE HEALTH PROCEDURES

#### 1. **Employee Health Self-Assessment**

Employees shall complete the “Employee Health Self-Assessment” prior to the start of every work shift before they report to any City worksite.

Employees must stay home if they have any of the following symptoms. Employees must notify their supervisor by phone, text, or email. Employees who arrive at work or become sick during the day with any of the following symptoms will be sent home.

- Cough (sneezing and coughing directly related to seasonal allergies are excluded)
- Fever or chill
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Headache
- Fatigue
- Sore throat
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea
- Congestion or runny nose (other than caused by cold weather or exercise)

The CDC periodically updates the list of symptoms. Please refer to the following website for the most current symptoms: [Symptoms of COVID-19](#). The CDC website also provides information as to “[When to Seek Emergency Medical Attention](#).”

#### 2. **Employees with symptoms/ Identified as close contact**

Employees who have remained at home or have been sent home with any of the above symptoms or identified as a close contact should follow the appropriate steps explained on the Missoula City County Health Department “Testing and Screening Resources” website: [missoulainfo.com](http://missoulainfo.com).

For specific questions surrounding exposure or positive results, please contact the HR Department at (406) 552-6130.

#### 3. **Self-Isolation**

An employee who meets one or more of the following conditions must begin to isolate and quarantine, per [CDC guidance](#):

If You Test Positive for COVID-19 (Isolate):

**Everyone, regardless of vaccination status.**

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
- Continue to wear a mask around others for 5 additional days.

***If you have a fever, continue to stay home until your fever resolves and you are fever free, without medication, for 24 hours.***

If You Were Exposed to Someone with COVID-19 (Quarantine): should begin taking precautions.

4. **Return to work**

- If an employee tests positive for COVID-19, must complete the [COVID Reporting Form](#), and follow guidance of CDC and MCCHD.

5. **Confidentiality**

Information employees provide about exposure to someone with COVID-19 or their own diagnosis will be kept confidential to the possible extent. If the City must warn coworkers or take other actions to protect other employees or the community, the necessary information will be released in accordance with the direction of the Missoula City County Health Department and applicable privacy laws. Employees may decide to allow the release of their names.

Disclosure of employee vaccination status is not required and will not be asked of the employee. The employee may decide to disclose when reviewing personal preferences in scenarios shared above.