



Department of Public Health

MAYOR
Dee Margo

LOCAL HEALTH AUTHORITY GUIDANCE FOR WORKPLACES

March 10, 2021

CITY COUNCIL

District 1
Peter Svarzbein

District 2
Alexsandra Anello

District 3
Cassandra Hernandez

District 4
Dr. Sam Morgan

District 5
Isabel Salcido

District 6
Claudia L. Rodriguez

District 7
Henry Rivera

District 8
Cissy Lizarraga

CITY MANAGER
Tommy Gonzalez

EFFECTIVE IMMEDIATELY

This Guidance supersedes the July 27, 2020 Health Authority Order for Workplaces.

This Guidance is effective immediately and shall be in effect until terminated or modified by a subsequent Local Health Authority or Texas Governor's Order.

Consistent with the Texas Governor's Executive Order No. GA-34, in providing or obtaining services, everyone is encouraged to use good-faith efforts and available resources to follow the Texas Department of State Health Services health recommendations at www.dshs.texas.gov/coronavirus.

Consistent with the Texas Governor's Executive Order No GA-34, individuals are strongly encouraged to wear face coverings wherever it is not feasible to maintain six feet of social distancing from another person not in the same household.

Consistent with the Texas Governor's Executive Order No. GA-34, businesses or other workplaces may require employees or customers to follow additional hygiene measures, including masks.

In light of the presence of COVID-19 in our community, the Local Health Authority is issuing the following Guidance for Workplaces:

1. Employer may make hand sanitizer that contains at least 60% alcohol available in prominent places around the workplace and ensure dispensers are filled.
2. Employer should provide soap, water and drying materials at all handwashing stations or in restrooms.
3. Employer may display posters promoting handwashing.
4. Employers may require employees and contractors to wash or sanitize their hands upon entering the workplace. Employer may instruct employees and contractors that, when washing their hands, employees and contractors should wash their hands with soap and water for at least 20 seconds.
5. Employer may require employees and contractors to wear a face mask or face covering at all times when employee or contractor is performing job duties on-site. Employers may consider an exception to any face mask

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DELIVERING EXCEPTIONAL SERVICES



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requirement for employees or contractors who telecommute or who are working in an office or room alone with the door closed.

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6. Employer should train employees who need to use personal protective clothing and equipment (e.g., gloves, masks, etc.) how to put it on, use/wear it and take it off correctly. If personal protecting clothing and/or equipment are provided to employees, the employer should provide training material in a format that is easy to understand and make the same available in the appropriate language and literacy level for all employees.

District 2
Alexsandra Anello

7. An employer may conduct regular health checks of its employees and contractors by screening for the following:

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| | | | |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Cough | <input type="checkbox"/> | Sore throat |
| <input type="checkbox"/> | Nausea or vomiting | <input type="checkbox"/> | Loss of taste or smell |
| <input type="checkbox"/> | Chills | <input type="checkbox"/> | Diarrhea |
| <input type="checkbox"/> | Muscle pain or body aches | <input type="checkbox"/> | Headache |
| <input type="checkbox"/> | A measured temperature greater than or equal to 100.0 degrees Fahrenheit | <input type="checkbox"/> | Fatigue |
| <input type="checkbox"/> | Shortness of breath or difficulty breathing | <input type="checkbox"/> | Congestion or runny nose |
| <input type="checkbox"/> | Repeated shaking with chills | <input type="checkbox"/> | Known close contact with a person who is lab confirmed to have COVID-19 |

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8. If an employer is conducting regular health checks of its employees or contractors, an employer should conduct the first health check of the day upon employee's and/or contractor's arrival at workplace. Employees who have any of the symptoms listed above should be sent home immediately and asked to test for COVID-19.

9. Employees and/or contractors who display any of the above symptoms during their work hours, or who become sick during their work hours, should be sent home immediately and asked to test for COVID-19.

10. Employer should not allow an employee or contractor with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 10-day self-quarantine period from the last date of exposure. Employer may consider the following exceptions:

- For healthcare workers and First Responders.
- For employees or contractors who have completed an approved COVID-19 immunization schedule (These individuals should be

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observed for signs and symptoms of COVID-19 and if present they would need to be sent home)

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For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

(<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>)

11. Employer should follow company guidelines on how to notify other employees of the positive case. Employer cannot release personal information due to HIPAA laws. Employers are required to notify close contacts, so that they can begin self-quarantining, but should not release the name of the positive case. The business may choose to make a general statement to all employees that there was a positive case and all close contacts have been notified.
12. Employer may consult the following guidance when determining when an employee or contractor with any of the symptoms listed above may return to work:
 - a. In the case of an employee or contractor with lab-confirmed COVID-19, the individual may return to work when all three of the following criteria are met: i) at least 24 hours have passed *since last fever without the use of fever-reducing medications*; and ii) at least 10 days have passed since symptoms first appeared; and iii) symptoms have improved; **or**
 - b. In the case of an employee or contractor who has symptoms of COVID-19 but who does not get evaluated by a medical professional or tested for COVID-19, the employer may assume that the individual has COVID-19, and employer may not permit individual to return to workplace until the individual has completed the same three-step criteria listed in paragraph above; **or**
 - c. If the individual tested positive but had no symptoms and continues to have no symptoms, the employer may permit the individual to work after 10 days have passed since their test. Depending the advice of the individual's healthcare provider and testing availability, an individual may get tested again to see if they still have COVID-19. If the individual is tested again, an individual may return to work upon receipt of two negative tests results in a row, at least 24 hours apart.
 - d. If the individual has symptoms of COVID-19 and wants to return to work before completing the above self-isolation period, employer may require the individual to obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.



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13. Employer should clean all frequently touched surfaces in the workplace, such as workstations, counter tops, keyboards, telephones and door knobs at least once daily with disinfectant.
14. In a workplace with equipment that is touched by members of the public, such as micromobility equipment, ATMs, gas pumps, water fountains, etc., Employer should clean and sanitize such equipment at least once daily.
15. Employer should implement social distancing measures, e.g.
 - a. When possible, space workers at the worksite by 6 ft. distance from each other, and eliminate contact greater than 10 minutes; if 6 ft. of separation is not available between employees, contractors, and/or customers in the workplace, consider the use of engineering controls, such as dividers between individuals, to minimize the chances of transmission of COVID-19.
 - b. When feasible, stagger work schedules.
 - c. Decrease social contact in the workplace (eliminate in-person meetings).
 - d. Eliminate in-person gatherings (e.g., staff meetings, after-work functions).
 - e. Cancel work-sponsored conferences, tradeshow, etc.
 - f. Hold meetings by videoconferencing or by phone; or disburse information by text or email.