

ADDENDUMS ADDED AFTER JUNE 15, 2021

1. Self-Screening Procedures and Mask Usage (*updated 08/02/2021*)
2. Working with the Public (*Updated 08/02/2021*)
3. When You've Been Fully Vaccinated - CDC
4. Travel Recommendations
5. What to Do If You Are Sick

SELF-SCREENING PROCEDURES

Fully vaccinated employees with no COVID-19-like symptoms and no known exposure are exempted from routine screening testing programs.

Employees and contracted staff who are not fully-vaccinated will continue to submit the COVID-19 Self-Screening Form until further notice or until the individual has reached a status of “fully-vaccinated” as defined by the CDC. Medical Release forms will not be required if the employee is not required to submit the self-screening form.

MASK USAGE

Requirements beginning 08/03/2021 at 12:01am (UNTIL FURTHER NOTICE)

Due to the recent [Public Health Order](#) set by the County of Marin, all staff is now required to wear a well-fitting mask indoors (the mask must fully cover your nose and mouth at all times). The Order requires all individuals, regardless of vaccination status, to wear face coverings when indoors in public settings, with limited exceptions, starting at 12:01 a.m. on Tuesday, August 3rd.

WORKING WITH THE PUBLIC

Safety Protocol for In-person Appointments/Meetings

In-person appointments/meetings have become available to members of the public who need assistance from Town staff. Alternatively, we will continue the practice of assisting people who do not have scheduled appointments or meetings by stepping outside the building.

Please take note of the protocols staff and the public will need to follow until further notice.

Staff who are meeting with members of the public:

- Must wear a face covering at all times (nose and mouth covered at all times) regardless of vaccination status.
- Must sanitize the counter (and other areas used) at the conclusion of each appointment. *(If you assist people outside, you do not need to sanitize the picnic table)*
- Members of the public shall only go behind the counter and plexiglass protection *(the microfiche machine may be an exception until we are able to move the machine to a new location)*, if they have been given permission by staff *(i.e., to attend a meeting with Town staff, deliver supplies, repair equipment, etc.)*
- The front door must remain locked; members of the public will need to knock for entry.
- If staff has members of the public who have concerns around safety and COVID-19 exposure, staff should contact the Safety Officer so that the Safety Officer can take note of concerns directly from the public in order to have the ability to make improvements in the current protocols.
- If staff has concerns about the protocols relating in-person appointments/meetings, please let the Safety Officer, Human Resources or your direct supervisor know.

Protocol that members of the public who enter Town Hall will need to be aware of:

- They must have a scheduled appointment/meeting. They must properly wear a face covering (nose and mouth covered at all times) regardless of vaccination status.

WHEN YOU'VE BEEN FULLY VACCINATED

The following information regarding "[when you've been fully vaccinated](#)" is provided by the CDC and has been modified to provide more clarity on how this information applies to Town staff.

Definition of "Fully Vaccinated":

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated. Keep taking all [precautions](#) until you are fully vaccinated.

What You Can Do:

- You can resume activities that you did prior to the pandemic.
- You can resume activities without wearing a mask(*) or staying 6 feet apart, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.
- If you've been around someone who has COVID-19, you do not need to stay away from others or get tested unless you have symptoms.

**Although the advisory is not a mandate, we are recommending that vaccinated Town employees wear a face covering when indoors at Town worksites in open or public areas.*

What You Should Keep Doing:

- You will still need to follow guidance at your workplace and local businesses.
- If you [travel](#), you should still take steps to [protect yourself and others](#), see "Travel" section for more detailed information.
- Masks are required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on a ferry or the top deck of a bus). CDC recommends that travelers who are not [fully vaccinated](#) continue to wear a mask and maintain physical distance when traveling.
- You must continue to watch for [symptoms of COVID-19](#), especially if you've been around someone who is sick. If you have symptoms of COVID-19, you must get [tested](#) and [stay home](#) and away from others.
- People who have a condition or are taking medications that weaken the immune system, should talk to their healthcare provider to discuss their activities. They may need to keep taking all [precautions](#) to prevent COVID-19.

TRAVEL RECOMMENDATIONS

It is recommended that all Town employees follow the most current [CDC travel guidelines](#), which are restated below (as of 7/21/21).

Domestic Travel For Fully Vaccinated People:

If you are [fully vaccinated](#), take the following steps to protect others when you travel:

- During Travel
 - [Wearing a mask over your nose and mouth is required](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on open deck areas of a ferry or the uncovered top deck of a bus).
 - Follow all state and local recommendations and requirements, including mask wearing and social distancing.
- After Travel
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
 - Follow all [state and local](#) recommendations or requirements.

You do NOT need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months. You should still follow all other travel recommendations.

Domestic Travel For Unvaccinated People:

If you are not fully vaccinated and must travel, take the following steps to protect yourself and others from COVID-19:

- Before you travel:
 - Get tested with a [viral test](#) 1-3 days before your trip.
- While you are traveling:
 - [Wearing a mask over your nose and mouth is required](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on open deck areas of a ferry or the uncovered top deck of a bus). CDC recommends that travelers who are not [fully vaccinated](#) continue to wear a mask and maintain physical distance when traveling.
 - Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
 - Wash your hands often or use hand sanitizer (with at least 60% alcohol).
- After you travel:
 - Get tested with a [viral test](#) 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive, [isolate](#) yourself to protect others from getting infected.
 - If you don't get tested, stay home and self-quarantine for 10 days after travel.
 - Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

- Follow all [state and local](#) recommendations or requirements.
- Visit your [state, territorial, tribal](#) or [localexternal icon](#) health department's website to look for the latest information on where to get tested.

Do NOT travel if you were [exposed to COVID-19](#), [you are sick](#), [you test positive for COVID-19](#), or you are waiting for results of a COVID-19 test. Learn when it is [safe for you to travel](#). Don't travel with someone who is sick.

International Travel For Fully Vaccinated People:

- Before you travel
 - Make sure you understand and follow all airline and destination requirements related to travel, mask wearing, testing, or quarantine, which may differ from U.S. requirements. If you do not follow your destination's requirements, you may be denied entry and required to return to the United States.
 - Check the current [COVID-19 situation in your destination](#).
- During traveling:
 - **[Wearing a mask over your nose and mouth is required](#)** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on open deck areas of a ferry or the uncovered top deck of a bus).
 - Follow all recommendations and requirements at your destination, including mask wearing and social distancing
- Before you arrive in the United States:
 - All air passengers coming to the United States, **including U.S. citizens and fully vaccinated people, [are required](#)**(*) to have a negative COVID-19 test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.
- After travel:
 - Get tested with a [viral test](#) 3-5 days after travel.
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
 - Follow all [state and local](#) recommendations or requirements after travel.

International Travel For Unvaccinated People:

If you are not fully vaccinated and must travel, take the following steps to protect yourself and others from COVID-19:

- Before you travel:
 - Get tested with a [viral test](#) 1-3 days before your trip.
 - Make sure you understand and follow all airline and destination requirements related to travel, testing, or quarantine, which may differ from U.S. requirements. If you do not follow your destination's requirements, you may be denied entry and required to return to the United States.
 - Check the [COVID-19 situation in your destination](#).
- While you are traveling:
 - **[Wearing a mask over your nose and mouth is required](#)** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on

open deck areas of a ferry or the uncovered top deck of a bus). CDC recommends that travelers who are not [fully vaccinated](#) continue to wear a mask and maintain physical distance when traveling.

- Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
- Wash your hands often or use hand sanitizer (with at least 60% alcohol).
- Before you arrive in the United States:
 - All air passengers coming to the United States, including U.S. citizens and fully vaccinated people, [are required](#)(*) to have a negative COVID-19 viral test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.
- After you travel:
 - Get tested with a [viral test](#) 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive, [isolate](#) yourself to protect others from getting infected.
 - If you don't get tested, stay home and self-quarantine for 10 days after travel.
 - Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
 - Follow all [state and local](#) recommendations or requirements.
- Visit your [state, territorial, tribal](#), and [localexternal icon](#) health department's website to look for the latest information on where to get tested.

Do NOT travel if you were [exposed to COVID-19](#), [you are sick](#), [you test positive for COVID-19](#), or you are waiting for results of a COVID-19 test. Learn when it is [safe for you to travel](#). Don't travel with someone who is sick.

**To ensure and document that "required" testing is satisfied, all employees shall inform their supervisor, Safety Officer and/or the Human Resources Manager when traveling out of the country. At any point, if you have questions or are uncertain of the protocols it is your responsibility to reach out to the Safety Officer and/or Human Resources Manager.*

WHAT TO DO IF YOU ARE SICK

If you have [an emergency warning sign](#) (including trouble breathing), call 911.

If you develop COVID-19 symptoms like:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

You should isolate yourself and contact your health care provider and get tested for SARS-CoV-2 if indicated by your health care provider. If you believe your symptoms are COVID related, you should notify your immediate supervisor, Safety Officer, and/or Human Resources Manager. Once you have received instruction on next steps from your doctor, you should notify those same individuals in order to plan accordingly.

Regarding the flu and the confusion that can arise with COVID-19, the CDC has published some information regarding the differences on the two.

Influenza (Flu) and COVID-19 are both contagious respiratory illnesses, but they are caused by different viruses. COVID-19 is caused by infection with a new coronavirus (called SARS-CoV-2), and flu is caused by infection with [influenza viruses](#).

COVID-19 seems to spread more easily than flu and causes more serious illnesses in some people. It can also take longer before people show symptoms and people can be contagious for longer. More information about differences between flu and COVID-19 is available in the different sections below.

Because some of the symptoms of flu and COVID-19 are similar, it may be hard to tell the difference between them based on symptoms alone, and [testing](#) may be needed to help confirm a diagnosis.

While more is learned every day about COVID-19 and the virus that causes it, there is still a lot that is unknown. [This page](#) compares COVID-19 and flu, given the best available information to date.