

## **ADDENDUMS ADDED AFTER OCTOBER 15, 2021**

1. Mask Usage
2. Working with the Public
3. When You've Been Fully Vaccinated - CDC
4. Travel Recommendations
5. What to Do If You Are Sick

## **MASK USAGE**

### ***Requirements beginning 10/15/2021 at 12:01am (UNTIL FURTHER NOTICE)***

The County of Marin has put in place a [revised Order](#) that makes us exempt from the prior order requiring the wearing of face coverings in indoor settings, regardless of vaccination status.

The revised Order allows an employer, host, or organizer that can verify that all individuals are fully vaccinated to be exempt from the face covering requirement.

### **STARTING OCTOBER 15, 2021**

- Staff will not be required to wear a mask inside a Town building, as long as the only people in the building are Town staff or our usual contracted staff.
- Any staff entering the lower level of Town Hall during the hours of 8:30am to 11:30am on Tuesdays, Wednesdays and Thursdays must continue to wear a mask, regardless of vaccination status, if you do not work in an enclosed area and if you are assisting, and/or in the presence of members of the public.
- Staff who are meeting indoors with other individuals who are not Town staff must wear a mask at all times. Non-Town staff must also be wearing a mask at all times.
- Staff working in the Community Center Lobby must wear a mask at all times because the lobby is open to the public.
- All mask signage at the Town entrances must remain in place until further notice.

## 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 was updated on October 15, 2021

### **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.
  - To reduce the risk of being infected with the Delta variant and possibly spreading it to others, wear a mask indoors in public if you are in an area of [substantial or high transmission](#).
  - You might choose to wear a mask regardless of the level of transmission if you have a weakened immune system or if, because of your age or an underlying medical condition, you are at [increased risk for severe disease](#), or if a member of your household has a weakened immune system, is at increased risk for severe disease, or is unvaccinated.
- You can travel.
  - If you [travel in the United States](#), you do not need to get tested before or after travel or self-quarantine after travel.
  - You need to pay close attention to [the situation at your international destination](#) before traveling outside the United States.
    - You do NOT need to get tested **before** leaving the United States unless your destination requires it.
    - You still need to [show a negative test result](#) or documentation of recovery from COVID-19 **before** boarding an international flight to the United States.
    - You should still get tested 3-5 days **after** international travel.
    - You do NOT need to self-quarantine **after** arriving in the United States.
  - [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).
- You should still get tested if you've had [close contact](#) with someone who has COVID-19 or if you have [symptoms of COVID-19](#).
  - If you've had [close contact](#) with someone who has COVID-19, you should get tested 5-7 days after your exposure, even if you don't have symptoms. You should also wear a mask indoors in public for 14 days following exposure or until your test result is negative.
  - If you have symptoms of COVID-19, you should get [tested](#) and [stay home](#) and away from others.
  - If your test result is positive, isolate at home for 10 days.
- You will still need to follow guidance at your workplace and local businesses.

## TRAVEL RECOMMENDATIONS

It is recommended that all Town employees follow the most current [CDC travel guidelines](#), which are restated below (as of 10/4/21).

### **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 People Who are Not Fully Vaccinated:**

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**

Check CDC's [COVID-19 Travel Recommendations by Destination](#) before planning your trip.

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.*