

COVID-19 SELF CERTIFICATION & SAFETY PROTOCOLS

1. Self-Certification

Each employee, by appearing for their appointed work time, is self-certifying to their supervisor that they have had none of the following prior to starting any work duties.

- Have no signs of a fever or a measured temperature above 100.4 degrees within the past 24 hours without the use of fever reducing medications.
- Have none of the following symptoms:
 - Fever or chills
 - Cough (*not due to other known causes*)
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Muscle or body aches
 - Sore throat
 - Nausea or vomiting
 - Diarrhea
 - Fatigue (*when in combination with other symptoms*)
 - Headache (*when in combination with other symptoms*)
 - Congestion or runny nose (*not due to other known causes, when in combination with other symptoms*)
- Have not had “close contact” with an individual diagnosed with COVID-19. “Close contact” means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
- Are not subject to a Federal or State Public Health Order of Quarantine and/or testing.

Employees exhibiting symptoms of COVID-19 or are unable to self-certify may not come to any office or work location and must seek medical attention. They are not to return to work until cleared by a medical professional and provide a negative COVID-19 test result. The employee must quarantine at home while waiting for test results. Test results and all related medical information will be kept confidential and must be provided to Maureen Newton, HR Director prior to returning to work. Employees may use any available paid leave if they are unable to work from home.

2. Safety Protocols for Field Inspectors

Employees who need to work in the field, meet with others on location or enter dwellings and buildings, should follow these safety precautions:

- Adequate PPE shall be worn.
- No handshaking or other physical contact
- Try to maintain a minimum distance of 3 – 6 feet from property owners or other individuals.
- Allow property owners to open and close all doors. Avoid touching any surfaces while inside the premises.
- A face-mask or face covering of your choice should be worn at all times while inside dwellings or buildings. Appraisal Systems, Inc. will provide each employee with KN95 Masks. Please contact Fran Goldstein in the Fair Lawn office to request additional masks.
- Try to wash hands often with soap for at least 20 seconds or while in the field use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol. Hands, pens and tablets shall be sanitized before and after each inspection.
- The wearing of disposable gloves is recommended. Put them on prior to entering any property and be sure to dispose of them in an acceptable trash receptacle.
- Avoid touching eyes, nose, and mouth with your hands.
- You may refuse any inspection if you feel uncomfortable and property owners are not practicing social distancing or wearing a face covering.

ACKNOWLEDGMENT

By signing below, I certify that I have read, understand and will adhere to these COVID-19 Self Certification & Safety Protocols to the best of my abilities while working for the Borough of Chatham.

Employee Signature

Date

Print Name