

Due to the current coronavirus (COVID-19) emergency, all CSS Employees need to be asked the following questions when being relieved by another employee:

- Do you have a fever, cough, shortness of breath, chills, muscle pain, sore throat, or loss of taste or smell?
- Have you been recently tested for COVID-19
- Have you been exposed to someone who has been diagnosed with Coronavirus (Covid-19) or is showing symptoms of the virus?

If an employee responds “yes,” they should not be allowed to enter the building and they should be asked to contact the supervisor if they have questions.

It is critical that all employees do everything they can to prevent the coronavirus from entering CSS buildings and homes. All approved CSS Employees that are allowed to enter the CSS Home need to be instructed to immediately wash their hands for 1 minute after entering the house.

All employees have to do everything they can to prevent the virus from coming into their work area and a residence operated by CSS. Employees that are coming from their home to report to work should shower and put on clean clothes before reporting to duty and should not make any stops between their home and work. Employees that are reporting to CSS from another agency are required to report if any coworker or individual they may have come in contact with at their other job is symptomatic or has tested positive for COVID-19. Employees should also consider bringing a change of clothes with them that they can change into after showering once they report to duty. The employee, or coworker that will be relieved, is required to wipe down with disinfectant everything the employee that is reporting to duty has touched before they wash their hands (and shower).

If an employee works at a location where changing clothes and showers is not possible they should consider wearing a recently laundered large shirt over their clothes while working their shift.