

# EVANSVILLE-VANDERBURGH COUNTY BUILDING AUTHORITY



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## Evansville-Vanderburgh County Building Authority

### COVID-19 Exposure Control Plan

**Purpose:** This policy sets forth guidelines in the event a person employed within the Civic Center Complex, including the Courts Building, the Vanderburgh County Jail, the County Sheriff's Office Operations Center, and the Old National Events Plaza ("ONEP"), which are all owned by the Evansville-Vanderburgh County Building Authority ("EVCBA"), is diagnosed with or named a close contact to COVID-19. This policy details the procedure for reporting, quarantine, management, and contact tracing of affected employees.

**Policy:** In order to mitigate the spread of COVID-19 among employees and visitors, the EVCBA has implemented the following recommendations for quarantine and isolation of COVID-19 cases and close contacts to COVID-19 cases as directed by the Centers for Disease Control and Prevention ("CDC") and the Indiana State Department of Health (ISDH).

#### Procedure:

##### 1. Symptomatic Employees

- a. Employees who are symptomatic should be separated from other employees and sent home immediately. The employee should be referred for COVID-19 testing.
  - i. The affected employee's access to the Civic Center Complex or ONEP should be restricted until they have been cleared to return to work.
  - ii. The employee's direct supervisor should be responsible for advising the employee to isolate and communicating the same to the employee's department head or elected official regarding the employee's restricted building access and contact tracing.
- b. Signs and Symptoms are as follows:
  - i. Fever or chills (Measured body temperature of 100.4 or higher)
  - ii. A new cough
  - iii. New onset of shortness of breath
  - iv. Fatigue
  - v. Muscle or body aches
  - vi. New loss of taste or smell
  - vii. Sore throat

- viii. Congestion or runny nose
  - ix. Nausea, vomiting, or diarrhea
  - x. Severe Headache
- c. After a symptomatic employee is tested for COVID-19, see section 2.
- d. If a symptomatic employee declines testing for COVID-19, they may return to work when all of the following criteria have been met:
  - i. At least 10 days from onset of symptoms
  - ii. At least 24 hours fever free without the use of fever-reducing medication
  - iii. An improvement in symptoms
- e. Symptomatic employee requires medical evaluation
  - i. The receiving healthcare facility should be notified in advance so that recommended infection control precautions can be put into place.
  - ii. Emergency medical services should also be notified if emergency transport is indicated.
- 2. Employee is symptomatic and awaiting test results for COVID-19
  - a. Employee should notify their direct supervisor that they are experiencing symptoms of COVID-19 and are awaiting test results.
  - b. The employee should remain in self-quarantine at home until test results are known.
    - i. If test results are negative, the employee may return to work when they are fever free without the use of fever-reducing medication for 24 hours.
    - ii. If test results are positive, the employee should follow steps in section 3.
  - c. Asymptomatic employees who have not had a COVID-19 exposure, but are undergoing routine COVID-19 testing as part of pre-screening for medical procedures, etc. are not required to self-isolate while awaiting results.
- 3. Employee who tests positive for COVID-19
  - a. The employee should notify their direct supervisor of a positive result.
  - b. They should continue to self-quarantine at home until they are released from isolation by the Indiana State Department of Health (ISDH) or the following, whichever is longer.
    - i. At least 10 days from onset of symptoms
    - ii. At least 24 hours fever free without the use of fever-reducing medication
    - iii. An improvement in symptoms
  - c. Contact tracing will be completed according to section 5.
- 4. Employee who is named a close contact of a person diagnosed with COVID-19
  - a. Employees named as close contacts to a confirmed case of COVID-19 should notify their direct supervisor.
  - b. The employee should self-quarantine at home under monitoring by the ISDH
    - i. If the employee remains asymptomatic, they may return to work after at least 14 days from the LAST exposure to the infected person or they have been released from isolation by ISDH or the following, whichever is longer
    - ii. If the employee develops symptoms, refer to sections 1-3
  - c. It is recommended that close contacts of COVID-19 be tested.
    - i. The contact should be tested on Day 5 after exposure or later.
    - ii. Regardless of test results, the employee must remain in home quarantine for the entire recommended quarantine period.
- 5. Contact Tracing of Employees with a positive COVID-19 test

- a. The Vanderburgh County Health Department ("VCHD") Communicable Disease (CD) Division will complete contact tracing to determine if any other employees or others were exposed as a close contact to the employee testing positive.
  - i. Employees determined to be close contacts will be directed to self-quarantine at home. The employee should self-monitor for symptoms.
    - 1. If the employee remains asymptomatic, they may return to work after at least 14 days from the LAST exposure to the infected person
    - 2. If the employee develops symptoms, refer to sections 1-3
  - ii. It is recommended that close contacts of COVID-19 be tested.
    - 1. The contact should be tested on Day 5 after exposure or later.
    - 2. Regardless of test results, the employee must remain in home isolation for the entire recommended isolation period.
- b. Those persons determined to be close contacts of affected employee will be notified by the CD Division Contact Team and directed to self-quarantine at home and monitor for symptoms.
- c. Testing of employees is at their own expense.

This COVID-19 Exposure Control Plan shall remain in effect until modified or rescinded.

So approved this 27<sup>th</sup> day of October, 2020.

"EVCBA"

EVANSVILLE-VANDERBURGH COUNTY BUILDING AUTHORITY

By   
John W. Stanley,  
President

ATTEST:

