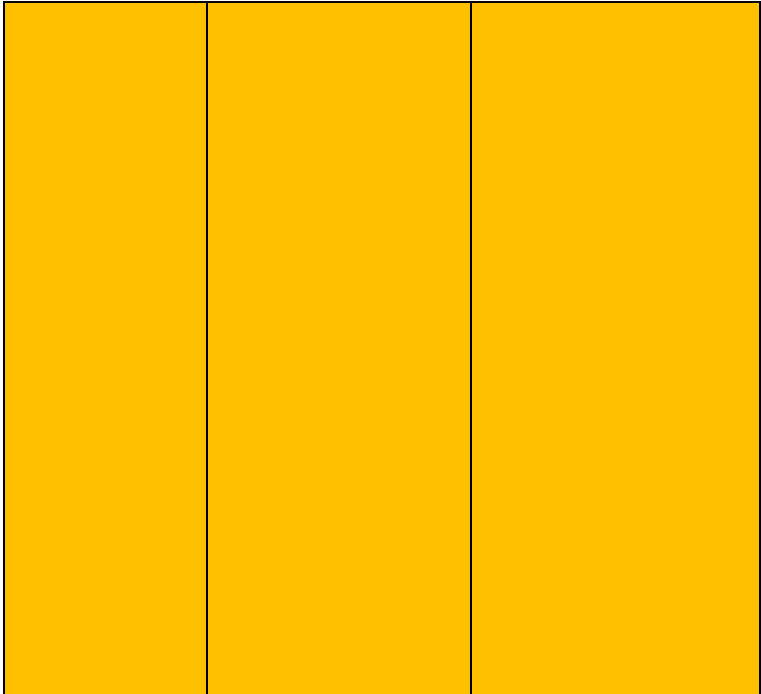


## CBJ Internal Operation Guidance – COVID Incident Risk Levels

| Incident Risk Level                  | Public Facing Facilities and Services   | Service Delivery   | Employee Health Measures<br>(applies to all risk levels)   | Quarantine/Isolation/Travel Guidance<br>(applies to all risk levels)   |
|--------------------------------------|---|--|--|--|
| <p><b>Modified High</b></p>          | <p>CBJ offices have regular public access with some restrictions on how people enter buildings.</p> <p>Library and Parks &amp; Rec facilities are open with facility specific mitigation measures in place.</p> | <p>Teleworking for employees whose work allows it upon approval by the Department Director.</p> <p>COVID mitigation strategies in place for employees who cannot telework. Varies by department and service area.</p>  | <p><b><u>Masking:</u></b><br/>All staff regardless of vaccination status are required to mask when interacting directly with the public in CBJ facilities and on Capital Transit buses. Fully vaccinated staff may opt not to mask when 6 ft of social distancing can be maintained from others or if a complete air barrier is present. All staff are expected to be sensitive to requests from coworkers and others to mask in situations where a mask is not required by this guidance.</p> <p>In CBJ facilities, all staff regardless of vaccination status are required to mask when transiting through common areas such as hallways, bathrooms, breakrooms, and shared work spaces.</p> <p>In CBJ facilities, unvaccinated staff are required to mask at all times unless working alone in a private office with a closed door.</p> | <p>If contacted by Public Health, employees are required to follow their recommendations.</p> <p><b><u>Symptomatic Employees:</u></b><br/>Employees, regardless of vaccination status, must stay home upon first signs of sickness. Test for COVID.</p> <ul style="list-style-type: none"> <li>• COVID Negative: Do not return to work until symptoms have improved.</li> <li>• COVID Positive: Isolate for 5 days. May return to work on Day 6 if fever-free for 24 hours without the use of medication and other symptoms have improved. Test on Day 5 using rapid antigen test, if available. If positive, isolate until Day 10.</li> </ul> |
| <p><b>Moderate &amp; Minimal</b></p> | <p>CBJ offices have regular public access with some restrictions on how people enter buildings.</p> <p>Library and Parks &amp; Rec facilities are open with facility specific mitigation measures in place.</p> | <p>Teleworking for employees whose work allows it is on a case by case basis for individuals with personal circumstances that require a workplace accommodation.</p> <p>COVID mitigation strategies in place for employees who cannot telework. Varies by department and service area.</p> | <p>Staff are not required to mask outdoors provided 6 ft of social distancing can be maintained.</p> <p><b><u>Other Health Measures:</u></b><br/>Employees are encouraged to wash their hands frequently and maintain social distancing while at work.</p>   | <p><b><u>Exposure to COVID:</u></b><br/>Employees who believe they have been exposed to someone who is COVID positive should call their supervisor and HR prior to coming to work. Follow the return to workplace criteria below.</p> <p><b><u>Travel:</u></b><br/>Follow the return to workplace criteria below.</p> <p><b><u>Return to the workplace after travel and exposure to COVID:</u></b><br/>Employees who are asymptomatic and</p> <ul style="list-style-type: none"> <li>• Unvaccinated; or</li> <li>• Have not yet received all</li> </ul>  |



recommended vaccine doses, including boosters within CDC specified time range  
may return to the workplace after 5 days. Employees should test on Day 5, if possible.

Employees may immediately return to the workplace provided they are asymptomatic and

- Received all recommended vaccine doses, including boosters within CDC specified time range; or
- Confirmed COVID positive within the last 90 days.

Employees should test on Day 5, if possible.

Revised January 6, 2022