

CBJ Internal Operation Guidance

Employee Health Measures

Masking:

The public and staff, regardless of vaccination status, are recommended – but not required - to mask when in CBJ facilities.

All staff are expected to be sensitive to requests from the public, coworkers, and others to mask in situations where a mask is not required by this guidance.

Department Directors, in consultation with the Manager's Office, may implement temporary employee masking requirements specific to divisions or work units when there is evidence of spread that does not rise to the level of CDC-advised quarantine/isolation guidance.

***Exceptions*:**

All employees and public, regardless of vaccination status, must be masked in CBJ facilities where required by federal or other rules. At this time, masks are optional at the airport and in buses and paratransit. Masks will also be required in certain CCFR and JPD situations such as responding to medical calls. Juneau School District facility policies are established by their Board and CBJ employees are expected to follow their rules when in JSD facilities.

Other Health Measures:

Employees are encouraged to wash their hands frequently and maintain social distancing while at work. When there is evidence of spread in the workplace, employees are particularly encouraged to social distance and reduce in person gatherings, if possible.

Isolation, Exposure, and Travel Guidance

When counting days, day 1 is the first full day after your last exposure, onset of symptoms, or positive test.

In general, the CBJ follows the CDC [Exposure](#)¹ and [Isolation](#)² guidance. If you believe there is a conflict between the policy in this document and CDC guidance for your specific situation, please reach out to HR.

COVID Positive Asymptomatic Employees

Employees who are COVID positive must follow the same requirements as symptomatic employees who are COVID positive.

Symptomatic COVID Positive Employees:

Employees, regardless of vaccination status, must stay home upon first signs of sickness. Test for COVID.

- COVID Negative: Do not return to work until symptoms have improved.
- COVID Positive: Isolate for 5 days. On day 6 or later:
 - if you have had a fever within the last 24 hours or your symptoms have not improved, isolate until Day 10.
 - If you have not had a fever for the previous 24 hours without the use of medication and your

¹ <https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html>

² <https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

symptoms are improving, you may return to work. Mask in public areas until day 10³.

If a department director believes that a COVID positive employee must return to work earlier than the required isolation period in this policy to respond to an emergency or for public safety, the department director must make a request to the deputy city manager. This request must detail how the early return to work can be performed in a manner that mitigates COVID spread.

Exposure to COVID-19:

Regardless of vaccination status, employees who have been exposed to someone who is COVID positive are required to mask in the workplace in shared spaces or when in close proximity to others for 10 days. Test with a rapid antigen test on day 6, and if negative, continue to mask through day 10⁴.

Employees who believe they have been exposed to someone who is COVID positive should notify their supervisor. Notifying HR is optional – supervisors should notify HR if they suspect significant exposure, workplace impacts, or if they have questions or need additional guidance.

Travel:

All employees, regardless of vaccination status, are recommended to obtain a COVID test within 48 hours upon return from in-state or out of state travel.

Testing can be a molecular test or by a rapid antigen test. If your first rapid antigen test is negative you should take a second test in the time frame recommended in the instructions of your kit. If you've had COVID within the previous 90 days, you must use a rapid antigen test and not molecular testing.

- Employees, who are asymptomatic, may return to work while awaiting test results.
- Employees who are symptomatic or test COVID positive may not return to work.
- Employees who had a known exposure to COVID during travel, must instead follow the rules for exposure to COVID-19.

³ With two sequential negative rapid antigen tests, spaced 48 hours apart, you may stop masking sooner than day 10.

⁴ It is not possible to test out of masking after exposure. You can still develop COVID-19 up to 10 days after exposure.