



OFFICE OF ADMINISTRATIVE SERVICES
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Guidelines for Town of Telluride Employees

Returning to Business –

Meeting with the Public – all interactions with the public should be kept to a minimum; if possible meet by email, phone or virtual meetings; When we do open to the public – continue social distancing, wear facial coverings and wear gloves when sharing documents or money; all offices will set up a system to document any in-person meetings; Contact-tracing is a critical function moving forward.

Remote Work – vulnerable employees and all employees are encouraged to reduce contact by remote work, flexible schedules, alternating days etc. Per County Order – Critical Government Functions shall continue to promote telecommuting to the greatest extent possible.

Zoom Meetings – all Town departments have been utilizing zoom meetings rather than meeting in person; the Town will continue this process to limit interactions with the public and within the organization.

Workplace Coordinator – supervisors are responsible for employee compliance with addressing COVID-19 issues including monitoring employee health, physical distancing, use of facial coverings and gloves as appropriate; signage and supplies; responsible for contact-tracing procedures

Physical Distancing – maintain 6 foot separation between employees and when meeting with the public

Wearing Gloves – employees shall wear disposable gloves in the office when sharing documents with others or handling currency

Town Vehicles – employees are encouraged to drive vehicles separately

Wash Hands – wash your hands often with soap and water or use hand sanitizer

Routinely Clean and Disinfect – clean your personal workspace daily and frequently touched surfaces often

Stay Home - Employees who have symptoms of illness are recommended to stay home and not come to work. While not limited to these symptoms, stay home if you have a fever of 100.4° F [38.0° C] or greater, are feeling feverish or have the chills, or have a cough and or shortness of breath. The CDC [Coronavirus Self-Checker](#) asks questions to establish your level of illness.

Reminder: Town's new Telemedicine Service with **First Stop Health** – call 888-691-7867

If you are having a hard time breathing or have extreme symptoms, contact a healthcare provider or go to an Emergency Room immediately!

If tested positive for COVID-19, please contact HR immediately

If the Town learns that an employee has COVID-19 or symptoms associated with COVID-19, the Town will act consistent with CDC guidance. However, the Town is required by law to make “every effort” to limit the number of people who know the employee’s identity, and those who know the employee’s identity will be advised to keep the information confidential. Employees who are suspected to have been exposed to the sick employee will be notified to protect their health. Workspaces will be disinfected after a suspected/confirmed case of COVID-19 according to CDC guidance.

Return to Work -If you stayed home due to suspected or confirmed COVID-19, you may return to work after the following:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 7 days have passed since symptoms first appeared.
- This guidance is subject to change. Please visit the CDC for more information. <https://www.cdc.gov/>
- Negative testing and recommendation of health provider

More Resources:

Learn more about what you can do to [protect yourself and others](#).

<https://covid19.colorado.gov/>

<https://www.sanmiguelcountyco.gov/590/Coronavirus>

<https://www.cdc.gov/>