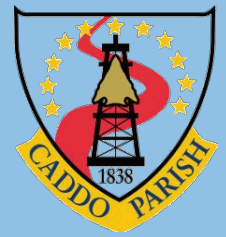


Reopening the PARISH OF CADDO




All employees returning to work must adhere to these mandatory requirements until further notice to ensure the safety and wellbeing of the employees and citizens of Caddo Parish.

WORKPLACE SAFETY



**Contact your Supervisor for
Return to Work Instructions
before May 18, 2020**

Health Screening

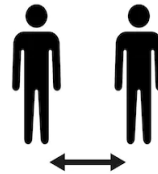
- **Daily screenings** at work for respiratory symptoms and body temperature. 
- An employee with a **fever** at or above **99.5** degrees Fahrenheit or is **coughing** or has **shortness** of breath may be sent home and may be required to undergo COVID-19 testing.
- An employee **sent home** with fever can return to work when:
 - ☑ **Fever free** for at least three days without taking medication to reduce fever during that time; AND
 - ☑ Any **respiratory symptoms** have been improved for at least three days; AND
 - ☑ At least **seven days** have passed since symptoms began; OR
 - ☑ A doctor confirms the cause of symptoms is not COVID-19.

**Human Resources
must approve your return to work.**

Voluntary Testing

- The Parish of Caddo and NCMC will periodically provide **COVID-19 Antibody Testing onsite**.
- Completely voluntary
- No cost to the employee
- Employees will be notified as these events are scheduled.

Social Distancing



- Keep **six feet** apart when possible.
- Avoid shaking hands.
- Avoid in-person meetings.
- Do not congregate in break rooms or offices.
- Eat lunch at your desk or away from others.

Personal Protection

- Wear a mask while around others when social distancing measures are difficult to maintain.
- Masks, gloves and or related items will be provided by your department initially.
- Use hand sanitizer and **wash your hands** often.
- Sanitize your work area.



Self-Care

- Take care of yourself.
- If you are ill, notify your supervisor and **stay home**.
- If you believe you may have been exposed to COVID-19 or need to take care of someone who may have COVID-19, contact Human Resources immediately at **(318) 218-6709**.

