



# City of Memphis Covid-19 Related Workplace Protocols

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The following workplace protocols list examples to help general employee managers and supervisors with managing Covid-19 related workplace situations. If you have any questions please email [memphishr@memphistn.gov](mailto:memphishr@memphistn.gov). *Commissioned police and fire, communications and EMS employees please refer to your department protocols.*

## **Employee Suspects Covid-19 Exposure**

As the Department of Health and CDC have noted, you generally need to be in close contact with a sick person to get infected, which includes living in the same household as a sick person or being within six feet of a sick person with COVID-19 for 10 minutes or more.

The virus spreads through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. People are thought to be most contagious when they are most symptomatic (the sickest).

### **1. SITUATION ONE: AN EMPLOYEE HAS BEEN IN CLOSE CONTACT WITH SOMEONE WHO WAS EXPOSED TO COVID-19, BUT NEITHER INDIVIDUAL IS SHOWING SYMPTOMS.**

#### **Guidance**

If an employee has been in close contact with someone who has been exposed to COVID-19, and neither person is showing symptoms, then they are considered low-risk and do not need to notify their supervisor.

### **2. SITUATION TWO: AN EMPLOYEE HAS BEEN IN CLOSE CONTACT WITH SOMEONE WHO WAS LATER DIAGNOSED WITH COVID-19 BUT WAS ASYMPTOMATIC AT THE TIME OF CONTACT WITH THE EMPLOYEE.**

#### **Guidance**

If an employee who has been diagnosed with COVID-19, is under investigation for COVID-19, or exposed to a person diagnosed with COVID-19, the employee is required to notify City of Memphis HR of the diagnosis as a public health precaution by calling benefits at 1-901-636-6800. The employee must immediately contact his/her health care provider to get guidance on next steps.

The employee should immediately begin at-home isolation and follow guidance from Public Health and the employee's health care provider.



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The employee should remain under at-home isolation for 72 hours after their symptoms resolve and a total of 14 days before returning to work. The employee should also start identifying their close contacts (less than 6ft and more than 10 mins). The employee must remain out of the workplace for 14 days and may return once he or she can provide a negative Covid-19 test result to or clearance from his or her health care provider to return to work.

### **3. SITUATION THREE: AN EMPLOYEE IS SHOWING SYMPTOMS OF COVID-19**

#### **Guidance**

**If the employee begins to develop symptoms of COVID-19** (fever, cough, shortness of breath) during quarantine, that employee must immediately contact their healthcare provider to get guidance on next steps. The employee is required to notify City of Memphis HR by calling benefits at 1-901-636-6800, as a public health precaution. The employee must remain out of the workplace until their symptoms resolve for at least 72 hours and they have a negative COVID-19 test result or medical clearance to return to work.

#### **Cleaning**

The Division should immediately coordinate with General Services to secure an enhanced cleaning of the employee's workspace.

#### **OJI Treatment**

**If a City of Memphis employee has been isolated because he/she worked in the proximity of a coworker who was subsequently diagnosed with COVID-19, and said employee is waiting on COVID-19 test results, the employee will be eligible to submit an OJI claim.**

If the employee meets the above definition, the employee should contact his or her supervisor immediately. The employee supervisor will report the OJI immediately to Sedgwick.

### **4. SITUATION FOUR: AN EMPLOYEE IS CONFIRMED POSITIVE COVID-19**

The employee is required to notify City of Memphis HR of the diagnosis as a public health precaution by calling benefits at 1-901-636-6800. The employee must immediately contact his/her health care provider to get guidance on next steps.



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The employee should immediately begin at-home isolation, and follow guidance from Public Health and the employee's health care provider.

The employee should remain under at-home isolation for 72 hours after their symptoms resolve and a total of 14 days before returning to work. The employee should also start identifying their close contacts (less than 6ft and more than 10 mins).

Once the employee's symptoms clear, if the employee is able to telework, they should for their remaining at-home quarantine.

The employee must remain out of the workplace for 14 days and may return once he or she can provide a negative Covid-19 test result to or clearance from his or her health care provider to return to work.

## **Workplace Notification Protocol**

COM HR will immediately work with the employee, the health department and Division Director to identify and notify those in the workplace who may have been exposed to the virus based on close contact with the individual.

The employee's confidentiality will be protected, and the specifics of the employee's health status will not be disclosed. HIPAA protected information will be safeguarded accordingly.

COM HR may distribute additional information from public health to employees who have confirmed or suspected COVID-19 or who may have been exposed.

## **Cleaning**

The Division should immediately coordinate with General Services to secure an enhanced cleaning of the employee's workspace.

## **OJI Treatment**

If a City of Memphis employee has been diagnosed (positive) with COVID-19, because of exposure to COVID-19 while performing his/her job duties for the City, the employee will be eligible to submit an OJI claim.



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If the employee meets the above definition, the employee should contact his or her supervisor immediately. The employee supervisor will report the OJI immediately to Sedgwick.

If you have any questions please email [memphishr@memphistn.gov](mailto:memphishr@memphistn.gov)

## **Links referenced in this document:**

1. CDC Risk Assessment: <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
2. CDC International Travel Level-3 Travel Notice: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>
3. CDC Domestic Travel Advisory: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>
4. City of Memphis FFCRA Information: <https://totalrewards.memphistn.gov/>