

City of Memphis
Coronavirus Frequently Asked Questions

Please note – this document will be updated periodically as new information and guidance emerges.

Updated April 1, 2020

City of Memphis is committed to maintaining a respectful, safe, inclusive and equitable workplace. As we move through this challenging time, we want to keep all employees safe as we serve the public.

What is Coronavirus?

Information on the Coronavirus (COVID-19) can be found at the website for the [Center for Disease Control](#) (CDC).

I am a Full-Time employee with high and/or medium exposure risk and unable to work due to the Coronavirus, how can I continue to get paid?

Full-time City of Memphis employees may use accrued and donated leaves in the following order:

1. Family First Coronavirus Response Act (FFCRA) Emergency Sick Leave
2. Sick leave
3. Vacation leave
4. Donated leave (for current sick leave bank participants)
5. Borrowed sick leave (up to 80 hours for 8-hour employees, and 96 hours to 144 hours for 24-hour employees)

I am a Part-Time employee with high and/or medium exposure risk and unable to work to the Coronavirus, how can I continue to get paid?

Part-time City of Memphis employees may use the Families First Coronavirus Response Act Emergency Sick Leave. More time can be allocated based on physician recommendation and Director approval based on budget and operational needs.

I am high and/or medium exposure risk and unable to work due the Coronavirus, will I need to apply for FMLA to access this benefit?

No, you will not need to apply for FMLA to access the sick leave expanded benefit for the use of mandatory or voluntary quarantine due to Coronavirus high and medium exposure risk. However, once an individual or a family member an employee is caring for has a confirmed COVID-19 diagnosis, an employee may apply for FMLA for treatment and ongoing care.

What should I do if I am exposed or think I am exposed to the virus?

First, assess your exposure level based on the CDC's guidelines:
<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>.

If you are **high or medium risk**, please notify your supervisor immediately, go home and contact your primary care physician.

If you are **low risk and have some symptoms**, self-isolation and social distancing is recommended. Person should seek health advice to determine if medical evaluation is needed.

If you are **low risk and have no symptoms**, CDC recommends self-observation.

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My employee notified me that they are exposed or think they are exposed to the virus?

Please follow your Division's exposure protocol. If your division does not have one, please contact the Chief HR Officer.

What can be done to prevent the spread of the virus?

1. Avoid close contact with people who are sick.
2. Avoid touching your eyes, nose and mouth.
3. Stay at home when sick.
4. Cover cough or sneeze with a tissue, then throw the tissue in trash.
5. Clean and disinfect frequently touched objects and surfaces with disinfectants
Resource: <https://www.epa.gov/newsreleases/epa-releases-list-disinfectants-use-against-covid-19>
6. Frequently wash hands with soap and water for at least 20 seconds.

For additional information, see the CDC's website:

<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

What are current high-risk areas?

The CDC maintains a list of high risk areas at the <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

What should employees do who return from high risk areas?

The City of Memphis requests that any employee or contractor that has traveled to mainland China, Iran, Italy, South Korea or any country identified by the CDC since March 5, 2020, please notify HR by using this form: <https://fs29.formsite.com/CityofMemphis/selfreporttravel/index.html> or by calling 1-901-636-6800.

Resource: For country-level risk classifications, see [Coronavirus Disease 2019 Information for Travel](#).

If you are planning a trip to or through one of these destinations, you may be required to remain out of the workplace for 14 days. You should report your travel plans in advance of your trip to your Division Director and HR. It is recommended that individuals avoid non-essential personal travel at this time.

What happens when an employee is caring for a qualifying family member?

Full-time and part-time employees with high and medium exposure risk can use FFCRA emergency sick leave. Full-time employees may also have access to accrued and donated leaves.

What is "close contact" with a person with COVID-19?

Close contact is defined as being within approximately 6 feet (2 meters) of a COVID-19 case for more than 10 minutes; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

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How do I know if I have high or medium exposure risk?

Exposure Risk Assessment is based on the CDC's guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>.

What should an employee do if they have had close contact with a person with a confirmed diagnosis of COVID-19 and the employee has symptoms?

The employee should have immediate isolation and sent home, monitor their health, and contact a physician for next steps.

What should an employee do who has not had close contact with someone with diagnosed COVID-19, but the employee has symptoms?

The employee should not be in the workplace until the employee has been symptom-free for at least 72 hours and cleared by a physician to return to work.

Should a returning employee have to get medical approval to return?

Yes.

Can an employee with symptoms use paid leave?

Yes, full-time employees can use emergency sick leave, accrued and donated leave.

What happens when employee's child's school or care giver location is closed?

An employee may use FFCRA emergency sick leave and emergency FMLA if an employee's child's school is closed by order of a public official for health-related reasons or place of care is closed by order of a public official for a health-related reason. This also applies to the closing of private schools.

What is Emergency Paid Sick Leave (EPSL)?

Emergency Paid Sick leave is a benefit for an employee's own COVID related condition/ status or for an employee providing COVID related care to someone else.

What is Emergency Family Medical Leave (EFMLA)?

Emergency Family Medical Leave is a benefit that allows an employee to care for their son or daughter who is under 18 and whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.

What can an employee do who is feeling anxious about the Coronavirus?

Please talk with your **OSHA Coordinator** about your concerns. Also visit <https://www.cdc.gov/coronavirus/2019-ncov/index.html> for more information.