

CITY OF MEMPHIS COVID-19 WHAT TO DO FACT SHEET

Updated July 31, 2020

GENERAL EMPLOYEE CITY OF MEMPHIS RETURN TO WORK STRATEGY

City of Memphis is using a symptom-based strategy for employees with symptoms and a time-based strategy for employees without symptoms.

*** police and fire employees should use their department protocols*

Situation	Exposure Level	Employee Symptoms	Quarantine Plan	What is needed to return to work?
#1	No Close-contact with Covid-19 confirmed positive or Close-contact with someone who is being tested or Employee travelled domestically	No symptoms	No quarantine needed; Covid-19 test is not required.	Nothing needed to return to work. If employee takes Covid-19 test he or she can return to work while awaiting test results. No wait period needed.
#2	Employee travelled internationally or on a cruise	No symptoms	Employee will be required to remain out of the workplace for 14 days once he or she returns to Memphis.	The employee can return after 14 days are completed. No medical clearance required as long as employee has been symptom-free during the 14 days .
#3	No Close-contact with Covid-19 confirmed positive or Employee travelled internationally/cruise or domestically	Symptomatic (Flu-like symptoms)	If an employee has symptoms , the employee must remain out of the workplace until their symptoms resolve for at least 24 hours without the use of fever-reducing medications and symptoms have improved.	Medical clearance required (preferably dated 3 days or less prior to return to work) and must be symptom-free.
#4	Close-contact (less than 6ft for more than 15 mins) with confirmed Covid-19 positive	No symptoms	Employee will be required to remain out of the workplace for 14 days since estimated last date of contact.	The employee can return after 14 days are completed. Medical clearance required (preferably dated 3 days or less prior to return to work) and must be symptom-free.
#5	Confirmed Covid-19 positive	No symptoms or Symptomatic (Flu-like symptoms)	The employee must remain out of the workplace for 10 days since estimated last date of Covid-19 exposure. If the employee has symptoms , During the 10 days the employee is symptom-free for at least 24 hours without the use of fever-reducing medications and symptoms have improved.	The employee can return after 10 days are completed. Medical clearance required (preferably dated 3 days or less prior to return to work) and must be symptom-free.

Note: Any City of Memphis employee who makes a false statement of material fact in connection with his or her job, including a misrepresentation or falsification of diagnosis or illness will be in violation of policy PM 38-02 and may be subject to discipline, up to and including termination.

CITY OF MEMPHIS COVID-19 WHAT TO DO FACT SHEET

Updated July 31, 2020

MEDICAL CLEARANCE

Under the Americans with Disabilities Act, employers are permitted to require a healthcare provider's note to verify that employees are healthy and able to return to work. Employees will be asked to provide medical clearance to their supervisor or division designee based on division protocols.

One of the following will qualify as medical clearance:

- Negative Covid-19 test result
- Release from Shelby County Health Department
- Return to work from healthcare provider
- City Employee Wellness Clinic Covid-19 Form

TESTING AT CITY OF MEMPHIS EMPLOYEE CLINIC

City of Memphis employees can be tested at our employee clinic at 1520 Union Ave, Memphis, TN 38103. Please note, employees who go to the clinic and state they have been exposed to or in close contact with a COVID-19 positive person will be quarantined for 14 days. CDC guidelines define exposure to a COVID positive person as contact less than 6 feet for more than 15 minutes.

If an employee does not meet this definition, they should ask for "Asymptomatic" testing at the clinic.

If you are sending a work group of 3 or more to be tested, please call in advance so the clinic can prepare. Call 901-725-9055.

OJI PROCEDURE

At work exposure – full time	At work exposure – part time
1) Report to Sedgwick 877-576-1911	1) Report to Sedgwick 877-576-1911
2) Advise employee to call 636-6800	2) Advise employee to call 636-6800
	3) Advise employee to apply for FFCRA
	4) Code employee admin if they have already exhausted 80 hours FFCRA

CITY OF MEMPHIS COVID-19 WHAT TO DO FACT SHEET

Updated July 31, 2020

GENERAL GUIDANCE PROCEDURE

1. **PPE and Safety:** We require that any City employees on premises must wear appropriate masks/or face coverings.
2. **Dealing with Covid-19 Illness:** 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.
3. **Compassionate Culture:** Division Leadership create and instill a culture of compassion, empathy and support for returning employees.
4. **Employee Groups in The Workplace:**
 - Employees must disinfect their work area according to division procedures at the beginning of the work shift and before completing the work shift.
 - Discontinue use of community items: microwaves, refrigerator, utensils and coffee makers (including single use systems).
 - Discourage group and celebratory lunches when possible. If food is ordered it must be individually wrapped.
 - Encourage limited clutter on work spaces for easy cleaning of hard surfaces (e.g. remove paper from desk nightly).

If you have questions or are not sure what to do for Covid-19 related issues please contact:

Your Role	Topic	Who to contact
Chief or Director	Policy guidance, Return to work issues	Alex Smith
All other management and HR liaisons	Policy guidance, Return to work issues	Phyllis Thomas Lynnette Hall-Lewis