

CITY OF MEMPHIS COVID-19 WHAT TO DO FACT SHEET

Updated November 2, 2020

GENERAL EMPLOYEE CITY OF MEMPHIS RETURN TO WORK STRATEGY

*The City of Memphis is using a symptom-based strategy for employees with COVID-19 symptoms and a time-based strategy for employees without symptoms. **Note: Police and fire employees should use their department protocols***

Situation	Exposure Level	Employee Symptoms	Workplace Plan	What is needed to return to work?
#1	No close contact with a person who has been tested positive for COVID-19 or with an employee who traveled domestically	No symptoms	No quarantine needed; COVID-19 test is not required.	Employee can return to work. If employee takes COVID-19 test they can return to work while awaiting test results.
#2	Employee traveled internationally or took a cruise	No symptoms	Employee will be required to remain out of the workplace for 14 days once they return to Memphis.	The employee can return after 14 days. No medical clearance is required if 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)	The employee will be required to remain out of the workplace until all of the following criteria have been met: -10 days have passed since symptoms first appeared -24 hours have passed with no fever without the use of fever-reducing medications -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 symptoms have improved.

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#4	Close-contact (less than 6 ft for a total of 15 minutes or more over a 24-hour period) with confirmed Covid-19 positive	No symptoms	<p>Employee will be required to remain out of the workplace for 14 days since estimated last date of contact.</p> <p>An employee who has had COVID-19 within the past 3 months is not required to remain out of the workplace as long as he or she has recovered and remains without COVID-19 symptoms.</p>	The employee can return after 14 days are completed. Medical clearance required. Preferably dated 3 days or less prior to return to work and symptoms have improved.
#5	Confirmed Covid-19 positive	No symptoms	Employee will be required to remain out of the workplace until 10 days have passed since his or her positive test.	The employee can return after 10 days are completed. Medical clearance required. Preferably dated 3 days or less prior to return to work and symptoms have improved.
Symptomatic (Flu-like symptoms)		<p>- The employee will be required to remain out of the workplace until all of the following criteria have been met:</p> <ul style="list-style-type: none"> -10 days have passed since symptoms first appeared -24 hours have passed with no fever without the use of fever-reducing medications -Symptoms have improved 		

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.

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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

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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	Sharli Adair
All other management and HR liaisons	Policy guidance, Return to work issues	Ciara Taylor