

# CITY OF MEMPHIS COVID-19 WHAT TO DO FACT SHEET

Updated July 1, 2021

## 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 based on CDC guidelines. \*\* police and fire employees should use their department protocols*

## VACCINATIONS

COVID-19 vaccines are free and available to anyone who wants one. Please visit <https://covid19.memphistn.gov/> to for more information about vaccinations.

## FULLY-VACCINATED CITY EMPLOYEES

In general, people are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

Proof of vaccination must be provided to management or HR upon request. If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated. Keep taking all precautions until you are fully vaccinated.

## WORK PROTOCOLS FOR FULLY-VACCINATED CITY EMPLOYEES

- Fully-vaccinated employees have the option to resume activities without wearing a mask or physically distancing.
- Are not required to quarantine or isolate with an exposure to someone with suspected or confirmed COVID-19, unless you have symptoms.
- If you travel in the United States, you do not need to get tested before or after travel or self-quarantine after travel.

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- For international travel, it is recommended that you pay close attention to the situation at your international destination before traveling outside the United States.
  - o You do NOT need to self-quarantine after arriving in the United States.
  - o You should still get tested 3-5 days after international travel.

## **NON-VACCINATED CITY EMPLOYEES**

Non-vaccinated City Employees should continue to follow current guidance listed in PM 46-04 to protect themselves and others, including wearing a mask, staying at least 6 feet away from others, avoiding crowds, avoiding poorly ventilated spaces, covering coughs and sneezes, washing hands often, following CDC travel guidance, and including guidance related to personal protective equipment use or Covid-19 testing.

## **PAID VACCINATION TIME**

•Two hours (2) of paid time off will be allowed for non-vaccinated persons to receive the vaccine with management's approval. Proof of vaccination must be provided upon request.

•Full-time Employees receiving the vaccine who experience side-effects will be allowed to use accrued and donated leaves for vaccination recuperation based leave on eligibility. Proof of vaccination must be provided upon request.

•Part-time employees may receive up to two (2) days of paid time off for recuperation for each vaccination dose, not to exceed four (4) days. Proof of vaccination must be provided upon request.

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- City employees full vaccinated will be eligible to receive the City of Memphis one-time vaccine incentive. Visit <https://totalrewards.memphistn.gov/> for more information.

## BUSINESS TRAVEL

There are no US domestic business travel restrictions. Travel within the United States is permitted without quarantine.

## PERSONAL INTERNATIONAL TRAVEL FOR NON-FULLY VACCINATED EMPLOYEES

Any employee who travels internationally, and has not shown proof of being fully-vaccinated, will be **required to remain out of the workplace for 10 days** from the day the individual returned to Memphis from travel regardless of displayed symptoms. *Employees will not be able to use paid time away from work for travel related quarantine and will not be eligible for telecommuting if the employee travels internationally and is not fully vaccinated.*

## FULLY-VACCINATED EMPLOYEES WHO HAVE PROVIDED HR WITH A COPY OR PHOTO OF THEIR VACCINATION CARD:

- **are not required to quarantine or isolate after an exposure to someone with suspected or confirmed COVID-19 if they do not have any COVID-19 symptoms;**
- do not need to get tested before or after travel or self-quarantine after domestic and international travel.
  - Fully-vaccinated employees should still get tested 3-5 days **after** international travel.
- Fully-vaccinated employees will still need to follow the below protocol is confirmed Covid-19 positive:

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<b>Fully Vaccinated Employee</b> Confirmed Covid-19 positive	No symptoms	Employee will be required to remain out of the workplace until 10 <b>calendar</b> days have passed since his or her positive test <b><u>OR remain out of the workplace for 7 calendar days if the person has not developed any symptoms and also tests negative for the virus.</u></b>	The employee can return after 10 <b>calendar</b> days are completed <b><u>OR remain out of the workplace for 7 calendar days if the person has not developed any symptoms and also tests negative for the virus.</u></b> Medical clearance required. Preferably dated 2 days or less prior to return to work and symptoms have improved.
	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 <b>calendar</b> days have passed since symptoms first appeared -24 hours have passed with no fever without the use of fever-reducing medications -Symptoms have improved	

## NON-VACCINATED EMPLOYEES OR EMPLOYEES WHO HAVE NOT SHOWN VACCINATION CARD

Situation	Exposure Level	Employee Symptoms	Workplace Plan	What is needed to return to work?
<b>#1</b>	No close contact with a person who has been tested positive for COVID-19	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.
<b>#2</b>	Non-vaccinated Employee travels internationally or took a cruise	No symptoms	Employee will be required to remain out of the workplace for 10 calendar days once they return to Memphis. This time will be unpaid (e.g. LWOP),	The employee can return after 10 calendar days. <b>No</b> medical clearance is required if employee has been symptom-free during the 10 days.

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<p><b>NON-VACCINATED EMPLOYEES OR EMPLOYEES WHO HAVE NOT SHOWN VACCINATION CARD</b></p> <p style="text-align: center;">Situation #3</p>	<p>No Close-contact with Covid-19 confirmed positive</p> <p>or</p> <p>Employee travelled internationally/cruise or domestically</p>	<p>Symptomatic (Flu-like symptoms)</p>	<p><b>The employee will be required to remain out of the workplace until all of the following criteria have been met:</b></p> <p><b>-10 calendar days have passed</b> since symptoms first appeared</p> <p><b>-24 hours have passed</b> with no fever without the use of fever-reducing medications</p> <p><b>-Other symptoms have improved</b></p>	<p>The employee can return after 10 calendar days are completed. Medical clearance required. Preferably dated 2 days or less prior to return to work. and symptoms have improved.</p>
<p style="text-align: center;">Situation #4</p>	<p>Close-contact (less than 6ft for more than 15 mins) with confirmed Covid-19 positive</p>	<p>No symptoms</p>	<p><b>Employee will be required to remain out of the workplace for 10 calendar days</b> since estimated last date of contact <b><u>OR remain out of the workplace for 7 calendar days if the person has not developed any symptoms and also tests negative for the virus.</u></b> (Household contact: If an employee is a close contact to a positive case inside the home and the contact cannot separate from the case within the home, the contact must quarantine. for the case's (minimum) 10-day isolation period plus an additional 10-14 days.)</p> <p>An employee who has had COVID-19 within the past 3 months is <b>not required to remain out of the workplace</b> as long as he or she has recovered and remains without COVID-19 symptoms.</p>	<p>The employee can return after 10 calendar days are completed <b><u>OR 7 calendar days if the person has not developed any symptoms and also tests negative for the virus.</u></b></p> <p>(Household contact: Employee can return after 20-24 calendar days). Medical clearance required. Preferably dated 2 days or less prior to return to work and symptoms have improved.</p>

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<p><b>NON-VACCINATED EMPLOYEES OR EMPLOYEES WHO HAVE NOT SHOWN VACCINATION CARD</b></p> <p style="text-align: center;"><b>Situation #5</b></p>	<p>Confirmed Covid-19 positive</p>	<p>No symptoms</p>	<p>Employee will be required to remain out of the workplace until 10 <b>calendar</b> days have passed since his or her positive test <b><u>OR remain out of the workplace for 7 calendar days if the person has not developed any symptoms and also tests negative for the virus.</u></b></p>	<p>The employee can return after 10 <b>calendar</b> days are completed <b><u>OR remain out of the workplace for 7 calendar days if the person has not developed any symptoms and also tests negative for the virus.</u></b> Medical clearance required. Preferably dated 2 days or less prior to return to work and symptoms have improved.</p>
		<p>Symptomatic (Flu-like symptoms)</p>	<p>- The employee will be required to remain out of the workplace until all of the following criteria have been met:</p> <p>-10 <b>calendar</b> days have passed since symptoms first appeared</p> <p>-24 hours have passed with no fever without the use of fever-reducing medications</p> <p>-Symptoms have improved</p>	

## 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

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- 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

## 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:**

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- 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 concerning contact tracing, or are not sure what to do for Covid-19 related issues please contact:

**Sharli Adair, Human Resources -Workplace Safety Compliance & Contact Trace Manager**  
at [Sharli.Adair@memphistn.gov](mailto:Sharli.Adair@memphistn.gov) or (901)-293-0308.

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