

CITY OF MEMPHIS COVID-19 WHAT TO DO FACT SHEET

Version 3.0 Updated January 28, 2022

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.** Please use current sick leave or Covid-19 (PM 46-04) policy for pay treatment guidance.

VACCINATIONS

COVID-19 vaccines and boosters are free and available to anyone who wants one. Please visit <https://www.shelby.community/> to for more information about vaccinations.

WHEN CAN AN EMPLOYEE WITH A POSITIVE COVID-19 TEST AND/OR AN EMPLOYEE WITH SYMPTOMS (REGARDLESS OF TEST RESULTS) RETURN TO WORK?

Employees should **NOT** come to work sick, even with a negative COVID-19 test. Any employee who tests positive for COVID-19 must immediately contact HR Contact Tracing at 901-636-6800, please press 1.

Employees (regardless of vaccination status) may return to work when they meet the following criteria as recommended by the CDC:

1. Cold/ Flu-like Symptoms but no positive test result (this includes not tested, waiting for test results, and negative tests):

The employee should **NOT** come to work sick and should seek medical attention to confirm diagnosis. Sick employees risk infecting others, who, in turn, can go home and infect their families. If an employee displays cold/flu-like symptoms, for example:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*** This list does not include all possible symptoms of infectious diseases

Employees with symptoms, and not tested, follow the below procedures:

1. Get a Covid-19 test (<https://www.shelby.community/>). At home and/or rapid tests are not sufficient.
2. Isolate while awaiting test results (use departmental leave protocols while awaiting results)
3. **If employee tests negative:** Do **NOT** return to work until symptoms are significantly improved or resolved per CDC guidance.

Note: Any City of Memphis employee (including managers and supervisors) 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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4. If an employee tests positive: please use the procedure below.

2. COVID-19 Positive Test and No Symptoms:

If an employee has a **positive Covid-19 test result and no symptoms**:

- Employee must isolate a **MINIMUM** of 5 days from the date of their positive test collection date (sample collection date is day 0).
- If an employee does **NOT** display symptoms during the entire isolation period, the employee **SHOULD** return to work on Day 6
- No documentation required to return, however employee should wear a well-fitting mask Day 6 to Day 10 at work per CDC guidance.

What happens if the employee develops symptoms during the 5-day COVID-19 isolation period?

If an employee develops [COVID-19 symptoms](#) during the isolation period, then the employee **MUST** isolate for a **MINIMUM** of 5 days from the date the symptoms began (extending the isolation period, the date the symptoms started is the new day 0) and **SHOULD** return to work on Day 6 as long as:

- Employee has been fever-free for 24 hours without taking any fever reducing medication
- Symptoms have significantly improved or resolved per CDC guidance.
- They are willing / able to wear a well-fitting mask for an additional 5 days (Day 6 – Day 10)
- No medical documentation required to return.

3. COVID-19 Positive Test and Cold/Flu-like Symptoms:

If an employee has a **positive Covid-19 test result and is displaying [COVID-19 symptoms, then the employee:](#)**

Must isolate a **MINIMUM** of 5 days from start of symptoms **OR** positive test collection date (whichever date is the most recent is Day 0) and employee **SHOULD** return to work on Day 6 as long as:

- Employee has been fever-free for 24 hours without taking any fever reducing medication.
- Symptoms have significantly improved or resolved per CDC guidance.
- They are willing / able to wear a well-fitting mask for an additional 5 days (Day 6 – Day 10).
- No medical documentation required to return.

DOES AN EMPLOYEE NEED A CLEARANCE LETTER BEFORE THEY CAN RETURN TO WORK?

Due to constraints with the current healthcare offerings, we are not requiring medical clearance for employees if they have met the CDC quarantine/isolation guidelines. However, employees should **NOT** come to work if they are displaying cold/flu-like symptoms regardless of Covid-19 diagnosis. Symptoms must significantly improve or be resolved before an employee can return to work per CDC guidance.

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WHEN CAN AN EMPLOYEE THAT HAS HAD CLOSE CONTACT WITH AN KNOWN COVID POSITIVE RETURN TO WORK?

Close contact is when someone was within [6 feet of an infected person](#) (laboratory-confirmed or a [clinical diagnosis](#)) for 15 minutes or more cumulative during a 24 hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*).

1. Close Contact - Quarantine

Employees that have been exposed to a COVID-19 positive person and meet the criteria in [yellow](#) below will be required to quarantine:

- [Employee is ages 18 or older and has completed the primary series of recommended vaccine of Pfizer/ Moderna more than 6 months ago, but has not received a recommended booster vaccine.](#)
- [Employee has received the single-dose Johnson & Johnson vaccine \(completing the primary series\) more than 2 months ago and has not received a recommended booster vaccine.](#)
- [Employee has not received the vaccine and has not completed a primary vaccine series.](#)

Employees that have been exposed to a COVID-19 positive person and meet the criteria in [yellow](#), may return to work when they complete the following:

- Quarantine for 5 days from last contact with a COVID-19 positive person (last exposure is day 0).
- If you are symptom-free on day 5, you may plan to return to work on day 6. It is **STRONGLY** recommended by the CDC that you wear a well-fitting mask for an additional 5 days when around others both at home and in public.
- [Get tested](#) 5 days after the last close contact with someone with COVID-19. If you test positive or develop symptoms, refer to page 2, sections 2 and 3 of this document.
- If symptoms develop during the quarantine period, employees should refer to page 1, section 1 of this policy

2. Close Contact - No Quarantine

Employees that have been exposed to a COVID-19 positive person and meet the criteria in [red](#) below will **NOT be required to quarantine**:

- [Employee is age 18 or older and has received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people, have completed your primary vaccine series of Pfizer/Moderna less than 6 months ago, or have completed your primary vaccine of Johnson and Johnson less than 2 months ago.](#)
- [Employee is age 5-17 years and has completed the primary series of COVID-19 vaccines.](#)

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- Employee has confirmed COVID-19 diagnosis within the last 90 days (you tested positive using a viral test).

Employees that have been exposed to a COVID-19 positive person and meet the criteria in **red**, may immediately return to work and follow these guidelines:

- Wear a **well-fitting mask** around others for 10 days (Day 0 – Day 10) from the date of your last close contact with someone with COVID-19 as recommended by CDC guidelines (the date of last close contact is considered day 0).
- **Get tested** 5 days after you last had close contact with someone with COVID-19. If you test positive or develop symptoms, refer to page 2, sections 2 and 3 of this document.

*****If you are in a household with the positive person and cannot separate from them, day 0 will not occur until the infected person completes their isolation as defined on page 2, sections 2 & 3 of this policy.***

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.

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, press 1	2) Advise employee to call 636-6800, press 1
	3) Code employee admin if they have already exhausted leave time

GENERAL GUIDANCE PROCEDURE

1. **PPE and Safety:** We recommend that any City employees on city property 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 Contact Tracing at 1-901-636-6800, please press 1.
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:

memphishr@memphistn.gov or (901)-636-6800, please press 1.

OTHER IMPORTANT GUIDANCE:

- Employees are responsible for following the normal City of Memphis absence reporting procedures and notifying management of their absences. If there is a concern, 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. For questions, please review current city policies (e.g. COM FMLA Policy PM 66-06, COM ADA/AA Policy PM 30-04).
- City of Memphis is an equal opportunity employer and strictly prohibits employee discrimination based on medical or disability status of an employee.
- All City of Memphis managers and employees are required to follow this guidance except for the police and fire divisions.
- The City of Memphis will follow federal and state laws as applicable.

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