

CITY OF MEMPHIS COVID-19 WHAT TO DO FACT SHEET

Version 5.0 Updated March 8, 2024

GENERAL EMPLOYEE CITY OF MEMPHIS RETURN TO WORK STRATEGY

City of Memphis is using a symptom-based strategy for employees based on CDC guidelines.

****Police and Fire employees should use their department protocols. Please use the current sick leave or Covid-19 (WS-04) policy for pay treatment guidance.**

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

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 and/or take a COVID-19 test (or other applicable tests for respiratory viruses, such as RSV and the flu), 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 they should not come to work, for example:

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|------------------------------|-----------------------------|---------------------------|
| •Fever (>100.4° F) or chills | •Fatigue | •Sore throat |
| •Persistent cough | •Muscle or body aches | •Congestion or runny nose |
| •Shortness of breath or | •Headache | •Nausea or vomiting |
| •Difficulty breathing | •New loss of taste or smell | •Diarrhea |

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

Employees who test negative for COVID-19 should utilize sick leave while displaying cold/flu-like symptoms and can return to work if their symptoms have significantly improved and they have been fever-free for 24 hours without taking any fever-reducing medication.

2. COVID-19 positive test result:

If an employee has a positive COVID-19 test result, the CDC suggests treating COVID-19 like other respiratory viruses (such as RSV and/or the flu) and returning to normal activities when, for at least 24 hours, symptoms are improving overall, and if a fever was present, it has been gone for 24 hours without use of fever-reducing medication. In line with this updated CDC guidance, employees who test positive for COVID-19 should comply with the following updated rules:

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 EDI-04 and may be subject to discipline, up to and including termination.

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- a. Employees **MUST** stay home from work if they (1) have tested positive for COVID-19; **and** (2) are exhibiting cold/flu-like symptoms and/or have a fever (or require fever-reducing medicine to be fever-free).
- b. Employees **SHOULD** return to work if they test positive for COVID-19 and are asymptomatic, so long as they are willing/able to wear a well-fitting mask for five (5) days following their positive test.
- c. Employees **SHOULD** return to work as long as:
 - The Employee has been fever-free for 24 hours without taking any fever reducing medication;
 - Symptoms have significantly improved or resolved per CDC guidance (“[a person is starting to feel better, and the body is returning to normal after an infection](#)”);
 - They are willing/able to wear a well-fitting mask and take other precautions (such as maintaining physical distance as possible) for an additional five (5) days upon their return to work.

DOES AN EMPLOYEE NEED A CLEARANCE LETTER BEFORE THEY CAN RETURN TO WORK? No

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

Employees that have been exposed to a COVID-19 positive person but have no symptoms of illness are no longer required to quarantine per CDC guidance. Employees are encouraged to be mindful of symptoms and test for COVID-19 if they experience any cold and/or flu-like symptoms.

TESTING AT CITY OF MEMPHIS EMPLOYEE CLINIC

City of Memphis employees can be tested at our employee clinic at 3295 Poplar Ave, Ste 105, Memphis, TN 38111.

GENERAL GUIDANCE PROCEDURE

1. PPE and Safety: We recommend that any City employees on city property wear a mask based on your personal preference, informed by your personal level of risk.
2. Employees who have tested positive for COVID-19 and return to work should wear a well-fitting mask for five (5) days following their return to work and, as possible, maintain a physical distance and minimize interactions with the public and other employees for five (5) days.
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.

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- Encourage limited clutter on workspaces for easy cleaning of hard surfaces (e.g. remove paper from desk nightly).

OTHER IMPORTANT GUIDANCE:

- Nothing about this Fact Sheet affects other City policies regarding absences. 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 TR -21, COM ADAAA Policy TR-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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