



RISK MANAGEMENT INTERIM GUIDELINE
COVID-19 Safe Work Practices and Return to Work Requirements After
Suspected or Confirmed COVID-19 Exposure
Revision: 05/15/2020

Effective: April 16, 2020

Authority: City of Tempe Personnel Rules, Rule 4, Section 404: Safety

Section 1 - Purpose

This guideline establishes the safe work practices and procedures that City departments and employees will follow to help prevent and slow the spread of COVID-19 in the workplace and specifies the requirements for employees returning to work following suspected or confirmed COVID-19 exposure. The guideline follows the Center for Disease Control (CDC) recommendations outlined in the document [Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.](#)

Section 2 – Applicability and Administration

This guideline applies to all departments and all employees reporting to work and applies to work related COVID-19 exposures or any off duty COVID-19 exposures.

The Risk Management Division and Human Resources are responsible for the administration of this Guideline.

Section 3 – Definitions

The following definitions apply for the purpose of this guideline.

Close Contact	A) being within approximately 6 feet of a suspected or confirmed COVID-19 case for a prolonged period (10 minutes or more); close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a suspected or confirmed COVID-19 case – or – B) having direct contact with infectious secretions of a suspected or confirmed COVID-19 case (e.g., being coughed on)
Cloth Mask	A homemade mask or any mask that is not an FDA surgical/procedure mask nor a N95 respirator.
Confirmed COVID-19	A person that has received a positive result from a COVID-19 laboratory test, with or without symptoms.
Covid-19 Symptoms	Fever (100.4° F or greater), new cough, new shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of smell or taste.

Exposure	A) close contact with a confirmed COVID-19 case while not wearing recommended personal protective equipment (PPE) - or - B) close contact with an employee who becomes sick following exposure as defined in A above.
Facemask	FDA approved surgical mask (ties) or procedure mask (ear loops)
Potential Exposure	Having household contact or close contact with an individual with suspected COVID-19, including the 48-hour period before the individual became symptomatic.
Self-monitoring	Taking temperature and remaining alert for COVID-19 symptoms
Suspected COVID-19	A person that has symptoms of COVID-19 but either has not been tested or is awaiting test results. If test results are positive, a suspected case becomes a confirmed case.

Section 4 - Pre-Screening

To ensure employees are provided a safe workplace and ensure continuity of City operations, preventive measures will be implemented to prevent and slow the spread of COVID-19 in the workplace. The CDC recommends measuring employee temperature and assessing for COVID-19 related symptoms prior to employees starting work. Prior to each work shift, employees will be asked the following Yes/No COVID-19 symptom related questions.

Since the last day you worked, have you developed any of the following COVID-19 symptoms *that are not related to known medical conditions such as allergies or asthma?* (Answer Yes or No):

- Fever of 100.4°F or greater
- New cough
- New shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of smell or taste

If the employee answers “Yes” to a fever of 100.4°F or greater OR “Yes” to two or more symptoms, and the symptoms are not related to known medical conditions such as allergies or asthma, the employee shall be sent home. During the workday if an employee develops a fever of 100.4°F or greater **OR** develops two or more COVID-19 symptoms (not related to known medical conditions such as allergies or asthma), they shall be sent home immediately.

The Department shall provide the sick employee information about the Families First Coronavirus Response Act, which may be found on the BRIDGE and shall notify Risk Management and Human Resources about the sick employee.

Employees will remain off work until symptom free [per current CDC Guidelines](#).

Section 5 – Reporting COVID-19 Exposures

All work related COVID-19 exposures will be reported to the Risk Manager 480-350-2904. Employees of the Police Department and Fire Medical Rescue Department will follow their department procedures for reporting workplace exposures.

Departments will notify the Risk Manager 480-350-2904 when the Department receives notification from an employee that the employee experienced an off-duty COVID-19 exposure.

Section 6 – Working After Suspected or Confirmed COVID-19 Exposure

Employees may be permitted to continue working following exposure or potential exposure to COVID-19 provided they remain asymptomatic. Employees who have had an exposure or potential exposure, but remain asymptomatic, should adhere to the following practices.

Regular Self-Monitoring: The employee shall follow the daily pre-screening process. If the employee doesn't have a temperature or symptoms, the employee shall continue to self-monitor. The employee shall report to their supervisor the development of any symptoms.

Wear a mask: The employee should always wear a facemask while in the workplace for 14 days after last exposure. In the event facemasks are unavailable, the employee may wear a cloth mask.

Social distancing: The employee shall practice social distancing and maintain 6 feet separation from others as work duties permit.

Clean and disinfect: The Department shall ensure there is an increase in the frequency of cleaning of commonly touched surfaces and shared electronic equipment.

Section 7 – When a COVID-19 Exposed Employee Becomes Sick

If the employee becomes symptomatic during the work shift, they should be sent home immediately. If the employee is at home, the employee shall be instructed to remain at home. The Department shall provide the sick employee information about the Families First Coronavirus Response Act, which may be found on the BRIDGE and shall notify the Risk Manager, Chris Hansen, and Human Resource Specialist, Heather Estrada about the symptomatic employee.

Compile Contact Information: Information on persons who had contact with the ill employee during the time the employee had symptoms, and 2 days prior to symptoms, should be compiled. Others not wearing personal protective equipment while in close contact with the employee during this time would be considered exposed. The Department will provide the list of those contacts to Human Resources and Risk Management.

Clean and Disinfect workspaces: Surfaces in the sick employee's workspace must be cleaned and disinfected. Contact Custodial Services to schedule cleaning of bathrooms and common areas of the facility.

Employees who are sick with COVID-19, or think they might have COVID-19, should follow [CDC Guidelines](#) for sick individuals to help protect other people in their home and community. Sick employees can utilize the [CDC Coronavirus Self-Checker](#) as a guide to help make decisions about seeking appropriate medical care.

Section 8 – COVID-19 Testing

After a documented work-related exposure, employees will be directed to a medical provider for consultation and post-exposure COVID-19 testing.

If an employee has an off-duty exposure, the employee will be directed to their medical provider.