



## I. PURPOSE

The purpose of this temporary policy is to outline tactics for recognition, prevention, and exposure avoidance during the COVID-19 pandemic, in accordance with applicable guidance from the Centers for Disease Control and Prevention (CDC), the Arizona Department of Health Services (ADHS) and Maricopa County.

## II. APPLICABILITY

This policy applies to all regular full-time and part-time represented and non-represented employees, as well as temporary workers, contract employees and volunteers.

## III. WORKPLACE CONSIDERATIONS

### 1. Social Distancing and General Precautions

- a. Employees should follow guidance from the CDC.
- b. Employees are not permitted to work at an on-site facility if they are sick or have symptoms of COVID-19 including fever, cough, trouble breathing, etc. Employees exhibiting COVID-19 symptoms at work may be asked to leave the premises.
- c. Employees should maintain a distance of at least six (6) feet from other people.
- d. Employees may not gather in groups composed of more than the suggested number of individuals by the CDC guidelines.
- e. Employees should stay out of crowded places and avoid mass gatherings.
- f. Employees are not permitted to use another employee's equipment without washing/sanitizing your hands and equipment first.
- g. When a meeting is necessary, employees should use virtual meeting tools such as Microsoft Teams or another virtual meeting application.
- h. Employees may not ride together in vehicles unless operationally necessary. Refer to section III.3 in this temporary policy.
- i. The Department Director may allow employees to telework when possible and feasible within department operation during Phases I and II of the City of Peoria Recovery Plan.



- j. The Department Director may consider implementing appropriate alternatives to reduce the total number of employees in the work area at the same time during Phases I and II of the City of Peoria Recovery Plan.
  - k. Social distancing should be maintained while in conference rooms. All conference rooms should display the acceptable capacity to allow for appropriate social distancing. Please check with Public Works, Facilities Division, for questions regarding conference room occupancy guidelines.
2. Personal Protective Equipment (PPE) and Face Coverings
- a. Face coverings
    - i. Per CDC guidelines, it is recommended employees cover their mouths and noses with their own supplied and appropriate cloth face cover when around others, including when required to be out in public or around others for work purposes. Per the CDC, the purpose of cloth face covering is to protect other people in case you are infected, and does not prevent the wearer from contracting the virus.
    - ii. The City may require employees to wear face coverings when appropriate in situations where social distancing is not possible. In these situations, the City will provide training and the appropriate face covering.
  - b. Gloves

Glove use should be deployed consistent with CDC guidance. Not all positions and tasks within positions require glove. Employees are permitted and may be required to wear gloves when necessary (such as taking/giving money to customers, cleaning restrooms, driving in a shared vehicle, or as required in the Job Hazard Analysis [JHA]).
3. Riding in a Vehicle with Others
- a. Keep the windows down as practicable to encourage fresh air circulation.
  - b. Both the driver and passenger(s) should wear gloves and face coverings.
  - c. When possible, the passenger(s) should ride in the back seat to assist with social distancing.
  - d. The vehicle should be cleaned before and after driving/riding, following CDC guidelines.



#### 4. Temperature Checks

- a. Employees should follow guidance from the CDC.
- b. Temperature check stations are located throughout the City at various facilities, as determined by each department. An employee may voluntarily take their temperature with a thermometer furnished by the City of Peoria, or a thermometer the employee brought from home.
- c. Without limitation, designated departments and/or workgroups may be required to undergo temperature checks as determined by the City Manager in conjunction with the review of applicable law and guidance from public health experts.
  - i. An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath should notify their supervisor and immediately leave the workplace.
  - ii. The employee should monitor his or her symptoms and seek medical advice if concerned about the symptoms.
- d. Time spent waiting for the temperature checks should be recorded as time worked for non-exempt employees.
- e. Employees shall follow proper hand washing or hand sanitizing guidelines immediately before and after taking his/her own temperature.
- f. Employees shall disinfect the thermometer after use by following instructions provided and located at each temperature check location.

#### 5. Facility Cleaning After Exposure

If an employee is confirmed to have COVID-19 infection and has been in City facilities within a certain timeframe, the City of Peoria will follow cleaning and disinfection guidelines as outlined by the CDC.

- a. Upon receiving notification of a confirmed COVID-19 case, HR will notify the Public Works Director who will be responsible for determining the extent of the cleaning to include the employees work area, adjacent common areas and other locations consistent with scope of exposure.
- b. If it has been less than seven (7) calendar days since the COVID-19 confirmed positive employee has been in the facility, any areas used for prolonged periods of time by that person will be closed off, to the extent practicable, for 24 hours.



- i. During the closure period, outside doors and windows should be opened and air circulation increased in the area as practicable.
  - ii. Remaining employees will be asked to leave the area. In some cases, alternative work locations or assignments may be provided.
  - iii. If alternative assignments or locations are not available, the employees in the area may be required to leave the area and not report to work for at least 24 hours. Employees should refer to section V. for information related to leave of absence or contact the Human Resources Department for more information.
- c. If it has been seven (7) calendar days or more since the COVID-19 confirmed positive employee used the facility, additional cleaning and disinfection is not necessary and the City of Peoria will continue routine cleaning and disinfection of all high-touch surfaces in the facility.

#### IV. TESTING, TRACING AND ISOLATION

##### 1. COVID-19 Testing

- a. Per Maricopa County COVID-19 resource web page, COVID-19 testing is currently available for anyone who thinks they might have been exposed to COVID-19; whether they are symptomatic or not. Symptoms may include any combination of cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, or a new loss of taste or smell.
- b. People at higher risk for serious illness from COVID-19 as defined by the CDC should contact their healthcare provider if they are ill.
- c. The turnaround time of lab results varies, but is generally within two to six (2 to 6) days. Employees should check with their healthcare provider if they have questions about the status of their results.
- d. While awaiting results:
  - i. If symptomatic and awaiting results, the employee should stay home and away from others or under isolation precautions until the employee receives the test results.
  - ii. If asymptomatic and awaiting results, no isolation is required but everyday precautions as outlined by the CDC, such as maintaining social distancing, washing hands frequently, sanitizing high use areas, etc. are encouraged.
- e. Once results are known:



- i. If symptomatic and the test result is positive, the employee should stay home away from others or under isolation precautions until there has been no fever for at least 72 hours without the use of medication AND other symptoms have improved AND at least ten (10) days have passed since symptoms first appeared.
  - ii. If symptomatic and the test result is negative, the employee should stay home away from others or under isolation precautions until there has been no fever for at least 72 hours without the use of medication AND other symptoms have improved.
  - iii. If asymptomatic and the test result is positive, the employee should stay home away from others or under isolation precautions until ten (10) days have passed since specimen collection.
  - iv. If asymptomatic and the test result is negative, no isolation precaution is required.
- g. Information on testing facilities in Arizona can be found on [azdhs.gov/covid-19](https://azdhs.gov/covid-19).

## 2. Antibody (Serology) Testing

Per ADHS, antibody tests check the blood to look for antibodies to indicate if there has been a previous infection with the virus.

### a. Testing positive

- i. A positive test indicates there are antibodies that likely resulted from a previous COVID-19 infection.
- ii. It is not clear at this time if those antibodies provide protection (immunity) against becoming infected again.
- iii. If symptomatic, employees should stay home away from others or under isolation precautions until they have had no fever for at least 72 hours without the use of medication AND other symptoms have improved AND at least ten (10) days have passed since symptoms first appeared;
- iv. If asymptomatic, there is no follow up needed, but it is recommended for employees to use a cloth face covering while outside their home for at least ten (10) days since specimen collection as well as normal precautions are encouraged.

### b. Testing Negative



- i. A negative test indicates there has likely been no previous infection, but does not preclude a current infection.
- ii. If symptomatic, stay home away from others or under isolation precautions for at least 72 hours after fever is gone without the use of medication AND other symptoms have improved AND at least ten (10) days have passed since symptoms first appeared;
- iii. If asymptomatic, no isolation is necessary but normal precautions are encouraged.
- v. Consideration should be given to alternative testing to determine if there is a current infection.
- vi. Refer to CDC serology testing guidelines for more information.

### 3. Isolation Protocol

- a. Follow guidance from the CDC guidelines.
- b. Employees should stay at home if they are feeling sick, following normal notification protocol for absences within his/her department.
- c. If an employee feels ill at work or is exhibiting symptoms of COVID-19, he/she should be directed to leave work immediately and go home, or to the nearest health care facility if he/she believes that to be necessary.
- d. If the employee is well enough to drive their own vehicle, they should be asked to do so. The employee should be discouraged from using public transportation.
- e. The employee who has left work should stay home away from others or under isolation precautions until there has been no fever for at least 72 hours without the use of medication AND other symptoms have improved AND at least ten (10) days have passed since symptoms first appeared. The employee should seek medical attention as needed.
- f. The employee may be required to submit a release from the healthcare provider to the HR Department before being permitted to return to work.

### 4. Contact Tracing

- a. An employee who has tested positive for COVID-19 will be interviewed by HR staff to determine who he/she has been in close contact with within the ten (10) days prior to being diagnosed. Per CDC guidelines, "close contact" means exposure within six (6) feet of an individual testing positive for COVID-19 for more than ten (10) minutes.



- b. HR will reach out to each of those contacts, informing them that they may have been exposed and provide the employee with resources related to COVID-19.
- c. Regular follow up will be conducted with all contacts to monitor symptoms for a period of not less than ten (10) days following the initial notification.

## V. LEAVE OF ABSENCE

Employees may request a leave of absence due to COVID-19-related reasons. A leave of absence related to COVID-19 may be either paid or unpaid, depending on the circumstances. Employees should work with the Human Resources Department to request a leave of absence. The Human Resources Department will coordinate details with the employee's department and notify the employee if they are eligible for the requested leave of absence.

## VI. RETURNING TO WORK AFTER ILLNESS OR ISOLATION

The City of Peoria follows the returning to work after illness or isolation guidance published by the ADHS and the CDC. The City has collaborated with Banner Occupational Health Service (BOHS) to provide documentation regarding return-to-work (RTW) release for employees related to COVID-19. Alternatively, the employee may also choose to use their own provider at their own expense. The employee must then provide the RTW paperwork to the Human Resources Department and notify their supervisor of the date they are able to return.

## VII. TEMPORARY ALTERNATIVE WORK ARRANGEMENTS

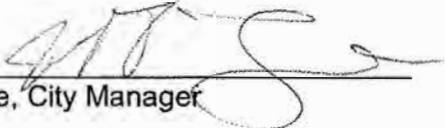
1. Vulnerable Populations: Public Health experts have identified those individuals who may be considered at a higher risk for severe illness from COVID-19.
2. Employees who, because of increased risk to themselves or another person whom they live with and care for, may request temporary alternative work arrangements due to the potential risk of exposure.
3. Employees should request a temporary alternative work arrangements through the Human Resources Department if needed due to COVID-19.
  - a. Employees should request alternative arrangements in writing, using the designated "Temporary Alternative Work Arrangement Request Form" and submit to the Human Resources Department.
  - b. Dependent upon the reason for the request, temporary alternative work arrangement requests may require appropriate, recent medical documentation that specifies the need for alternative arrangements.



- c. Requests requiring medical documentation will be reviewed and if possible, conditionally approved pending HR receipt of medical documentation.
- d. Alternative work arrangements may be granted for not more than 30 calendar days at a time.
- e. Alternative work arrangements are subject to approval based on operational need.
- f. The Human Resources Department will coordinate with the employee's department to determine whether the request may be approved.
- g. Employees who request alternative work arrangements will be notified in writing by the Human Resources Department of the approval/denial of the request within five (5) working days of receipt of the request.

#### VIII. EFFECTIVE DATES

This temporary policy may be adjusted or eliminated throughout the phases of the City of Peoria COVID-19 Recovery Plan.

  
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Jeff Tyne, City Manager