

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: December 17, 2020
TO: Top Management
FROM: Mark Washington, City Manager
SUBJECT: City Manager Administrative Order 2020-19: Updated Policy and Guidance Regarding Personnel Leave, Worksite Reporting and Return-to-Work Procedures

We continue to adapt to the COVID-19 pandemic in collaboration with our partner agencies and in alignment with guidance from health authorities at the county, state and federal level.

On May 29, 2020, Administrative Order 2020-04 provided guidance on leave and return-to-work procedures designed to ensure safety of our employees and the public we serve. This was based on the best medical and health information available at the time, as well as specific provisions of the federal CARES Act.

As medical and health professionals have learned more about the virus, and with the pending expiration of the CARES Act provisions on December 31, 2020, we are updating our own guidance and replacing the associated sections of Administrative Order 2020-04. Provisions of AO 2020-04 regarding application of Emergency Paid Sick Leave (EPSL) and Extended FMLA (E-FMLA) will remain in place until the expiration of those programs. These provisions will remain in place until further notice.

Worksite Reporting and Return-to-Work

1. Any employee shall not be permitted to report to their workplace under the following conditions:
 - a. Receives a COVID-19 diagnosis from a physician
 - b. Receives a presumptive positive test for the COVID-19 virus
 - c. Receives a laboratory-confirmed COVID-19 diagnosis
 - d. Is identified as a "close contact" of an individual confirmed to have COVID-19 (as defined in Section 5 of this Order)

COVID-19 outside of the home shall follow the applicable quarantine recommendations.

“Close contact” is defined as:

- i. Being within six feet of someone who has COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period;
- ii. Providing direct care to someone who is sick with COVID-19;
- iii. Having direct physical contact (hugging, kissing, etc.) with someone who has COVID-19;
- iv. Sharing eating or drinking utensils with someone with COVID-19; or
- v. Being exposed to respiratory droplets from someone with COVID-19 (i.e. sneeze, cough).

The time frame for having contact with an individual includes the period of time 48 hours before the individual became symptomatic or took the test that resulted in a positive diagnosis.

- b. An employee identified with close contact outside of the home and remains asymptomatic should quarantine at home for ten (10) days from the last date of contact and continue to monitor for symptoms for 14 days. If symptoms develop during that time, the employee shall follow isolation procedures outlined in Section 2.
 - c. An employee who shares a home or is a caregiver for someone with COVID-19 should quarantine at home until the individual meets the criteria to end home isolation as outlined in Section 2, plus ten (10) days and should continue to monitor for symptoms for 14 days. If symptoms develop during that time, the employee shall follow isolation procedures outlined in Section 2.
4. During this COVID-19 response, an employee returning to work is not to visit MED-1 for clearance to return to the workplace.
- a. Alternatively, employees should make every reasonable attempt to secure an Authorization to Return to Work from their primary care physician or through a Blue Cross Blue Shield telemedicine doctor.
 - b. All return to work documents must be submitted to the Risk Management Office with a copy to the employee’s supervisor.
5. Supervisors must maintain information about employee illness as a confidential medical record, consistent with ADA/HIPAA guidelines.