

# MEMORANDUM

CITY OF GRAND RAPIDS

**DATE:** April 21, 2021  
**TO:** Top Management  
**FROM:** Mark Washington, City Manager  
**SUBJECT:** **City Manager Administrative Order 2021 – 04: Policy and Guidance Regarding Worksite Reporting and Return-to-Work Procedures**

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While vaccinations become more widely available to our employees and to the public, we understand COVID-19 remains a significant public health concern. As new variants become more widespread and activity increases with warmer weather, it is imperative that we stay vigilant in suppressing the potential spread of the virus.

Workplace protocols originally implemented in April of 2020 remain largely in place, with some slight modifications based on updated guidance from federal, state and county health authorities. Those updates are noted in this Administrative Order and are expected to remain in force until October 15, 2021 unless updated guidance is provided during the intervening time.

## **Worksite Reporting and Return-to-Work Procedures**

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. Displays symptoms consistent with the COVID-19 virus, to include
    - i. Fever of 100.4 F or higher
    - ii. Difficulty breathing or shortness of breath
    - iii. Persistent dry cough
    - iv. Any one of the above symptoms, combined with
      1. Body aches
      2. Sore throat
      3. Runny nose

2. Any employee with a positive or presumptive diagnosis of COVID-19 shall not return to the workplace until 72 hours after recovery and seven (7) calendar days have passed since symptoms first appeared.
  - a. Recovery is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath).
  - b. An employee who stays home with symptoms, but does not receive a test or medical diagnosis should also follow these guidelines.
3. An employee who stays home with symptoms, but receives a diagnosis other than COVID-19 should observe current return-to-work practices based on that diagnosis.
  - a. This is typically 24 hours after the employee exhibits no fever without taking fever-reducing medications for those with cold or flu-like symptoms.
  - b. The same rule shall apply for an employee sharing a home with someone who displays symptoms, but receives a diagnosis other than COVID-19.
4. An unvaccinated employee sharing a home with someone with a positive diagnosis of COVID-19 or who was knowingly exposed with close contact to an individual positively diagnosed with COVID-19 must quarantine at home for 14 calendar days from the date of the potential exposure. "Unvaccinated" includes individuals who have received only one dose of a two-dose vaccine protocol, or are within 14 days after receiving their second dose.

For the purposes of this Order, "close contact" means being in household contact or having close contact within six (6) feet of an individual with confirmed COVID-19 for a prolonged period of time (10+ minutes). The time frame for having contact with an individual includes the period of time 48 hours before the individual became symptomatic.

If close contact exposure has occurred:

- a. The employee shall notify their supervisor of the situation.
- b. The supervisor should determine if the employee's duties can be conducted at home, using telecommuting.
  - i. If telecommuting is a viable option, the employee and supervisor will work with Labor Relations to make appropriate arrangements and the employee shall work from home for 14 days following the last known exposure.
  - ii. If telecommuting is not a viable option, the employee will be required to self-quarantine for 14 calendar days.
- c. If the exposure is determined to have taken place outside of the workplace, the employee may use Emergency Paid Sick Leave (EPSL) or other accrued leave during the quarantine period

- d. If the exposure is determined to have taken place inside the workplace, the employee may be eligible for administrative leave time (ADL) during the quarantine period and should work with Risk Management and Labor Relations to make a determination on eligibility.
  - e. If no symptoms appear after 14 calendar days, the employee may then follow their department's regular health and safety practices and procedures for COVID-19 monitoring.
5. An employee confirmed to be fully vaccinated by Risk Management is not required to quarantine as a result of close contact, provided 14 days have passed since the full course of vaccination has been completed AND the employee remains asymptomatic.
  - a. If a fully vaccinated employee becomes symptomatic, they will be subject to sections 1-4 above.
  - b. Fully vaccinated employees who suspect they have had close contact should notify their supervisor of the circumstances.
6. 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.
7. Supervisors must maintain information about employee illness as a confidential medical record, consistent with ADA/HIPAA guidelines.
8. Employees are encouraged to use available telemedicine options to receive medical guidance and diagnoses whenever possible.
9. These procedures may be amended as emergent circumstances require.

You are directed to implement these changes by Monday, April 19, 2021. Please work with your Deputy City Manager, Assistant City Manager or Managing Director to resolve any questions or concerns.

cc: Eric DeLong  
Doug Matthews  
Allison Farole