

City of Tucson - MANDATORY LEAVE AND RETURN PROTOCOLS

September 21, 2020

OVERVIEW

This protocol governs available leave and return-to-work requirements for City of Tucson employees during the term of the current COVID-19 Emergency Orders adopted by the United States, State of Arizona, and Mayor Regina Romero. It is NOT a long-term amendment of any usually-applicable City of Tucson Administrative Directive.

MANDATORY LEAVE

1. MANDATORY LEAVE FOR POLICE AND FIRE EMPLOYEES

Employees for the Tucson Police Department, Tucson Fire Department and the Public Safety Communications Department are subject to being placed on mandatory leave under the following conditions:

- a. The employee is ill (confirmed COVID-19 positive test or confirmed test for influenza, presence of flu-like symptoms, or temperature above 100.4 degrees Fahrenheit (37.7 Celsius)).
- b. The employee has been contacted by the Pima County Health Department or another official agency and told to self-isolate.
- c. **The employee has had close contact (within 6 feet) for more than 15 minutes with a confirmed COVID-19 case or presumptive positive case, direct contact NOT wearing PPE with infectious secretions of a confirmed or presumptive positive COVID-19 case, or exposure 2 days or less prior to test date.**
- d. The employee has shared any healthcare, home, or work environment within 6 feet of a person with laboratory-confirmed or presumptive positive COVID-19 status for more than 10 – 30 minutes. Each situation will vary, and the Department Director should make their decision on the specific facts.
- e. If an employee has received a positive result from a COVID-19 blood serum antibody test, the antibody test shall be followed up with a COVID-19 RNA swab test scheduled through the City's occupational medicine provider to confirm the presence or absence of active COVID-19 virus.

2. MANDATORY LEAVE FOR NON-PUBLIC SAFETY EMPLOYEES

Employees for City departments other than those described in section 1 above are subject to being placed on mandatory leave under the following conditions:

- a. The employee is ill (confirmed COVID-19 positive test or confirmed test for influenza, presence of flu-like symptoms, or a temperature above 100.4 degrees Fahrenheit (37.7 Celsius)).
- b. The employee has been contacted by the Pima County Health Department or another official agency and told to self-isolate.
- c. **The employee has had close contact (within 6 feet) for more than 15 minutes with a confirmed COVID-19 case or presumptive positive case, or direct contact with infectious secretions of a confirmed or presumptive positive COVID-19 case while not wearing recommended PPE, or exposure 2 days prior to test date, or symptomatic.**

DISCRETIONARY LEAVE FOR NON-PUBLIC SAFETY EMPLOYEES –

AT THE DISCRETION OF THE DEPARTMENT DIRECTOR.

Under the following circumstances, the Department Director (other than a Director of a public safety department as described in Section 1 above) may, at his or her discretion, order an employee to take available leave:

- a. The employee has shared any healthcare, home, or work environment within 6 feet of a person with laboratory-confirmed or presumptive positive COVID-19 status for more than 15 minutes.
- b. Other situations: the employee has engaged in travel outside of the Tucson metropolitan area, sharing the same indoor environment as a person with a confirmed or presumed-positive COVID-19 status at a distance greater than 6 feet or for a period less than two hours.

RETURN TO WORK (NON-PUBLIC SAFETY EMPLOYEES)

1. **UNTESTED EMPLOYEES:** Never symptomatic employees who have NOT been instructed to self-isolate by an official agency may return to work with a Department Director's approval after 72 symptom-free hours.
2. **TESTED EMPLOYEES.** All employees who left work because they were: (1) symptomatic or, (2) because they were instructed to self-isolate by an official agency, or, (3) have obtained a positive test from a serology or antibody test shall not return to work until they have been medically cleared by Medicine for Business and Industry (MBI) and ALL of the following are true:
 - a. The employee experiences no fever in the previous 72 hours without the use of fever-reducing medicine; AND
 - b. The employee has improved other symptoms (cough, shortness of breath, gastrointestinal distress); AND
 - c. At least 10 days have passed since the date the employee was tested for COVID-19 (RNA swab) and the test was positive, OR employee has tested negative for COVID-19 (RNA swab).

RETURN TO WORK (PUBLIC SAFETY EMPLOYEES)

The return to work process for all public safety employees shall be directed by the respective COT occupational health provider with up to date guidance from the Pima County Health Department and the CDC. All employees who have left work must obtain an RNA swab test from the occupational health provider before returning to work.

NEGATIVE TEST (RNA SWAB)

- a. The employee experiences no fever for at least 72 hours without the use of any medicine that reduces fevers; AND
- b. Other symptoms (cough, shortness of breath, gastrointestinal distress, distress) have improved.
*If after 72 consecutive hours of NO fever and improved symptoms, the employee may return to work.

POSITIVE TEST (RNA SWAB)

- a. The employee experiences no fever for at least 72 hours without the use of any medicine that reduces fevers; AND
- b. Other symptoms (cough, shortness of breath, gastrointestinal distress) have improved, AND
- c. At least 10 days have elapsed since the date of COVID-19 testing.