

MANDATORY LEAVE AND RETURN PROTOCOLS

May 2, 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 has a confirmed COVID-19 positive test (RNA swab or serum antibody test) or a 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 10 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.
- 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:

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- 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 10 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.

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: 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..

- a. 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.** For employees who left work because they experienced flu-like symptoms, or who were instructed to self-isolate by an official agency, but who were not tested for COVID-19 (RNA swab or serum antibody), the employee shall not return to work until the following conditions are true:
 - a. The employee experiences no fever for at least 72 hours without the use of any medicine that reduces fevers; AND
 - b. The employee has resolved other symptoms (cough, shortness of breath, gastrointestinal distress); AND
 - c. At least 14 days have passed since symptoms first appeared or the employee was placed on leave.
 - d. **Untested and Never Symptomatic Employees:** Department Director may allow an employee to return after 72 symptom-free hours.

2. TESTED EMPLOYEES. For employees who left work and were thereafter tested for COVID -19, the employee shall not return to work until 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 resolved other symptoms (cough, shortness of breath, gastrointestinal distress); AND
- C. At least 14 days have passed since the date the employee was tested for COVID-19 (whether RNA swab or serum antibody) 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.

1. UNTESTED EMPLOYEES. For employees who left work OR are experiencing flu-like symptoms, who were instructed to self-isolate by an official agency, but who were NOT tested with an RNA swab for COVID-19, the employee shall not return until the following conditions are true:

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

2. TESTED EMPLOYEES. For employees who left work OR are thereafter tested with an RNA swab, the employee shall not return to work until the following:

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. The employee experiences no other symptoms (cough, shortness of breath, gastrointestinal distress) for at least 72 hours.

*If after 72 consecutive hours of NO fever and resolved 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. The employee experiences no other symptoms (cough, shortness of breath, gastrointestinal distress) for at least 72 hours.
- c. If an employee has tested positive for COVID-19, the employee should remain in home isolation for seven days after COVID-19 testing OR until 72 hours after your fever and symptoms of acute infection are gone, whichever is longer.

*After seven days and 72 consecutive hours of resolved symptoms, the employee may return to work after approval from the employee's respective occupational medicine provider.