

**Subject:** Employee Update

**Date:** Wednesday, May 6, 2020 at 10:18:32 AM Eastern Daylight Time

**From:** Jane Groff

**To:** Everybody MMC and MOP

### **05-06-2020 Employee Update**

*Admins, please post for staff without email.*

Good morning!

Our last employee COVID-19 update was on April 17, and at that time our county case number was 46. Almost three weeks have passed, and the case number is now 73. We have 16 active cases and 3 deaths. Even though we are working to get back to business and leisure, we still need to remain vigilant to keep our coworkers and community safe.

### **Employee Travel Update**

Because COVID-19 spreads quickly and efficiently, it would only take one person to infect your entire department or even an entire building in a short amount of time. By the age category alone, in an ongoing attempt to protect the employee population as well as our community from unintended COVID-19 exposure, the City will continue to require review of all travel.

For domestic travel - anywhere in the U.S. outside East Tennessee – employees will be required to notify their Supervisor about their travel plans and activities. The Supervisor will consult with the Managing Director on every situation.

Many situations will require an employee have a COVID-19 test upon return. Until the test is returned negative:

- For leisure travel, the employee will be required to use vacation leave.
- For medical travel using sick leave, employee may qualify to use sick leave.
- For military or other business/ training leave, employee may qualify to use sick leave.

If the situation needs further review, Managing Directors will call HR to discuss. Each case will be evaluated based on risk factors and with consistency to comparable situations.

If an employee travels out of the country, the CDC still recommends a 14-day quarantine. A negative test will also be required.

### **Exposure or Diagnosis Reminders**

We will follow the Tennessee Department of Health guidelines for quarantine or self-isolation due to a COVID-19 exposure or positive test – until further notice. The guidelines include:

For all City work locations, if:

- An employee tests positive for COVID-19\*; or
- An employee is exposed to someone with COVID-19\*;

The following will apply:

- A negative test will be required.
- A seven-day self-quarantine will be required. The last three of those days must be fever-free without medication.

\* The Families First Coronavirus Response Act provides some leave options for employees who qualify (previously posted). For more information, contact Leslie in HR.

COVID-19 testing will be covered at 100% through MetaClinic and East Tennessee Medical Group and no copay will be charged. Testing through primary care physician (PCP) will be covered at 100% but the \$15 copay may still apply.

As always, if you have any questions about the policies related to COVID-19, please contact Leslie Crawford, HR Manager, 273-3426.