



City of Little Rock

COVID-19 Pandemic Related Policies

Sending Employees Home

Effective Date: March 27, 2020

The City of Little Rock (“City”) is taking proactive steps to protect the workplace and the City at large from further transmission of COVID-19. It is the City’s goal during this current State of Emergency to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace. Moreover, the City will take all necessary steps to provide a safe work environment for its employees.

This policy applies to all employees unless otherwise specified.

General Policies:

- a. If you become ill at work with acute respiratory illness symptoms (i.e. cough, shortness of breath), notify your supervisor so that you can be separated from other employees and be sent home immediately. If you are able to notify your supervisor by telephone or email, you should do so.
- b. When any employee exhibits symptoms of a contagious illness and/or presents other observed health risks to the workplace, a Division Manager may require an employee to leave work early and be charged Sick Leave/PTO. This action is based on the fact that the Equal Employment Opportunity Commission (EEOC) and the Centers for Disease Control and Prevention (CDC) advise employers to send employees home when they have COVID-19 symptoms (fever, cough, shortness of breath).
- c. Employees with symptoms of acute respiratory illness, including those sent home from work, must stay home and cannot return to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 48 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- d. Employees should notify their supervisor and stay home if they are sick.
- e. If you believe you have been exposed to the virus causing COVID-19, even though you are fever-free without the use of fever-reducing or other symptom-altering medicines for more than 24 hours, the City may still ask you not to report to work or may ask you to work remotely.
- f. If you have a confirmed case of COVID-19, please contact your supervisor by phone or email. You will not be allowed to report to work for at least 14 days. Employees with confirmed COVID19 diagnosis will have to provide a release to return to work from your physician.
- g. If you have a confirmed case of COVID-19, the City will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (“ADA”). Based on current CDC guidance, the City may also inform fellow employees of possible exposure to COVID-19 if an employee reports direct exposure to a confirmed case of COVID-19 even if that employee is currently asymptomatic.
- h. Any employee exposed to a co-worker or family member with a confirmed case of COVID-19 will be asked to conduct a risk assessment (“Risk Assessment”) to assess their potential exposure

pursuant to CDC guidance. Risk Assessment is available at: <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>.

- 1) The Risk Assessment requires employees to assess their risk level and whether they are symptomatic or asymptomatic.
 - 2) Depending on your individual Risk Assessment, you may not be allowed to report to work for at least 14 days. During this 14-day period you may be permitted to telework or work remotely, depending on your position and in the City's sole discretion. If you are required to stay home without the ability to work remotely, you will be required to use leave that is available to you.
 - 3) Depending on your risk exposure, the City may also recommend that you self-observe your symptoms until 14 days after your last potential exposure. The City may recommend that you check your temperature before arriving at the workplace to ensure that you are still asymptomatic.
- i. Employees who are well but who have a sick family member at home with a positive test for COVID-19 or waiting for the test results should notify their supervisor and refer to CDC guidance for how to conduct a Risk Assessment of their potential exposure.

Before any City employee is sent home due to a suspected COVID-19 related illness, the appropriate Manager should isolate the employee and call one of the Human Resources contacts listed below, in the order provided. If Human Resources concurs with the recommendation to send the employee home, the Manager will detail the process in writing and forward to the Safety/Loss Control Specialist at Riskmanagement@littlerock.gov. All information must be kept confidential. The Manager will need to advise the employee when they can return (see above):

• Safety/Loss control Specialist	371-4756/501-246-2761
• Risk Manager	371-4502
• Director of Human Resources	371-4549/501-515-2205

Any questions concerning these policies should be directed to the Department Human Resources employees listed above.