



City of Little Rock
COVID-19 Pandemic Related Policies
Sending Employees Home
Effective : March 27, 2020
Amended: April 12, 2020
April 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 was updated to meet the City’s Families First Coronavirus Response Act policy.

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. fever, 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. This action is based on the fact that the Equal Employment Opportunity Commission (EEOC) and the Centers for Disease Control and Prevention advise employers to send employees home when they have COVID-19 symptoms (fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell).
- c. Employees should notify their supervisor if they are displaying COVID-19 symptoms e.g. fever, cough, shortness of breath and stay home if they are sick.
- d. Employees who believe they have COVID-19 or were sent home because they were displaying symptoms but have neither been tested nor hospitalized will be allowed to return to work when they meet the conditions below:
 - 1) At least 3 days (72) hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications; and
 - 2) Improvement in respiratory symptoms (e.g. cough, shortness of breath); and,

- 3) At least 7 days have passed since symptoms first appeared.

- e. If you were hospitalized, you will need to have a negative test result when released.

- f. Once an employee returns to work they should wear a mask for the next 14 days if at all possible.

- 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 must call the Human Resources Staff listed below for further guidance BEFORE they return to work.

- i. Employees sent home or who call in sick with symptoms may be eligible for up to 80 hours of Emergency Sick leave under the City’s Families First Coronavirus Response Act Policy.

- j. Please see Travel Policy regarding employees at risk for COVID-19 due to personal travel.

Before any City employee is sent home due to a suspected COVID-19 related illness, the appropriate Supervisor/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 Supervisor will detail the process in writing and forward to the Safety/Loss Control Specialist at Riskmanagement@littlerock.gov or if you have an employee that calls in sick in with COVID-19 symptoms, please notify staff below. All information must be kept confidential.

The Manager will need to advise the employee when they can return see (d & e) 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.