

Incident Response Procedures for Response to Employee Sickness during a Pandemic Emergency

Issues by: Chief Administrative Officer

Purpose

The purpose of this instructional guide is to inform S&WB Managers/Supervisors of the steps required for having an employee with symptoms associated with the Pandemic Emergency (COVID 19) sent home for medical evaluation. Note: HIPAA laws must be adhered to even under COVID 19 response procedures.

Background

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

The following symptoms may appear **2-14 days after exposure**.

- Fever
- Cough
- Shortness of breath

Step 1 – Reporting- The **Benefits Department Manager** shall be immediately contacted at **504-494-3649** in the event any of the following situations arise:

- A. If an employee arrives for work and appears to have the above indicated symptoms.
- B. If an employee calls in to work or reports at work that they may have been directly exposed to the COVID-19 virus.
- C. Employee reports a confirmed positive test result.
- D. Employee reports that they are awaiting test results.

Step 2 – HR Benefits Dept Manager Checklist – The HR Benefits Manager completes an interview checklist with the reporting source. Ascertains basic details of the situation.

Step 3 – HR Benefits Dept Manager Contacts City Health- The Benefits Department Manager will contact and brief the City - New Orleans Health Department, and briefs the HR Director and the CAO.

Step 4 – City Health Actions- The City will contact the Louisiana Department of Health and Hospitals. Issues that will be considered are:

- A. Testing
- B. Quarantine/No Quarantine
- C. Contact Tracing

Step 5 – City Health Dept Takes Action- SWBNO will stand by to take specific direction from City and/or State Dept of Health.

Step 6 - Results

- A. No Action Required – Appropriate medical authorities have determined that there is no risk-Employee may return to work
- B. Negative Results – Testing conducted and no COVID-19 detected - the employee should return to work with a medical clearance from a medical professional.
- C. Positive Results – Testing conducted and COVID-19 detected - the employee will receive directives from the City and LDHH. SWBNO may be consulted.
 - The directives may entail actions regarding quarantine of additional employees determined through contact tracing
 - The directives may entail actions regarding additional employees being tested

Sending an Employee Home

Manager Should:

1. Isolate the employee from others- consider impact of location chosen.
2. Contact Benefits Department Manager—504-494-3649
3. After consulting and receiving instructions from the Benefits Department Manager send the employee home to be evaluated by their health care provider.
4. Contact Safety department to arrange for appropriate areas to be sanitized.

Affected Employee Responsibility

1. Employee shall call their medical provider and explain that they may have been exposed.
2. Employees cannot report back to work until they have been cleared by the Benefits Department Manager.
3. Employees shall contact their supervisor to keep them informed of their work status.

Benefits Department Responsibility

1. The Benefits Department Manager will coordinate with affected employee and all departments regarding clearance for the employee to report back to work.
2. In the event of a confirmed positive, the Benefits Department will facilitate communications with SWBNO entities by City and State Health to conduct contact tracing procedures.

Safety Department Responsibility

1. Offer guidance on disinfectant procedures.

Employee Leave and Pay Considerations

1. Employees quarantined by the authority of a public health official will be granted civil leave.
2. All other pay and leave considerations associated with COVID 19 are under review by the City of New Orleans and New Orleans Civil Service. This guidance will be updated when new information is available.