

MANDATORY LEAVE AND RETURN PROTOCOLS

April 7, 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.

DEFINITIONS

Days – Consecutive calendar days, to include weekends and holidays, irrespective of the employee’s actual work schedule.

Hours –Consecutive hours, irrespective of an employee’s individual work schedule.

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 is ill (confirmed COVID-19 positive test or 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.

MANDATORY LEAVE AND RETURN PROTOCOLS

April 7, 2020

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:

- 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.

3. 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:

- a. 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.
- b. 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 (ALL 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**

MANDATORY LEAVE AND RETURN PROTOCOLS

April 7, 2020

agency, but who were not tested for COVID-19, 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 and the test was positive, OR employee has tested negative for COVID-19.