



Date: 3/11/2022

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MEMORANDUM

To: All City Employees
From: Michael J. Ortega, P.E., City Manager 
Subject: Revised COVID-19 Requirements for City Employees and Members of the Public Who Access City Facilities, Effective March 14, 2022

On March 3 the Center for Disease Control (CDC) revised its COVID-19 Community Level for Pima County down to Medium from High. As a result, I have updated the employee policies related to COVID-19, to include changing the face covering policy from required to recommended. The below policy takes effect **March 14, 2022**; and related revisions to relevant Administrative Directives will be made and released in the near future. Please read this new policy information thoroughly. It supersedes prior Administrative Directives where there is a direct conflict.

Through this memo I am also extending the revised face covering and temperature check policies to City vendors and to the members of the public who access City facilities. These updates align City policy related to COVID-19 with the latest CDC guidance and Pima County Public Health Advisory Update and are **effective March 14, 2022**. To further align with the March 4 Pima County Health Advisory, I am recommending that everyone who is 65 years of age or older or has high-risk underlying medical conditions wear a mask in City facilities. As the pandemic endures and evolves, we will remain flexible and make adjustments as Pima County's CDC Community Level and associated guidelines change.

Please note that the only elements of the Policy (as set forth below) that are revised by this memo are section 4(a) (relating to face coverings) and the Policies for Vendors and Members of the Public. The remaining provisions have not been revised, but are restated here for your information and reference.

1. PURPOSE

This directive, together with all directives issued in connection with the City's response to the ongoing and evolving COVID-19 pandemic, is designed and intended to protect the health and safety of City of Tucson (City) employees, their families, and the Tucson community while maintaining the ability to provide essential service delivery to the community. These directives are informed by the fact that vaccination against COVID-19 is a vital tool used to reduce the presence, spread and the severity of COVID-19 cases in the workplace and in our community; and that additional mitigation measures are necessary and/or expedient, or may become necessary and/or expedient as the



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pandemic progresses and evolves, to protect the safety of our workplace and our community.

These additional mitigation measures include but are not limited to those that may require regular or periodic testing of employees; restrictions for employees who are symptomatic and/or who test positive for the COVID-19 virus; masking requirements for employees; and other measures that are determined by the City to be essential or reasonably necessary to reduce the presence and/or severity of COVID-19 cases and infectious disease spread in the workplace and in our community.

The City will continue to review and update employee policies as necessary and/or prudent to address public safety and operational concerns relating to the COVID-19 pandemic.

This policy applies from its effective date (**March 14, 2022**) and provides direction for required testing, isolation, masking and reporting related to COVID-19 and other infectious disease(s). To the extent any provision of this directive conflicts with any prior Administrative Directive, the provision(s) of this directive control(s).

2. SCOPE

This policy applies to all City employees, including but not limited to all employees in the classified service (permanent and probationary), all at-will/appointed employees and officers (including those outside the classified service), and all temporary, seasonal, or other employees, including those employed by contract through temporary employment agencies or similar, City vendors, and members of the public who access City facilities.

3. POLICY

It is incumbent upon all employees to protect themselves, the public and co-workers through proper isolation, testing, masking and reporting.

- a. **Symptomatic Employees:** Any employee who develops symptoms of COVID-19 must provide prompt notice to the employee's direct supervisor that they are symptomatic and shall not report to work and may not return to the workplace until they meet the return to work criteria provided below. These criteria are based on current guidance from the Arizona Department of Health Services and the Centers for Disease Control and Prevention (CDC).

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A symptomatic employee¹ cannot report to work unless:

1. At least 5 days have passed since symptoms first appeared; and
2. The employee is fever free for at least 24 hours, without the use of a fever-reducing medication; and
3. Other symptoms, such as cough and shortness of breath, have improved.

Symptomatic employees are encouraged to get tested to determine if they have an active COVID-19 infection, but testing is not currently required.

At the request of the symptomatic employee, and if the position allows and with supervisor approval, the employee may conduct work remotely. If the position does not allow for remote work and/or remote work has not been approved for a position, the employee must use accrued leave (Vacation Leave, Sick Leave, Pandemic Leave as otherwise available).

b. Employees who Test Positive:

Any City employee who tests positive for COVID-19 or receives a COVID-19 diagnosis must provide prompt notice to the employee's direct supervisor, and must submit their COVID-19 test results via the Origami link or Origami Mobile App. The employee may not return to the workplace until they meet the return to work criteria provided below, which is based on current guidance provided by the Arizona Department of Health Services and the Centers for Disease Control and Prevention (CDC). The employee cannot report to work except as follows:

1. Asymptomatic COVID-19 positive employees shall not report to their workplace for 5 days following a positive test.
2. Symptomatic COVID-19 positive employees shall not report to their workplace for 5 days after symptoms begin and shall remain at home until symptoms have improved and have not had a fever for the last 24 hours without the use of fever-reducing medication.

At the request of the symptomatic employee, and if the position allows, the employee may, with supervisor approval, conduct work remotely. If the position does not allow for remote work and/or remote work has not been approved for that position, the employee must use accrued leave (Vacation Leave, Sick Leave, Pandemic Leave, as otherwise available).

¹ COVID-19 symptoms are described here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>



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4. ADDITIONAL EMPLOYEE RESPONSIBILITIES

a. Face Coverings

It is recommended that all City employees wear a face covering when indoors whenever social distancing is not possible or practical or when occupying a vehicle with another person for work purposes. All City employees are recommended to wear a mask to enter a City building or facility and indoors or when within a confined space such as a vehicle whenever social distancing is not possible or practical. Any City employee may request a mask and the City will provide one.

b. Exposures

Exposed Employees

Effective beginning January 31, 2022, an employee's exposure to COVID-19, whether that exposure occurs on or off the job, does not in and of itself require the isolation or quarantine of that employee, and does not prevent that employee from reporting to the workplace. An employee with a known exposure or defined close contact to a person with COVID-19, who remains asymptomatic, shall not be required to test, and can continue to work in their regular capacity. The employee may request to work remotely for up to 5 days if the employee's position allows, subject to supervisor approval. If the position does not allow for remote work and/or remote work has not been approved for that position, the employee must report to duty or use accrued leave, subject to approval of that leave use as applicable.

If the exposure occurred while on duty, the employee shall notify their immediate supervisor and complete City form 100A to document the work exposure. The reporting form is available here:

<https://live.origamirisk.com/Origami/Account/Login?ReturnUrl=%2fOrigami%2fIncidentEntry%2fWelcome>

No notification is required for an exposure that occurs off-duty (i.e. a "community exposure").

For the purposes of this directive:

"Exposure" means contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus; and



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“Close Contact” means that the employee was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period.

c. **Temperature Checks**

Temperature checks are mandatory for all City employees at all City facilities prior to the start of any workday or shift. A confirmed temperature (as established by 3 checks over a 10-minute period), in excess of 100.4 degrees requires that the employee notify their supervisor and NOT proceed to their work area. The employee who tests with a high temperature is deemed to be symptomatic and is subject to the requirements for symptomatic employees as otherwise described in this directive.

d. **Updates to Vaccination Status**

Employees are requested to fill out and submit the vaccine attestation form anytime their vaccination status has changed. The form can be found at: www.docs.tucsonaz.gov/Forms/City-Manager-Vaccine-Attestation

5. **TESTING**

Effective January 31, 2022, the City’s prior requirement of weekly testing for employees who are not fully vaccinated is no longer in effect. The termination of the weekly testing requirement is based upon the most current information relating to the sources of community spread; the transmissibility of the currently dominant variant; the City’s priorities in facilitating the availability of voluntary testing for its employees and their families; the reliability of testing after a prior positive test; the burden upon and costs to the City; and the impacts upon the City’s operations and ability to provide services to the Tucson community. Notwithstanding the termination of this requirement the City remains committed to protecting the health and safety of City employees, their families, and the larger Tucson community while maintaining the ability to provide essential service delivery to the community. To this end, the City will continue to promote and require vaccination among its employees against COVID-19 to the extent authorized by law; and may require additional mitigation measures as necessary and/or expedient to protect the safety of our workplace and our community as the COVID-19 pandemic continues to evolve.

6. **TRAVEL**

City funded travel and training continues to be authorized only for City employees who are fully vaccinated (with limited exemptions/exceptions). For requirements see City



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Administrative Directive 3.03-1 Travel Policy and City Administrative Directive 2.03-7 Mandatory Covid-19 Vaccination.

7. DISCIPLINARY ACTION

Any City employee who does not comply with this policy is subject to disciplinary action, up to and including termination. Any City employee who submits false or misleading information regarding their COVID-19 vaccination status, testing, test results, or compliance with this policy is subject to disciplinary action, up to and including termination. Any symptomatic City employee who knowingly reports to duty while symptomatic with a contagious disease, including but not limited to COVID-19, is subject to disciplinary action, up to and including termination.

8. CONFIDENTIALITY

Documentation submitted in compliance with this policy, including any test result, will be maintained by the City as confidential medical information, and will be maintained separately from the employee's personnel file. Human Resources (HR) will serve as the repository for all confidential information gathered or submitted in relation to this policy.

POLICIES FOR VENDORS AND MEMBERS OF THE PUBLIC ACCESSING CITY FACILITIES

Face Coverings

It is recommended that all City vendors and members of the public accessing City facilities wear a face covering when indoors and social distancing is not possible or practical. Any City vendor or member of the public who accesses City facilities may request a mask and the City will provide one.

Temperature Checks

Temperature checks are mandatory for all City vendors and members of the public who access City facilities. A person with a confirmed temperature (as established by 3 checks over a 10-minute period) in excess of 100.4 degrees shall be denied access to City facilities.