

## COVID-19 Screening Policy for City Employees

**Effective Date:** September 29, 2022

**Policy Version No.:** 7

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### I. Introduction

On August 11, 2022, the Centers for Disease Control (CDC) streamlined its COVID-19 guidance to help people better understand their risk, how to protect themselves and others, and what actions to take if they are exposed to, sick with, or test positive for COVID-19. The virus continues to circulate globally, however, with so many tools available to us for reducing COVID-19 severity, there is significantly less risk of severe illness, hospitalization and death compared to earlier in the pandemic.

As the City of Philadelphia continues to operate in changing COVID-19 conditions, all of us share a responsibility to the city and our fellow employees to ensure that we have safe workplaces that do not create opportunities for additional COVID-19 infections. To that end, each City department is required to continue following the screening policy so that any employees at-risk of spreading COVID-19 to fellow employees or city residents are prevented from returning to work until any such risk has been alleviated.

**Screening questions must be administered to each employee before that employee begins working.** Departments may choose one of two options for administering the assessment:

- A. **Self-Administered Assessment.** Departments choosing this option must require all employees to complete the City's online self-administered screening assessment tool (available at <https://www.phila.gov/employee-screener/#/>) prior to the start of each onsite shift or workday. The online assessment tool will determine whether the employee may safely report for onsite work, or whether that employee must get tested or seek medical care, and quarantine/isolate. Employees should follow the assessment tool's prompts on how to inform their departments of their work status.
- B. **Supervisor-Administered Assessment.** Departments choosing this option must, at the start of each shift or workday, ask all onsite employees all questions contained in Section III of this policy prior to allowing employees to begin any onsite work. Section III also provides the required departmental response to affirmative answers to those questions.
- C. **Alternative Assessment method.** Any department choosing not to use A or B above must write an explanation of the method they will be using to ensure that their workers are screened for COVID-19 prior to reporting to work and submit that for approval to the Director of Safety and Loss Prevention. The applications will be reviewed and if approved may be implemented. Any deviation from the approved screening process must be approved in writing. All other departments must use A or B to screen their employees reporting to work.

## **II. Role Responsibilities**

Employees, supervisors, and Appointing Authorities must work cooperatively to ensure that employees adhere to Department of Public Health requirements designed to prevent COVID-19 spread.

### **A. Appointing Authority's Responsibilities.**

1. Appointing Authorities are expected to require that all employees complete COVID-19 screening assessments prior to working onsite.
2. Appointing Authorities are expected to train all staff on how to appropriately complete screening assessments, including ensuring that all employees are provided with the appropriate contact information for departmental safety/HR to report that they may not report to work pursuant to this policy.
3. Appointing Authorities are expected to ensure that completion of COVID-19 screening assessments does not unduly interfere with onsite operations.
4. Departmental safety/HR staff are expected to respond to questions or concerns regarding COVID-19 screening assessments.
5. Departmental safety/HR staff are expected to be the point of contact for employees who have not been cleared for work.

### **B. Supervisor's Responsibilities.**

1. Supervisors in departments that have opted to have supervisors conduct COVID-19 screening assessments are expected to complete assessments for each employee before each scheduled shift/workday.
2. Supervisors may conduct the initial screening assessment in a group setting. Supervisors are, however, expected to ensure that all further conversations concerning an employee's health status are conducted in a confidential setting.
3. Supervisors are expected to daily confirm the status of those workers who come to the workplace to ensure that they are safe to be at the worksite. Supervisors are expected to ensure that employees not cleared to work pursuant to this policy inform departmental safety/HR staff of their work status and direct all questions concerning leave usage or return-to-work steps to departmental safety/HR.
4. Supervisors are expected to familiarize themselves with this policy and be able to accurately advise employees how to complete the online assessment.

### **C. Employee's Responsibilities.**

1. Employees using the online screening assessment tool are expected to complete an assessment an hour before each onsite work-shift.

2. Employees are expected to answer all screening questions truthfully.
3. Employees must inform supervisors if they have been cleared for work and inform departmental safety/HR if they have not been cleared pursuant to this policy.

**4. Employees must stay home from work when they are sick.**

**III. In-Person Questions and Responses**

Supervisors are expected to use the following questions, responses, and follow-up actions to administer assessments and appropriately address employee responses obtained from the self-administered assessment.<sup>1</sup> **Due to confidentiality concerns, all questions shall be asked by supervisors privately for in-person screening.**

Question No. 1	Have you been diagnosed with COVID-19 in the past 10 days by a doctor or received a positive lab-based or at-home test result?
Supervisor Response if “Yes”	<p>If you are diagnosed or test positive and work in healthcare or congregate settings, consult your Safety Officer/HR Manager/Pandemic Coordinator for instructions.</p> <p>If you are employed in general work settings (non-healthcare/non-congregate settings) follow the instructions below:</p> <p><b><u>If you are diagnosed or test positive for COVID-19</u></b>, stay home for at least 5 full days after symptoms started/restarted or testing positive if asymptomatic, and isolate from others. Wear a high-quality mask or respirator (e.g., N95, KN95, NIOSH equivalent, or double mask) when you must be around others at home and in public.</p> <ul style="list-style-type: none"> <li>• If after 5 days you are fever-free for 24 hours without the use of medication, and your symptoms are improving, or you never had symptoms, you may end isolation.</li> <li>• Wear a mask at all times except when eating and drinking at work for 5 additional days. Eat alone at work. If employees cannot mask, they should wait 10 days before returning to work.</li> </ul>

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<sup>1</sup> The online assessment tool provides codes which may be used to identify which questions employees answered “yes.” Page 11 of this policy contains a complete list of all such codes.

	<ul style="list-style-type: none"> <li>Regardless of when you end isolation, avoid being around people who are more likely to get very sick from COVID-19 until after day 10.</li> </ul> <p><b>If you had <u>no</u> symptoms:</b></p> <ul style="list-style-type: none"> <li>Day 1 is the first full day following the day you were tested. Start counting here through your 5<sup>th</sup> day of isolation.</li> </ul> <p><b>If you had symptoms or later develop symptoms:</b></p> <ul style="list-style-type: none"> <li>Day 1 is the first full day after the day your symptoms started. Start counting here through your 5<sup>th</sup> day of isolation.</li> </ul>
Follow-up Action(s)	<b>Direct employee to immediately contact their HR Manager/Safety Officer/or Pandemic Coordinator to discuss their work status.</b>
Question No. 2	In the last 2 weeks, did you care for or have <a href="#">close contact</a> with someone who is COVID-19 positive?
Supervisor Response if "Yes"	<p><b>A. Healthcare and Congregate Settings Employees</b> If you were a close contact and work in healthcare or congregate settings, consult your Safety Officer/HR Manager/Pandemic Coordinator for instructions. You may need to quarantine.</p> <p><b>B. ALL OTHER CLOSE CONTACTS IN NON-HEALTHCARE/NON-CONGREGATE SETTINGS</b> If you are <b>asymptomatic (without signs or symptoms)</b> <b>and</b> you CAN mask, you are not required to quarantine but must wear a high-quality mask for 10 days. You can report for work unless remote work is an option determined by your HR Manager/Safety Officer/Pandemic Coordinator.</p> <p><b>If you CAN'T mask, you must quarantine for 10 days.</b></p> <p><b>You must take the following precautions because you can still develop COVID-19 up to 10 days after you have been exposed.</b></p> <ul style="list-style-type: none"> <li>Wear a high-quality mask or respirator (e.g., N95, KN95, NIOSH equivalent, or double mask) any time you are around others inside your home or indoors in public</li> </ul>

- Do not go places where you are unable to wear a mask, i.e., eating lunch with co-workers
- Stay away from people who are more likely to get very sick from COVID-19 (e.g., anyone over age 50 years, people with weakened immune systems, and anyone with underlying health conditions)
- Watch for possible symptoms

**If you develop symptoms**

- Stay home and isolate immediately for at least 5 full days after symptoms started/restarted and mask for an additional 5 days (days 6-10) after isolation
- See your medical provider and get a COVID-19 lab-based test as soon as possible

**If you do not develop symptoms**, get a lab-based COVID-19 test the 6<sup>th</sup> day after you last had close contact with someone with COVID-19.

**IF YOUR TEST IS NEGATIVE**

Continue taking precautions through day 10.

**IF YOUR TEST IS POSITIVE**

[If you test positive for COVID-19](#), stay home for at least 5 full days after symptoms started/restarted or testing positive if asymptomatic, and isolate from others. Wear a high-quality mask or respirator (e.g., N95, KN95, NIOSH equivalent, or double mask) when you must be around others at home and in public.

When you have COVID-19, isolation is counted in days, as follows:

**If you had no symptoms:**

- Day 1 is the first full day following the day you were tested

**If you had symptoms:**

- Day 1 is the first full day after the day your symptoms started

**C. IF YOU ARE A CLOSE CONTACT, HAD A POSITIVE COVID-19 LAB-BASED TEST RESULT IN THE LAST 90 DAYS, AND RECOVERED**

	<p><b>If you develop new onset of symptoms</b></p> <ul style="list-style-type: none"> <li>• Stay home and isolate immediately for at least 5 full days after symptoms started/restarted and mask for an additional 5 days (days 6-10) after isolation</li> <li>• Contact your medical provider for further instructions and to determine if testing is necessary</li> </ul> <p><b>Asymptomatic (You do not have symptoms)</b></p> <ul style="list-style-type: none"> <li>• If you have recovered from laboratory-confirmed COVID-19 you do not need to undergo repeat testing as long as you have not developed any new symptoms. You can report for work. You do not need to quarantine.</li> <li>• You must wear a high-quality mask or respirator (e.g., N95, KN95, NIOSH equivalent, or double mask) for 10 days as soon as you find out you were exposed.</li> </ul>
Follow-up Action(s)	<b>Direct employee to immediately contact their HR Manager/Safety Officer/or Pandemic Coordinator to discuss their work status.</b>
Question No. 3	<p>In the past 24 hours have you experienced a <b>new onset</b> of any of the following symptoms from an <b>unknown source</b>?</p> <ul style="list-style-type: none"> <li>a. New or worsening cough</li> <li>b. Shortness of breath or difficulty breathing</li> <li>c. New loss of taste or smell</li> </ul>
Supervisor Response if “Yes” to any <b>one</b> of these symptoms	<p>You must see a medical provider or provide a lab-based COVID-19 test result. You should not return to work at this time. If your medical provider verifies and provides documentation that you do not have COVID, you can return to work. Regardless of vaccination status, you should isolate from others when you are sick and suspect that you have COVID-19 but do not yet have test results. If your test result is negative, you can end your isolation.</p> <p><b><u>If you test positive for COVID-19</u></b>, stay home for at least 5 full days after symptoms started/restarted or testing positive if asymptomatic, and isolate from others. Wear a high-quality mask or respirator (e.g., N95, KN95, NIOSH equivalent, or double mask) when you must be around others at home and in public.</p>

Follow-up Action(s)	<b>Direct employee to immediately contact their HR Manager/Safety Officer/or Pandemic Coordinator to discuss their work status.</b>
Question No. 4	<p>In the past 24 hours have you experienced a <b>new onset</b> of any of the following symptoms from an <b>unknown source</b>?</p> <ul style="list-style-type: none"> <li>a. Fever</li> <li>b. Chills</li> <li>c. Fatigue</li> <li>d. Muscle or body aches</li> <li>e. Headache</li> <li>f. Sore throat</li> <li>g. Congestion or runny nose</li> <li>h. Nausea or vomiting</li> <li>i. Diarrhea</li> </ul>
Supervisor Response if “Yes” to <b>any two</b> of these symptoms	<p>You must see a medical provider or provide a lab-based COVID-19 test result. You should not return to work at this time. If your medical provider verifies and provides documentation that you do not have COVID, you can return to work. Regardless of vaccination status, you should isolate from others when you are sick and suspect that you have COVID-19 but do not yet have test results. If your test result is negative, you can end your isolation.</p> <p><b><u>If you test positive for COVID-19</u></b>, stay home for at least 5 full days after symptoms started/restarted or testing positive if asymptomatic, and isolate from others. Wear a high-quality mask or respirator (e.g., N95, KN95, NIOSH equivalent, or double mask) when you must be around others at home and in public.</p>
Follow-up Action(s)	<b>Direct employee to immediately contact their HR Manager/Safety Officer/or Pandemic Coordinator to discuss their work status.</b>

## I. Confidentiality

The City places a high priority on maintaining all employee health information in a confidential manner. Accordingly, the City will not store employee responses to the self-administered assessment and will not document employee responses to supervisor-administered assessment. Information relating to an employee’s absence from work, including, if necessary, the reason for that absence and the expected duration of any absence, will continue to be collected and maintained according to existing departmental protocols. City employees are expected to conduct all conversations regarding an employee’s health status beyond the initial assessment in a confidential setting.

COVID-19 Online Assessment Tool Code Key

Code	Response
F1	<p><b>If you test positive and work in healthcare or congregate settings, consult your HR Manager/Safety Officer/Pandemic Coordinator for instructions.</b></p> <p><b>If you work in general work settings (non-healthcare/non congregate settings) follow the instructions below:</b></p> <p><b><u>If you test positive for COVID-19</u></b>, stay home for at least 5 full days after symptoms started/restarted or testing positive if asymptomatic, and isolate from others. Wear a high-quality mask or respirator (e.g., N95, KN95, NIOSH equivalent, or double mask) when you must be around others at home and in public.</p> <ul style="list-style-type: none"> <li>• If after 5 days you are fever-free for 24 hours without the use of medication, and your symptoms are improving, or you never had symptoms, you may end isolation.</li> <li>• Wear a mask at all times except when eating and drinking at work for 5 additional days. Eat alone at work. If employees cannot mask, they should wait 10 days before returning to work.</li> <li>• Regardless of when you end isolation, avoid being around people who are more likely to get very sick from COVID-19 until at least day 10.</li> </ul> <p><b>If you had <u>no</u> symptoms:</b></p> <ul style="list-style-type: none"> <li>• Day 1 is the first full day following the day you were tested. Start counting here through your 5<sup>th</sup> day of isolation.</li> </ul> <p><b>If you had symptoms or later develop symptoms:</b></p> <ul style="list-style-type: none"> <li>• Day 1 is the first full day after the day your symptoms started. Start counting here through your 5<sup>th</sup> day of isolation.</li> </ul> <p><b>You must contact your HR Manager/Safety Officer/ Pandemic Coordinator to discuss your work status.</b></p>
E1	<p><b>You may go to work. Follow the masking policy for your specific workplace.</b> Regardless of vaccination status, in the following settings you must wear a mask:</p> <ul style="list-style-type: none"> <li>• In “patient-facing” settings: nurses providing medical care in City Health Centers or emergency medical personnel treating an individual regardless of the setting.</li> <li>• In congregate settings: for example, City prison or homeless shelter.</li> <li>• When riding in a City vehicle with others.</li> </ul>



	<ul style="list-style-type: none"> <li>If you have an approved City medical or religious exemption, you must wear a high-quality mask or respirator (e.g., N95, KN95, NIOSH equivalent, or double mask) at all times except when eating or drinking.</li> </ul>
E2	<p><b>Healthcare and Congregate Settings Employees</b>  If you were a close contact and work in healthcare or congregate settings, consult your HR Manager/Safety Officer/Pandemic Coordinator for instructions. You may need to quarantine.</p> <p><b>ALL OTHER CLOSE CONTACTS IN NON-HEALTHCARE/NON-CONGREGATE SETTINGS</b></p> <p>You may go to work. You are not required to quarantine because you are a <b>close contact and are asymptomatic</b> (do not currently have symptoms). You must wear a high-quality mask or respirator (e.g., N95, KN95, NIOSH equivalent, or double mask) as soon as you find out you were exposed. Start counting from Day 1.</p> <ul style="list-style-type: none"> <li><b>Day 1 is the first full day after your last exposure</b></li> </ul> <p><b>You must take the following precautions because you can still develop COVID-19 up to 10 days after you have been exposed.</b></p> <ul style="list-style-type: none"> <li>Wear a high-quality mask or respirator any time you are around others inside your home or indoors in public</li> <li>Do not go places where you are unable to wear a mask, i.e., eating lunch with co-workers</li> <li>Stay away from people who are more likely to get very sick from COVID-19 (e.g., anyone over age 50 years, people with weakened immune systems, and anyone with underlying health conditions)</li> <li>Watch for possible symptoms</li> </ul> <p><b>If you develop symptoms</b></p> <ul style="list-style-type: none"> <li>Isolate immediately for at least 5 full days after symptoms started/restarted and mask for an additional 5 days (days 6-10) after isolation</li> <li>Get a lab-based COVID-19 test as soon as possible</li> <li>Stay home until you know the result</li> </ul> <p><b>If you do not develop symptoms</b>, get a lab-based COVID-19 test the 6<sup>th</sup> day after you last had close contact with someone with COVID-19.</p> <p><b>IF YOUR TEST IS POSITIVE</b>  <a href="#">If you test positive for COVID-19</a>, stay home for at least 5 full days after symptoms started/restarted or testing positive if asymptomatic, and isolate</p>

	<p>from others. Wear a high-quality mask or respirator (e.g., N95, KN95, NIOSH equivalent, or double mask) when you must be around others at home and in public.</p> <p>When you have COVID-19, isolation is counted in days, as follows:</p> <p><b>If you had <u>no</u> symptoms:</b></p> <ul style="list-style-type: none"> <li>• Day 1 is the first full day following the day you were tested</li> </ul> <p><b>If you had symptoms:</b></p> <ul style="list-style-type: none"> <li>• Day 1 is the first full day after the day your symptoms started</li> </ul> <p><b>You must contact your HR Manager/Safety Officer/ Pandemic Coordinator to discuss your work status.</b></p>
<p><b>D1</b></p>	<p>You must see a medical provider or provide a lab-based COVID-19 test result. You should not return to work at this time. If your medical provider verifies and provides documentation that you do not have COVID, you can return to work. Regardless of vaccination status, you should isolate from others when you are sick and suspect that you have COVID-19 but do not yet have test results. If your test result is negative, you can end your isolation.</p> <p><b><u>If you test positive for COVID-19</u></b>, stay home for at least 5 days, and isolate from others. Wear a high-quality mask or respirator (e.g., N95, KN95, NIOSH equivalent, or double mask) when you must be around others at home and in public.</p> <p><b>You must contact your HR Manager/Safety Officer/ Pandemic Coordinator to discuss your work status.</b></p>