



# CITY OF PHILADELPHIA

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

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**TO: All City Employees**

**FROM: Stephanie Tipton, Chief Administrative Officer**  
**Michael Zaccagni, Human Resources Director**

A handwritten signature in blue ink, appearing to be 'ST' with a flourish, enclosed in a blue rectangular box. The letters 'DS' are printed above the signature.

**DATE: Tuesday, September 27, 2022**

**SUBJECT: Updated COVID-19 Safety Protocols for City Employees**

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City workers have made incredible strides in fighting COVID-19 – on behalf of their colleagues and the residents they serve. As a workforce, we reached nearly 100% compliance with our vaccination mandate, with close to 90% of all City employees getting vaccinated. As we have throughout the COVID-19 pandemic, we continue to review and update our safety protocols to ensure they are aligned with both Centers for Disease Control and Prevention (CDC) and Department of Public Health (Health Department) recommendations. We are happy today to announce significant updates to many of our COVID-19 safety protocols, which are summarized below. And, while we've made tremendous progress in mitigating the impact of COVID-19 amongst our workforce and in our city, COVID-19 is still present. For this reason, we will continue to have common-sense protocols in place to keep us all safe. It is also important to know that the City may re-instate stricter safety protocols should COVID-19 conditions worsen.

All City employees are expected to adhere to the protocols detailed in this memo. Failure to do so may result in discipline up to and including termination.

As of the date of this memo, the following updated safety protocols will go into effect:

Safety Protocol	Updated Requirements
Masking	<p>Masking for all employees is still strongly recommended but will only be required as follows, regardless of vaccination status:</p> <ul style="list-style-type: none"> <li>• In “patient-facing” settings: for example, nurses providing medical care in a City health center or emergency medical personnel treating an individual regardless of the setting</li> <li>• In congregate settings: for example, in a City prison or homeless shelter.</li> <li>• When riding in a City vehicle with others.</li> <li>• Employees who return to work after leaving COVID-19 isolation will be required to mask in accordance with the isolation requirements available <a href="#">on the Health Department’s website</a>. Employees who are not required to quarantine must mask at all times at work for 10 days after their last exposure.*</li> </ul> <p>Employees who are unvaccinated are required to continue double-masking or wearing a high-quality mask like an N95 or KN95.</p> <p>The use of a high-quality mask like an N95 or KN95 is strongly recommended and can be provided to any employee by their department upon request. Review <a href="#">THIS</a> guide from the City’s Health Department on how to select the most protective mask.</p> <p><i>* Please review the ‘Quarantine and Isolation Requirements’ section in this document for more information.</i></p>
Vaccination	<p>Vaccination remains the best way to protect against serious, adverse health outcomes from COVID-19, including hospitalization and death. For this reason, new employees are still required to be fully vaccinated (i.e. have received their primary series of vaccine) as a condition of employment with the City.</p> <p>Employees who’ve received medical</p>

Safety Protocol	Updated Requirements
	<p>exemptions to the City's vaccination requirements are required to certify their requested medical exemption annually with the City's Employee Relations Unit.</p> <p>While not required at this time, it is strongly recommended that you stay up-to-date with your COVID-19 vaccination. This includes all available boosters. <a href="#">Check out the CDC's Vaccine up to date chart</a> to find out if you are up to date.</p>
Quarantine and Isolation Requirements	<p>All employees are required to follow current Health Department and CDC guidelines related to quarantine and isolation. These guidelines will help you determine when it is safe to return to work and what you must do once you are back in the workplace.</p> <p>If you are unsure if it is safe to return to work after testing positive for COVID-19 or exhibiting COVID-19 symptoms, review <a href="#">THIS</a> helpful guide from the City's Health Department.</p> <p>If you've been exposed to COVID-19, <a href="#">HERE</a> is more information from the CDC on the precautions you should take after an exposure.</p> <p><u>For employees working in healthcare and congregate settings:</u></p> <ul style="list-style-type: none"> <li>- Isolation and quarantine requirements may differ than those for employees not working in these settings. Please consult with your department's Safety Officer regarding isolation and quarantine requirements specific to you.</li> </ul>
Routine Testing for Employees With an Approved Exemption to the City's Vaccination Requirements	<p>Routine testing for employees who have received an exemption to the vaccination mandate is discontinued as of the date of this memo. However, the City may reinstitute routine testing in the future if conditions needed again.</p> <p>Employees who are experiencing COVID-19 symptoms should get tested for COVID-19. <a href="#">HERE</a> is information on when you should test yourself for COVID-19 and where to go if you cannot obtain a COVID-19 test.</p>
COVID-19 Symptom Screening	Employees are required to complete the <a href="#">Employee Symptom Screener</a>

Safety Protocol	Updated Requirements
	<p>(<a href="https://www.phila.gov/employee-screener/#/">https://www.phila.gov/employee-screener/#/</a>) before coming to the workplace. It is critical that employees assess their symptoms if they've been exposed to someone who has COVID-19 or they themselves have symptoms consistent with COVID-19 and take steps to prevent transmission of illness to others.</p>
Cleaning	The City will continue to follow current CDC guidelines (which can be found <a href="#">HERE</a> ) related to cleaning and disinfecting the workplace following a COVID-19 case.

COVID-19 Related Leave

Please refer to [COVID-19 Policy Statement #9](#) for more information regarding COVID-19 related leave.

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Chief Administrative Officer

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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
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