



# 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

**DATE:** May 22, 2023

DocuSigned by:  
Stephanie Tipton  
Michael Zaccagni  
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### SUBJECT: Updated COVID-19 Safety Protocols for City Employees

Recently, the City's Board of Health announced several changes to city-wide COVID-19 safety protocols that reflect Philadelphia's on-going progress in mitigating the spread of COVID-19. Additionally, as of May 11, 2023, the federal government ended the federal [Public Health Emergency \(PHE\)](#).

Accordingly, we are pleased to announce significant updates to many of our COVID-19 safety protocols, which ensure they are aligned with both Federal and local COVID-19 safety recommendations. While we've made tremendous progress in mitigating the impact of COVID-19 among our workforce and in our city, COVID-19 is still present. For this reason, we will continue to recommend common-sense protocols 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 will only be required in the following instances:</p> <ul style="list-style-type: none"> <li>Employees who return to work after completing isolation following a positive COVID-19 test will be required to mask in accordance with the isolation requirements available <a href="#">through the Centers for Disease Control (CDC) website</a>.</li> <li>Employees who are exposed to COVID-19 must mask at all times at work for 10 days after their last exposure. *</li> </ul>

Safety Protocol	Updated Requirements
	<ul style="list-style-type: none"> <li>• Employees working or attending meetings/trainings at offsite locations must follow the masking requirements at that location.</li> <li>• Employees who enter people’s homes should mask at the request of those in the home.</li> </ul> <p>While masking will not be required except as described above, we recognize that many of our colleagues and members of the public will still wish to mask. No employee or member of the public will be prohibited from wearing a mask if they so choose.</p> <p>When masking, 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 ‘Exposure and Isolation Requirements’ section in this document for more information.</i></p>
<b>Vaccination</b>	<p>Vaccination remains the best way to protect against serious, adverse health outcomes from COVID-19, including hospitalization and death. Vaccination is particularly important for employees that are providing patient-facing medical care.</p> <p>For this reason, new employees providing the following services, <u>regardless of the setting</u>, 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> <ul style="list-style-type: none"> <li>• Patient-facing medical care (ex: Nurses, doctors, emergency medical personnel)</li> </ul> <p>New employees covered by the vaccination requirement who’ve received medical exemptions to these 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 updated bivalent vaccines. <a href="#">Check out the CDC’s Vaccine up to date chart</a> to find out if you are up to date.</p>
<b>Exposure and Isolation Requirements</b>	<p>All employees are required to follow current Health Department and CDC guidelines related to exposure 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>

Safety Protocol	Updated Requirements
	<p><u>For employees working in healthcare and congregate settings:</u></p> <ul style="list-style-type: none"><li>- Isolation and requirements may differ for employees working in these settings. Please consult with your department's Safety Officer regarding isolation requirements specific to you.</li></ul>
<b>COVID-19 Symptom Screening</b>	<p>Employees are no longer required to complete the Employee Symptom Screener prior to coming to the workplace. However, it remains critical that employees self-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 by not coming into work and getting tested.</p> <p>Departments may continue to follow the <a href="#">COVID-19 Screening Policy for City Employees</a> if they so choose.</p>

*COVID-19 Related Leave*

As of the date of this memo, the City will discontinue the advance of sick leave for COVID-related absences.

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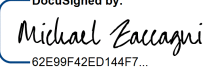
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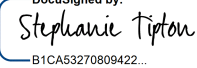
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