

POLICY NUMBER:

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ISSUED BY:

Arthur Noriega, V
City Manager/Designee


SIGNATURE

CITY OF MIAMI



ADMINISTRATIVE POLICY

REVISIONS

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5/17/2021
1/3/2022

SUBJECT: COVID-19/VARIANTS EMPLOYEE REQUIREMENTS AND PROCEDURES

Purpose

This policy provides direction for all employees on procedures and protocols to assure that the workplace remains safe during the COVID-19 pandemic. These are developed for the City of Miami workplace for the safety of employees and in accordance with Centers for Disease Control (CDC) Guidelines (www.cdc.gov/coronavirus/2019-ncov) and may be revised in whole or part due to changing public health guidance. This policy is effective immediately and supersedes and replaces previous employee guidelines sent citywide by the City Manager and Department of Human Resources related to this subject. This policy governs all City of Miami employees.

Policy

Pursuant to the City's duty to provide and maintain a safe and hazard free workplace, **it is strongly encouraged that all employees receive the COVID-19 vaccine** to minimize the risk of infectious disease spread in our workplace. The City has and will continue to update protocols and procedures based on the latest CDC guidance. Department directors and designees are expected to monitor and enforce the requirements of this policy.

Mandatory Requirements

COVID-19 Monitoring

Departments must remain vigilant to minimize and control the impact of COVID-19 and other variants in the workplace. Any employee who is in close contact with a person with COVID-19 or any other variants, who has

traveled internationally, is symptomatic, or tests positive, has a duty and obligation to report to Risk Management as soon as possible.

Mask Wearing

Employees who are fully vaccinated are not required to wear a mask/face covering or to socially distance unless a City-wide mandate is issued by the City Manager.

Employees who have not received the vaccine are still required to wear masks/face coverings and to socially distance. Unvaccinated employees must wear a mask indoors in the workplace, including in vehicles while with other employees. Well-fitting surgical masks, three-layer masks, and KN-95 masks are recommended. Employees can bring masks or face coverings from home, or the departments can supply them, if available. All masks and/or face coverings shall be work appropriate and cannot display any offensive material, including, but not limited to, pictures, words, and quotes. If an employee is wearing a mask or face covering that is not work appropriate, they will be provided with a different mask by the Department (if masks are available) or will have to use their own accrued leave time to procure a work appropriate mask/face covering.

Unvaccinated employees are not required to wear a mask outdoors unless social distance cannot be maintained, or they are in a large crowd. In these cases, wearing a mask outdoors will continue to be required.

Social Distancing

Unvaccinated employees are required to practice social distancing in the workplace by remaining 6 feet or more apart where possible. Social distancing means to avoid crowding into small spaces, vehicles, and common areas such as breakrooms, kitchens, copy rooms, stairwells, restrooms, and elevators. When riding in a vehicle or when in a closed environment, open the windows when possible. Eliminating physical contact with others, such as handshakes or embraces with coworkers, visitors, or friends, is a simple yet effective method to prevent potential infection.

Cleaning and Disinfecting

- All employees should clean and disinfect all surfaces that are used and touched daily.
- Departments and employees should ensure that hand hygiene such as sanitizer or soap is readily available on daily basis.
- Employees should limit the sharing office supplies such as pens and pencils.
- Areas where more than one employee may assemble such as the kitchen area or bathrooms should be frequently cleaned and disinfected.
- Directors and management should encourage personal protective measures among employees (e.g., stay home when sick, wash hands frequently, follow proper respiratory etiquette, avoid face touching).

- Departments should reach out to General Service Administration (GSA) to assist with the logistics of disinfecting cleaning of the City facilities.

Isolation Procedures

Police and Fire sworn non-civilian employees and City-wide frontline essential employees (as determined by Department Directors) who test positive and have symptoms shall follow the procedure below:

1. They shall get tested the same day as the symptoms or within the next twenty-four (24) hours.
2. They shall isolate for seven (7) days from the beginning of the symptoms.
3. If after seven (7) days the employee has no symptoms or symptoms are lessening, they shall return to work with an appropriate mask.
4. If after seven (7) days the employee still has symptoms and has a negative result, they shall stay home until they are no longer having symptoms. Any time used after the seven (7) days may be taken from the employees accrued leave balances.
5. If after seven (7) days the employee still has symptoms and has a positive result, they shall continue to stay home and test every seventy-two (72) hours and send results to the Department designee. Any positive employee that does not continue to provide proof of results as stipulated above, may be subjected to progressive discipline.
6. Once the employee receives a negative result, they shall return to work with an appropriate mask.