



PHL AND PNE SAFE WORK PLAYBOOK

An interactive guide for COVID-19 pandemic
preparedness and response

ReWork Committee

Version 3 – August 3, 2021

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- E. City’s 9th Policy Statement re: COVID-19**
- F. COVID-19 Employee Screening Policy**

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Quick Reference Guide

COVID-19 response philosophy inaction: Health and safety first. Business second.

Every PHL and PNE employee plays a critical role in creating an environment where staff feel safe performing their jobs and passengers feel confident traveling. The Safe Work Playbook includes practical guidance for PHL and PNE to collectively respond to the coronavirus (COVID-19) health crisis.



Employee Health	In the Workplace
<ul style="list-style-type: none"> • Conduct daily employee self- screening – check your temperature and signs of symptoms every day prior to reporting to work 	<ul style="list-style-type: none"> • Contact your supervisor to learn new protocols before returning to the office
<ul style="list-style-type: none"> • If you are sick, stay home! See your healthcare provider if needed 	<ul style="list-style-type: none"> • Use appropriate personal protective equipment (PPE)
<ul style="list-style-type: none"> • If you test positive for COVID-19, you must isolate at home at least 10 days and at least 24 hours after your symptoms have improved. 	<ul style="list-style-type: none"> • Maintain safe distancing
<ul style="list-style-type: none"> • If you have COVID-19 symptoms and choose not to get a test, you must isolate at home for 10 days and until symptoms improve. 	<ul style="list-style-type: none"> • Ensure barriers are in place when appropriate
<ul style="list-style-type: none"> • Contact HR prior to returning to work 	<ul style="list-style-type: none"> • Implement self-protection protocols <ul style="list-style-type: none"> ○ Daily self-screening ○ Maintain safe distancing ○ Wear a mask ○ Wash hands ○ Use hand sanitizer
<ul style="list-style-type: none"> • Eliminate contact with others 	<ul style="list-style-type: none"> • Clean and sanitize your workspace daily
<ul style="list-style-type: none"> • If you encounter an ill person, contact HR 	<ul style="list-style-type: none"> • Limit meeting attendees when possible
<ul style="list-style-type: none"> • To Report or Request Contact Tracing for COVID-19, Family and Medical leave and paid sick time, email HRCovid-19@phl.org 	

Questions? Who to contact:

COVID-19 Safety

Tracey Smith
 (215) 937-6716
HRCovid-19@phl.org

Human Resources (HR)

hrquestions@phl.org
 Tamara Whitfield - Acting HR Manager
Tamara.Whitfield@phl.org

General Preparedness Protocols

This Playbook serves as an Organizational Guideline and aligns with the Centers for Disease Control (CDC), State, and Local recommendations to the greatest extent possible.

This is a working document and will be updated to reflect changes in directives and will introduce new recommended practices as they become available.

While the organizational tasks outlined within this document fall to specific positions, it is the responsibility of each employee to understand and implement the following protocols to the best of their ability. This Playbook provides a framework for our employees, so they are empowered to fully implement safe and healthy practices for all aspects of our business.

The Safe Work Playbook provides general recommendations for use in all PHL and PNE facilities. Since there will be location-specific circumstances, sometimes a certain facility or area will have to adjust the Playbook recommendations to address that facility's needs. Such exceptions must be authorized by the applicable manager. Additionally, all facilities must comply with all applicable laws, meaning that if there is a conflict between the recommendations in the Safe Work Playbook and the applicable law, the facility must follow the applicable law.

While the City's safety precautions will vary by activity, the general Safety Checklist includes:

- **Masks** – block the virus from spreading by wearing masks and requiring others to wear them when they are unvaccinated and in certain high-risk situations
- **Isolate** – keep people who might be carrying the virus safely away from others (ideally at home)
- **Isolate** – keep people who might be carrying the virus safely away from others (ideally at home)
- **Barriers** – maintain barriers in customer service settings to prevent spread where there may be large numbers of members of the public
- **Handwashing** – reduce the spread of virus from one person to another by washing your hands frequently
- **Clean** – remove respiratory droplets that may contain virus from surfaces that people may touch
- **Planning** – follow and regularly update plans on what to do if a City Department is exposed to a probable or confirmed case of COVID-19
- **Vaccinate** – encourage and incentivize employees to get vaccinated – it is one of the best ways for us to combat the spread of COVID-19 in our City and amongst our employees
- **Communicate** – ensure staff, customers, and others understand this Safety Checklist

Nothing in this document will supersede Citywide Reopening Policies established by the Mayor's Office and the Department of Public Health. Updates change frequently. For the latest information visit www.phila.gov/COVID-19.

Safe Return to Work Guidance

Division of Aviation Re-Work Updates can be found at PHL.org/EmployeeUpdates. Re-Work Policies and Procedures updates can be found on the [HR Intranet Page](#).

If you have any additional questions regarding Re-Work policies and procedures, please email Rework@phl.org.

Return – to – Office Program

The City of Philadelphia announced that all City offices will reopen starting July 6, 2021 to both employees and the public.

PHL/PNE will follow the City's guidance as outlined in the COVID-19 9th Policy Statement, Virtual Work Policy for City Employees, and the Safe Return to Work Guidelines for City Departments ([see addendums for complete guidelines](#)). Please note PHL/PNE is also following guidance from the Transportation Security Administration (TSA).

As we continue to operate in changing COVID-19 conditions, all of us share a responsibility to our fellow employees to ensure that our return to the office is safe and does not create opportunities for additional COVID-19 infections.

Therefore, PHL/PNE will return to the office in two (2) phases to monitor the effectiveness of the following safety measures.

Phase One – July 12 – September 13, 2021

Safety Protocols

- On-site employees must complete the daily questionnaire at <https://www.phila.gov/employee-screener/#/> prior to the start of their work shift.
- There are no physical distancing requirements. However, we are still limiting/restricting capacity in Phase 1 in shared spaces such as conference rooms, elevators, etc.
- Although City guidance does not mandate masks wearing for vaccinated employees, the TSA requires the proper wearing of face masks per federal law; therefore, masks remain a requirement inside all Airport premises for employees and passengers. This mandate is currently in effect through September 13, 2021.
- Employees must wear a mask when operating a City vehicle if there is more than one person in the vehicle.
- Face shields are not recommended as a replacement for a mask. While the plastic barrier appears to cover the whole face, the shield is only protecting your eyes and skin on your face, not your nose and mouth from inhaling or spraying droplets into the air around you. However whenever used in conjunction with a mask, a face shield provides an extra level of protection.
- Employees should wash their hands frequently or use hand sanitizer with at least 60% alcohol when water and soap is not available. Use tissues or the crook of the arm or inner elbow to control coughs, sneezes, and the spread of germs.

Work Environment

As some of our employees continue to transition to hybrid onsite work, the PHL/PNE wishes to further support our employees by offering the following:

- **PPE equipment** including masks, hand sanitizer and wipes for shared use by units. Plexiglass barriers have been installed in open areas.

- **Limited maximum capacity in shared workspaces and common areas** - while social distancing protocols have been removed, the Division recognizes that employees may not be comfortable with transitioning to work onsite at full capacity.
- **Meetings** - the Airport will continue to utilize virtual meeting platforms when possible. When in-person meetings are necessary, we will limit capacity and require masking.
- **Touchdown workstations & quiet spaces** – areas have been identified to provide privacy for employees who work in highly populated areas to attend virtual meetings. Space must be reserved in advance.
- **Bipolar Ionization (BI)** - In its continuing efforts to introduce measures to help mitigate the transmission and spread of COVID-19, the airport is adopting air cleaning technology known as Bipolar Ionization (BI) within the complex’s air conditioning and heating systems. In addition to the public areas of the airport, the system has been or is in the process of being installed in employee areas.
- **Department equipment needs for hybrid work schedules (laptops, etc.)** – All employees have been provided with the necessary equipment to work from home.

However, to continue with hybrid schedules and virtual meetings, additional inventory includes:

- PC Cameras
- Headphones
- Docking stations
- Monitors/desktops for quiet spaces/touchdown stations

Requests for equipment may be submitted to ITHelpdesk@phl.org

Dress Code

Relaxation of the Dress Code Policy until September 13, 2021. The dress down Friday attire will be acceptable Monday – Friday. The following are examples of improper office attire as part of the relaxed dress code: sweatpants, shorts, ripped jeans, tank tops, and flip flops. [See attached policy for complete guidelines.](#)

Parking

2021 parking passes are valid until further notice. Employees using 2020 or older parking passes will be towed. For additional questions or assistance, please contact DOAColorLots@phl.org.

Virtual Work

PHL/PNE remain committed to safety, well-being, and continued work life balance of its employees. Therefore, employees will be permitted to work virtually in accordance with the City of Philadelphia’s Virtual Work Policy. It is required that employees working remotely sign the acknowledgement found at the end of the Virtual Work Policy. This is a fillable PDF which an employee may complete electronically.

It is the expectation that all employees who are requesting to work a hybrid schedule complete a Virtual Work Agreement with their supervisor. Virtual Work Agreements can be returned via email to Rework@PHL.Org or in person to the D or E Terminal reception desk by July 30, 2021. While the content for Virtual Work Agreements may vary by unit, it is key that the agreement contain the following information:

- Start date of the Virtual Work Agreement (No Later than the week of July 12, 2021).
- Frequency of follow up meetings to discuss status of Virtual Work Arrangement.

Virtual Work is a privilege offered by the City to its employees to further promote work-life balance. Permission to engage in work may be rescinded if operational needs are not being met.

Starting **July 12, 2021**, all employees are required to work onsite whether in full or hybrid work schedules. The Airport will **delay the full implementation** of the requirement to work 2-days per week, on-site, found in the City's Virtual Work Policy. Instead, employees will be permitted to work on-site, 2 days **per pay period, if approved** by your supervisor. **Return to Office Orientation** for employees approved for virtual work is mandatory and includes an overview of the Safe Work Playbook and updated City & DOA Rework policies.

Work Schedules

Based on our current flexible work schedule for non-shift workers, work hours will range between 7:30 AM- 5:30 PM. Core hours remain as 9:30 AM- 11:30 AM and 1:30 PM – 3:00 PM. See attached policy for complete guidelines. Any work schedule arrangements outside of the normal hours must be authorized by the supervisor. It is recommended that units continue to use an **A and B team** schedule to reduce the number of employees in the workplace.

Phase Two – September 14 – until December 31, 2021

PHL/PNE will continue to monitor COVID-19 cases and agency guidelines (CDC, City, Health Dept, and TSA). However, if there are no changes, all limits and restrictions in the shared workspaces and common areas will be removed.

PHL/PNE will continue to provide essential services that often requires on-site presence. We are committed to offering flexible work environments when possible. To that end, employees who have been approved to work remotely to support airport operations, will be permitted to do so in accordance with the Virtual Work Policy for City employees.

Change in Hours Type

Beginning Thursday, July 1st, employees should resume the use Regular Hours or Work From Home hours' types for work performed during their regular working hours.

Based on the resumed use of the hours type, please refer to the table below, which provides guidance on when and how the hours' types should be used:

Hours Type	Description
COVID Excused	Only to be used if an employee is directed to quarantine by the departmental HR or Safety professional or is out of the office due to COVID illness if the exposure occurred at work. Otherwise, an employee must use their own leave time.
Regular Hours	Any regularly scheduled work onsite.
Work from Home Excused Time	Any regularly scheduled approved virtual work. Any normally excused hours such as, early dismissals as determined/approved by Department or citywide.
COVID Onsite	DO NOT USE. Disabled as of 6/30/2021 at 11:59 pm.
COVID Offsite	DO NOT USE. Disabled as of 6/30/2021 at 11:59 pm.

Overtime

The City Controller’s Office conducts annual audits of payroll documents to ensure departments comply with existing City practices and policies. One requirement is pre-approval for overtime worked by employees. To ensure compliance to the existing policies regarding overtime, Human Resources will be monitoring and reviewing all overtime slips to ensure slips are submitted for all overtime recorded on time records.

Effective March 18, 2020 all overtime requests must be approved by the unit’s Deputy and Chief. Overtime slips must be forwarded to the designated Payroll Clerk for processing **every pay period**, no later than **five (5) days after the approved Overtime**. When slips are not submitted in a timely manner, notification through the chain of command will take place.

We appreciate your support and your action to help us meet the annual audit requirements. Overtime Slips can be found in [HR Forms Library](#) on the Human Resources Intranet page.

SAMPLE:

AUTHORIZATION FOR OVERTIME OR COMPENSATORY TIME		
NAME [REDACTED]	TITLE [REDACTED]	PAYROLL NO. [REDACTED]
DEPARTMENT [REDACTED]	DIVISION [REDACTED]	UNIT [REDACTED]
Above named employee is authorized to work _____ hours in excess of the regular work schedule, (8 hr. day – 40 hr. week) on _____ . This time should be credited as		
<input checked="" type="checkbox"/> OVERTIME <input type="checkbox"/> COMPENSATORY TIME, necessitated by the following assignment:		
[REDACTED]		
[REDACTED]		
[REDACTED]		
SUPERVISORY APPROVAL [REDACTED]		SIGNATURE OF EMPLOYEE [REDACTED]
COUNTER AUTHORIZATION [REDACTED]		

82-S-31 (Rev. 10/67)

Leave Slips

Due to Covid-19 with employees working in various capacities within the Airport, and externally in remote locations, the Division of Aviation is changing the Leave Slip procedures for employees requesting leave time. Employees not working for personal reasons may request through their supervisor to use accrued leave time for absences to continue in paid leave status. Leave requests must continue to be submitted to the employees' immediate supervisor for review and approval.

Effective July 12, 2020, three (3) methods for documenting the requested leave have been developed:

- A leave request can be submitted to the Supervisor via email. Supervisory approval in response to an email request should be provided to the employee, then forwarded to the unit's Payroll Clerk, along with the Timekeeping Form.
- A written leave request can be submitted on a City of Philadelphia leave request slip to the Supervisor for approval. The signed slip should then be forwarded to the unit's Payroll Clerk for processing.
- An electronic leave request form can be prepared, submitted to Supervisor for approval, then forwarded to the Payroll unit for processing.

These processes help ensure that we have documented approval for leave requests as required. Blank Leave slips may be ordered through the Warehouse.

Questions regarding leave slips may be forwarded to payroll.

Leave slips can be found in [HR Forms Library](#) on the Human Resources Intranet page.

Electronic Leave Slips

SAMPLE:

NAME (Last) <input type="text"/>		(First) <input type="text"/>	(Middle Initial) <input type="text"/>	DATE <input type="text"/>	NAME OF EMPLOYEE <input type="text"/>	
ORGANIZATIONAL UNIT <input type="text"/>			EMPLOYEE NO. <input type="text"/>		I certify that the above employee was under My professional care. FROM (Mo., Day, Yr.) <input type="text"/> THRU (Mo., Day, Yr.) <input type="text"/>	
TYPE OF LEAVE <input type="checkbox"/> Vacation <input type="checkbox"/> Sick* <input type="checkbox"/> Without Pay <input type="checkbox"/> Other <input type="checkbox"/> <small>(15 days or less) (Specify)</small>				(For Funeral, complete reverse) DIAGNOSIS OR REMARKS <input type="text"/>		
NO. OF HOURS <input type="text"/>	FROM (Date & Hour) <input type="text"/>	TO (Date & Hour) <input type="text"/>		DATE OF RETURN OF DUTY <input type="text"/>	SIGNATURE <input type="text"/>	
<input type="checkbox"/> I certify that this absence was due to illness which incapacitated me for duty, medical, dental or optical treatment by:			SIGNATURE OF EMPLOYEE <input type="text"/>		ADDRESS OF PHYSICIAN OR PRACTITIONER <input type="text"/>	
Name of Practitioner: <input type="text"/>			APPROVED (Supervisor) <input type="text"/>		DATE <input type="text"/>	
COMPLETE REVERSE SIDE AS REQUIRED BY DEPARTMENTAL REGULATIONS			APPROVING OFFICER <input type="text"/>		FUNERAL LEAVE CERTIFICATION	
					THIS IS TO CERTIFY I ATTENDED THE FUNERAL OF: <input type="text"/>	
					RELATIONSHIP <input type="text"/>	
					LOCATION OF FUNERAL SERVICES (Name and Address) <input type="text"/>	
82-9-14 (Rev. 2/72) LEAVE REQUEST CITY OF PHILADELPHIA					82-8-14 Reverse (Rev. 10/09)	



Employee Health

Employee Health

At Risk Employees

Employees with a medically documented greater risk of harm from the virus, such as those with compromised immune systems, should inform their Appointing Authority. Where appropriate, the Appointing Authority should take this into consideration when assigning onsite tasks. Appointing Authorities should engage in the interactive process to determine what accommodation may be made for employees faced with this situation.

Daily Employee Screening

Daily Employee Self-Screening protocols are in place to keep sick or symptomatic employees' home and decrease the likelihood of spreading infection.

Onsite employees must complete the daily questionnaire at <https://www.phila.gov/employee-screener/#/> **prior to the start of their work shift.**

1. Have you been diagnosed with COVID-19 in the past 10 days?
 - Yes
 - No
2. In the last 2 weeks, did you care for or have **close contact** with someone diagnosed with COVID-19?
 - Yes
 - No
3. In the past 24 hours have you experienced a **new onset** of any of the following symptoms from an **unknown source**? *Check all that apply.
 - No, I'm not experiencing any of these symptoms
 - New or worsening cough
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
4. In the past 24 hours have you experienced a **new onset** of any of the following symptoms from an **unknown source**? *Check all that apply.
 - No, I'm not experiencing any of these symptoms
 - Fever
 - Chills
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting

- Diarrhea
- 5. Have you been fully vaccinated or have recovered within the last 90 days from laboratory-confirmed COVID-19?
 - Yes
 - No

If you answer 'Yes' to any one of the questions below, immediately contact HRCOVID-19@phl.org and/or Tracey Smith at (215) 937-6716.

If you been diagnosed with or tested positive for COVID-19 within the last 10 days, please contact HRCOVID-19@phl.org.

If the employee does not recognize symptoms in their Daily Employee Self-Screening but displays symptoms upon reporting to work, the employee will be sent home.

If the employee develops symptoms any time after arriving at the facility, the employee will be sent home.

A full list of COVID Testing Sites can be found here: [COVID TESTING SITES](#)

Public Health Guidelines

Quarantine/Isolation – Employees should follow guidance provided by the Department of Public Health as to when quarantine/isolation is necessary. Guidance is available below and [HERE](#). Departments following healthcare worker or congregant setting guidance should follow specific guidance for those situations. Appointing Authorities may inquire as to an employee's vaccination status when determining whether an employee must quarantine or isolate after exposure to a COVID positive individual. Where possible, employees on self-quarantine who are well enough to work may work from home for all or some of this time in accordance with the [Virtual Work Policy for City Employees](#).

Guideline 1 of 6

Calculating Isolation and Quarantine Period

IF I TESTED POSITIVE FOR COVID-19, how long should I isolate?

You should stay in isolation if you tested positive for COVID-19. Isolation means stay in a separate room from others, use a separate bathroom, avoid contact with other household members and pets, and do not share personal items, including utensils, cups, and towels. You can end isolation at least 10 days AFTER you first had symptoms (or tested positive) AND it's been at least 24 hours fever free without fever-reducing medication, not severely immunocompromised, and symptoms have improved.

It is not recommended nor required to have proof of a negative test to discontinue isolation. Even if the individual tests negative on repeat testing, isolation may not be discontinued early.

IF YOU HAVE SYMPTOMS*

At least 10 days after you first had symptoms

Fever-free for 24 hours or more without fever-reducing agent.

Symptoms have improved

IF YOU DO NOT HAVE SYMPTOMS**

At least 10 days after your test date

Example 1: Jane develops cough and fever on December 1. Her symptoms have improved, and she does not have a weakened immune system. She should remain in isolation through December 11. Jane leaves isolation on December 12th.



Department of
Public Health
CITY OF PHILADELPHIA

www.phila.gov

Guideline 2 of 6

Calculating Isolation and Quarantine Period

If I was exposed to someone with COVID-19 and I DO NOT have symptoms, how long should I quarantine? I am not vaccinated.

- Regardless of symptoms, you should stay in quarantine if you were exposed (within 6 feet for 15 minutes or more in a 24-hour period) to a person who tested positive for COVID-19.
- Watch for symptoms such as fever, cough, shortness of breath, new loss of taste or smell, and stay away from others as much as possible.
- Stay home for 10 days after your last contact with someone who has COVID-19.
- Quarantine may be shortened to 7 days if you test negative for COVID-19. The test should be done no more than 48 hours before you plan to leave quarantine.

- Symptom starts/Exposure to COVID-19
- Quarantine period
- Leave isolation/quarantine
- Continue to Monitor

Example 2a—WITHOUT testing for COVID-19: Jose was last exposed on December 1 to his friend who had COVID-19. Jose has had NO symptoms and did NOT get testing for COVID-19. He should remain in quarantine through December 11. He may leave quarantine on December 12. Jose should continue to monitor symptoms closely through December 15.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Exposure to COVID-19 DAY 0	2 DAY 1	3 DAY 2	4 DAY 3	5 DAY 4
6 DAY 5	7 DAY 6	8 DAY 7	9 DAY 8	10 DAY 9	11 DAY 10	12 DAY 11 Leave Quarantine, Monitor Symptoms
13 DAY 12	14 DAY 13	15 DAY 14				

Example 2b—WITH testing for COVID-19: Jose was last exposed on December 1 to his friend who had COVID-19. Jose has had NO symptoms. Jose got tested for COVID-19 on December 7 (Day 6). He learned test results were negative. Jose's quarantine may end after 7 days. He may leave quarantine on December 9th.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Exposure to COVID-19 DAY 0	2 DAY 1	3 DAY 2	4 DAY 3	5 DAY 4
6 DAY 5	7 DAY 6 Tested for COVID-19	8 DAY 7	9 DAY 8 May Leave Quarantine if Negative Test Within Last 48 Hours	10 DAY 9	11 DAY 10	12 DAY 11
13 DAY 12	14 DAY 13	15 DAY 14				

Guideline 3 of 6

Calculating Isolation and Quarantine Period

If I was exposed to someone with COVID-19 and I DO HAVE SYMPTOMS, how long should I quarantine?

- Regardless of symptoms, you should stay in quarantine if you were exposed (within 6 feet for 15 minutes or more in a 24-hour period) to a person who tested positive for COVID-19.
- If you have symptoms, the recommended quarantine period is at least 14 days.
- If you have symptoms, you should seek testing for COVID-19.
- If you test positive, you should begin self-isolation. Please see recommendations on page 1.
- If you have a COVID-like illness and do not get tested, you are presumed to have COVID-19 and should begin self-isolation. Please see recommendations on page 1.

NOTE: A COVID-like illness is:		
At least ONE of these symptoms	OR	At least TWO of these symptoms
<ul style="list-style-type: none"> new or persistent cough shortness of breath new loss of sense of smell new loss of sense of taste 		<ul style="list-style-type: none"> fever chills muscle pain headache sore throat nausea/vomiting diarrhea fatigue congestion/runny nose

You can look up more information about community testing sites at www.phila.gov/testing.

Example 3: Jade was exposed on December 1 to a co-worker with COVID-19. Jade started to experience fever and fatigue on December 7, Jade sought testing for COVID-19 on December 7. She learned that the result was positive. Because Jade now knows she has COVID-19, she should self-isolate for 10 days after her symptoms started. Jade should self-isolate through December 17. She may leave isolation on December 18.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Exposure to COVID-19 DAY 0	2 DAY 1	3 DAY 2	4 DAY 3	5 DAY 4
6 DAY 5	7 DAY 0 Tested positive for COVID-19	8 DAY 1	9 DAY 2	10 DAY 3	11 DAY 4	12 DAY 5
13 DAY 6	14 DAY 7	15 DAY 8	16 DAY 9	17 DAY 10	18 Leave Isolation	19
20	21	22	23	24	25	26

- Symptom start/Exposure to COVID-19
- Isolation period
- ➡ Leave isolation/quarantine

Guideline 4 of 6

Calculating Isolation and Quarantine Period

What if I cannot separate from someone with COVID-19?

If you cannot avoid close contact with someone with COVID-19 (such as providing personal care or sharing a room), you should separate away from others while the person with COVID-19 completes isolation.

- You should quarantine an additional 10 days after the person with COVID-19 completes isolation.
- Quarantine may be shortened to 7 days if you test negative for COVID-19. The test should be done no more than 48 hours before you plan to leave quarantine.

- Symptom start/Exposure to COVID-19
- Isolation period
- Quarantine period
- Leave isolation/quarantine
- Continue to Monitor

Example 4: Breanna is a child who tested positive for COVID-19. She developed symptoms on December 1. Her father Marcus is the only one who can care for her. Breanna and Marcus are staying away from others. Breanna should complete a 10-day period of self-isolation. Marcus sought testing for COVID-19 on December 16, which was negative. Marcus's last day of quarantine was December 18.

Please Note: If Marcus had NO symptoms and did NOT get testing for COVID-19, Marcus would have completed a 10-day quarantine after Breanna's isolation period.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 DAY 0 Symptom Start Marcus stays home with Breanna	2 DAY 1	3 DAY 2	4 DAY 3	5 DAY 4
6 DAY 5	7 DAY 6	8 DAY 7	9 DAY 8	10 DAY 9	11 DAY 10	12 Breanna Leaves Isolation Marcus continues monitoring
					13 DAY 0	14 DAY 1
15 DAY 2	16 DAY 3	17 DAY 4	18 DAY 5	19 DAY 6 Tested for COVID-19	20 DAY 7	21 DAY 8 Marcus May Leave Quarantine if Negative Test Within Last 48 hours
22 DAY 9	23 DAY 10	24 DAY 11	25 DAY 12	26 DAY 13	27 DAY 14	

Guideline 5 of 6

Calculating Isolation and Quarantine Period

If I was exposed to someone with COVID-19 and I DO NOT have symptoms, how long should I quarantine? I am NOT fully vaccinated.

Fully vaccinated means it's been 2 weeks after your final vaccine in a series. If you are not yet fully vaccinated, even if you do NOT have symptoms, you should stay in quarantine if you were exposed (within 6 feet for 15 minutes or more in a 24-hour period) to a person who tested positive for COVID-19.

- Watch for symptoms such as fever, cough, shortness of breath, new loss of taste or smell, and stay away from others as much as possible (See page 2 examples for more details on quarantine.)

If I was exposed to someone with COVID-19 and I DO NOT have symptoms, do I need to quarantine? I am fully vaccinated.

Fully vaccinated means it's been 2 weeks after your final vaccine in a series. If you are fully vaccinated and you have NO symptoms, you do not need to quarantine if you were exposed (within 6 feet for 15 minutes or more in a 24-hour period) to a person who tested positive for COVID-19.

- Watch for symptoms such as fever, cough, shortness of breath, new loss of taste or smell, and stay away from others as much as possible.
- If you develop symptoms, you should isolate.

- Final Vaccination dose
- Fully vaccinated
- Exposure to COVID-19

Example 5a—NOT fully vaccinated: Terrell was vaccinated on March 1st. He is considered fully vaccinated on March 15th. If he was exposed to someone on March 6th and has no symptoms, he still needs to quarantine because he is not fully vaccinated.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 DAY 0 <small>Final Vaccination Dose - Last Dose of a 2-Dose COVID-19 Vaccine Series</small>	2 DAY 1	3 DAY 2	4 DAY 3	5 DAY 4	6 DAY 5 <small>Exposed to COVID-19. Regardless of symptoms, needs to quarantine</small>

Example 5b—fully vaccinated: Terrell became fully vaccinated on March 15th. He was exposed to someone with COVID-19 on March 16th. He has no symptoms. He does not need to quarantine.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 DAY 0 <small>Final Vaccination Dose - Last Dose of a 2-Dose COVID-19 Vaccine Series</small>	2 DAY 1	3 DAY 2	4 DAY 3	5 DAY 4	6 DAY 5
7 DAY 6	8 DAY 7	9 DAY 8	10 DAY 9	11 DAY 10	12 DAY 11	13 DAY 12
14 DAY 13	15 DAY 14 <small>Fully Vaccinated</small>	16 DAY 15 <small>Exposed to COVID-19. No symptoms. No need to quarantine</small>	17 DAY 16 <small>Continue to monitor for symptoms</small>	18 DAY 17 <small>Continue to monitor for symptoms</small>	19 DAY 18 <small>Continue to monitor for symptoms</small>	20 DAY 19 <small>Continue to monitor for symptoms</small>

Guideline 6 of 6

Calculating Isolation and Quarantine Period

If I was exposed to someone with COVID-19 and I DO have symptoms, do I need to isolate? I am fully vaccinated.

Yes. If you are fully vaccinated and you develop symptoms, you should be tested. In the meantime, you should isolate while you await your results. If your test results are positive, you should continue to isolate. (See page 1 example for more details on isolation.)

Example 6: Terrell became fully vaccinated on March 15th. He was exposed to someone with COVID-19 on March 16th. He develops symptoms on March 18th. He isolates to keep others safe. He gets tested. When he learns that his test result is positive, he continues to isolate for 10 days after symptoms began. He leaves isolation when it has been 10 days since the start of symptoms, his symptoms are improving and it has been 24 hours since he has had a fever and has taken no fever-reducing medicine, like aspirin or Tylenol.

- Fully vaccinated
- Exposure to COVID-19
- Isolation period
- Leave Quarantine/Isolation

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
14 DAY 13	15 DAY 14 Fully Vaccinated	16 DAY 15 Exposed to COVID-19	17 DAY 16	18 DAY 0 Symptoms Start	19 DAY 1 Gets tested for COVID-19	20 DAY 2 Test results are positive
21 DAY 3	22 DAY 4	23 DAY 5	24 DAY 6	25 DAY 7	26 DAY 8	27 DAY 9
28 DAY 10	29 DAY 11 Leave Isolation					

PPE Usage Tips

PPE supplies are provided by your supervisor. You should contact your supervisor if you need supplies.

Masks

All employees and members of the public entering Airport facilities will be required to wear masks in all common areas such as restrooms, conference rooms, lobbies, elevators and hallways, except only:

- As necessary for the employee to eat or drink during break times. The employee should be seated at least (6) feet from others when taking off mask.
- When seated alone in a private office or in a cubicle whose sides extend above the head of the employee.
 - If someone else enters an office or cubicle while its occupied by another, all individuals must put on a mask.

N95 masks will be provided by PHL as appropriate to the task. All other employees will be issued non-N95 masks including disposables or cloth face coverings.



- Staff shall wear their face masks while in public spaces of PHL and PNE facilities and in shared/common space work areas.
- PHL will issue a cloth or disposable face covering to each employee working onsite.
- Alternatively, employees are authorized to provide their own face masks including a scarf/buff
 - Personal face masks must meet CDC guidelines and be appropriate and non-offensive for the workplace
- How to use cloth face coverings:
 - Wash hands thoroughly with soap and water prior to putting on a face covering
 - Secure face covering to your face
 - Do not touch your eyes, nose or mouth when removing the face covering and wash your hands immediately after removing
 - Staff shall launder their reusable face coverings daily, preferably machine-washed and dried

N95 Masks

- An N95 mask is a particulate-filtering facepiece respirator that fits tightly around the nose and mouth and is capable of filtering at least 95% of certain airborne particles, including viruses.
- N95s shall be worn by PHL and PNE first responders, medical personnel and Custodial or Facilities Maintenance personnel when responding to a possible exposure site.
- N95s shall be properly removed and disposed of after use and exposure.

Disposable Gloves

Disposable gloves are available for PHL employees for certain tasks. Contact your supervisor for supplies.

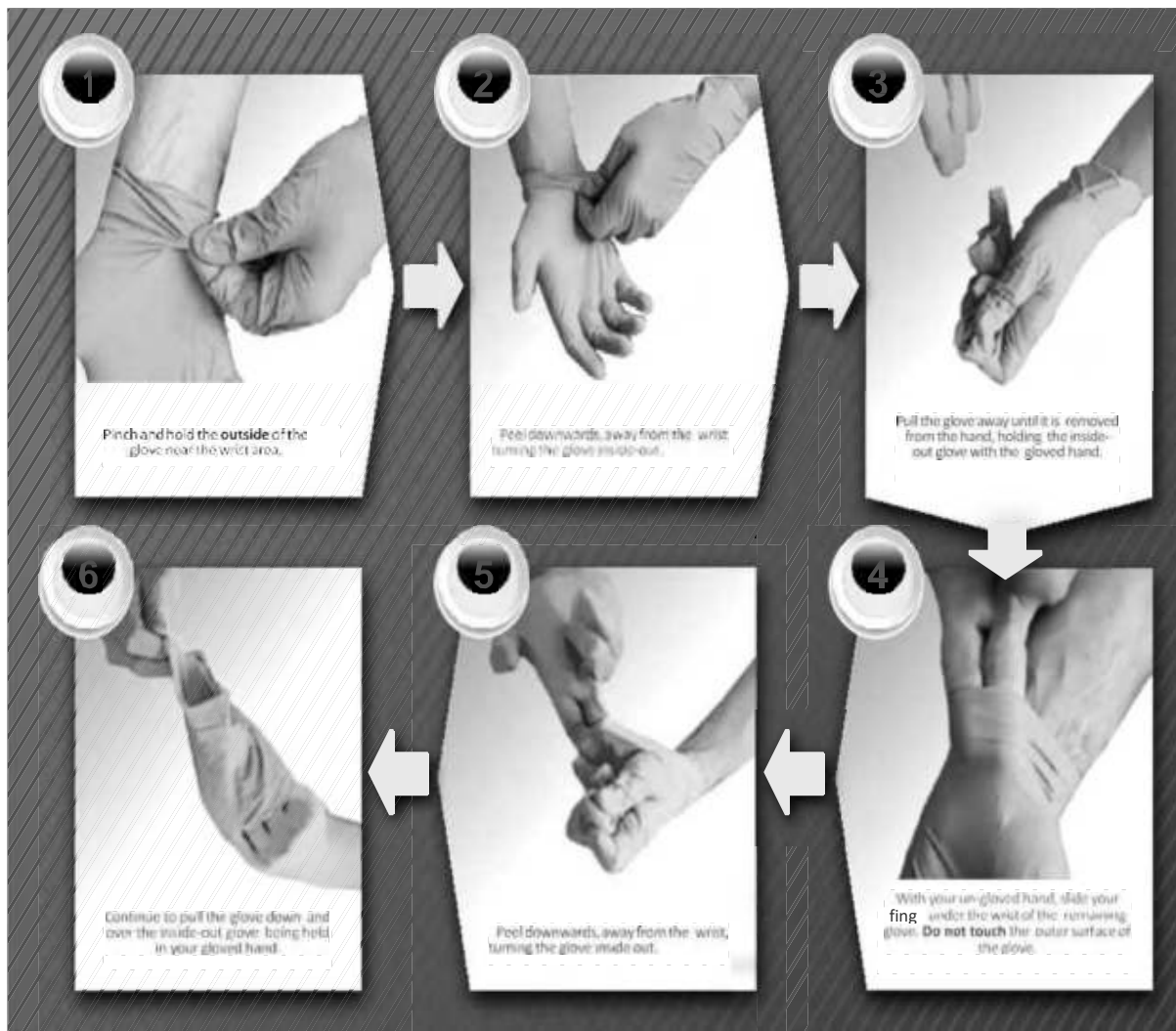
Gloves are required when:



- Applying certain chemicals
- Addressing potential exposures to bloodborne pathogens
- Cleanup of bodily fluids is required
- Cleanup of an area that has been exposed to a person being treated for illness

Safely remove your disposable gloves and dispose of properly in a trash receptacle.

Proper removal of gloves takes training; if contaminated gloves are not removed properly, employees may be at greater risk.



In the Workplace



General Disinfection Measures

This is general procedures for employees to clean and disinfect their workplace each shift.

Definitions

Cleaning

Refers to applying cleaners and physical effort to remove loose dirt and surface debris.

Sanitizing

Refers to applying disinfectants or other cleaners which results in killing germs less than 100%.

Disinfecting

Refers to applying disinfectants or other cleaners which kill 100% of bacteria or viruses, usually accomplished by extended disinfectant dwell time.

The goal of disinfection measures is to establish a sanitary baseline at the beginning of each shift and reduce the risk of spread of infection. Employee workspaces should be disinfected prior to anyone working in that space which is accomplished by the outgoing shift. It is understood that there may be site-specific questions or specific procedures regarding techniques, chemicals to use, etc. Employees should contact their supervisor for cleaning instruction and materials.

Employees should sanitize and/or disinfect airport areas with special attention to their designated workspaces, including:

- Workstations and equipment
- Break rooms and high-touch items such as coffee pot handles, vending machines, etc.
- Lockers
- Common surface areas such as chairs, doorknobs
- Computer screens, keyboards, mice, telephones

General Frequency in Offices & Shops

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Method	Frequency
1	Employees common surfaces	Including workstations, tools and other common surfaces	Products will be provided by your supervisor	Spray with hand-held sprayer or wipe	Minimum at the end of each shift
2	Offices, desks and conference rooms	Table and chair surfaces		Spray with hand-held sprayer or wipe	Minimum at the end of each shift

3	General objects often used or touched	Doors and windows, handles, faucets, sinks and break rooms	Products will be provided by your supervisor	Spray with hand-held sprayer or wipe	At least two times per day
4	Vending machines	Interface surfaces (pay, selection and vending surfaces)		Spray with hand-held sprayer or wipe	Daily
5	Carts/lifts	Wipe areas of common human interaction		Spray with hand-held sprayer or wipe	After each use
6	Transport vehicles	Common surfaces (e.g., seat surfaces, rails, belts, door and window controls)		Spray with hand-held sprayer or wipe	After each use
7	Computers/electronics	Computers, docking stations, keyboards, mice	Disinfectant wipes should be used (but not on monitors)	Use disinfectant wipes for all IT components except monitors.	Daily

Receiving Inventory/Materials/Packages/Mail

If you receive an expedited package and are concerned about possible surface contamination, consider these steps:

- Wear gloves when handling the package
- Wipe the surface of the package with sanitizing wipes
- Wash your hands frequently with soap and water
- Use hand sanitizer when soap and water are not available
- Avoid touching your face, eyes, nose or mouth

If packaged materials have been in transit and/or storage at the airport for more than 48 hours from last human contact, no further action needs to be taken. Shipping & Receiving and the CMH Administrative Office reception desk have added the following additional precaution at package receiving stations:

- PPE supplies, which include hard surface sanitizing wipes, nitrile gloves and hand sanitizer products, are available at each receiving table

Public and Common Area Best Practices

General recommendations for public terminal/tenant locations

- Stay 6 feet from others as a normal practice
- Eliminate contact with others; avoid handshakes or hugs
- Avoid touching surfaces touched by others to the extent feasible
- Avoid anyone who appears to be sick, or is coughing or sneezing
- Use public address system for regular announcements encouraging social distancing and other guidance from authorities, including traveler quarantine requirements
- Deploy plexiglass barriers in areas where passengers speak directly with staff

Encounter with an ill person

If you notice an individual in need of medical assistance:

- Call the Airport Communications Center at 215-937-6800
 - Dispatcher may ask specific questions to help determine the appropriate response protocol
- Stay 6 feet away from the individual(s) and utilize PPE if the distance cannot be maintained
- If safe to do so, provide the ill individual a mask or cloth face covering if available to reduce possible transmission

PHL/PNE COVID19 POLICIES



MEMORANDUM

To: DOA Employees
From: Tamara Whitfield, Acting Human Resources Manager
Date: July 6, 2021
Subject: Rework | COVID-19 Policy and Procedures Changes

Considering the COVID-19 vaccine and the lift on density and distance restrictions, the City has made changes to its regulations and policies in response to the needs of its employees.

The Division will follow the City's safety guidance as outlined in the COVID-19 Policy Statement and the Safe Return to Work Guidelines for City Departments (see attachments for complete guidelines). Please note the DOA is also following guidance from the Transportation Security Administration (TSA). As DOA continues to operate in changing COVID-19 conditions, all of us share a responsibility to our fellow employees to ensure that our return to work is safe and does not create opportunities for additional COVID-19 infections. Some key highlights include:

SAFETY PROTOCOLS

1. All employees must complete the daily questionnaire at <https://www.phila.gov/employee-screener/#/> prior to the start of their work shift.
2. Density and capacity restrictions will no longer be required. It is still recommended that employees and the public maintain a safe distance between themselves and others, especially if they are unvaccinated.
3. Although City guidance does not mandate masks wearing for vaccinated employees, the TSA requires the proper wearing of face masks per federal law; therefore, masks remain a requirement inside all Airport premises for employees and passengers. This mandate is currently in effect through September 13, 2021.
4. Employees must wear a mask when operating a City vehicle if there is more than one person in the vehicle.
5. Face shields are not recommended as a replacement for a mask. While the plastic barrier appears to cover the whole face, the shield is only protecting your eyes and skin on your face, not your nose and mouth from inhaling or spraying droplets into the air around you. However whenever used in conjunction with a mask, a face shield provides an extra level of protection.
6. Employees should wash their hands frequently or use hand sanitizer with at

least 60% alcohol when water and soap is not available. Use tissues or the crook of the arm or inner elbow to control coughs, sneezes, and the spread of germs.

In accordance with the City's Safe Return to Work guidance, 9th policy statement and Virtual Work policy, the Division of Aviation has updated the attached Rework policies as they relate to (1) City Operations, (2) Public Health guidelines and (3) Leave Usage:

Policies include:

- A. Employee screenings
- B. Shared workspace
- C. Vehicle usage
- D. Virtual work and equipment
- E.

Pre-COVID policies and/or procedures are in effect except as modified by the City's 9th policy statement re: COVID-19, effective June 11, 2021 and/or Airport compliance mandates.

Questions related to these policies can be forwarded to Rework@phl.org.

MEMORANDUM

To: DOA Employees
From: Tamara Whitfield, Acting Human Resources Manager
Date: July 6, 2021
Subject: COVID-19 Employee Screening Procedures

The City's Safe Return to Work program aligns with City and State guidelines for the safe reopening of various businesses and industries, while minimizing the potential for the spread of COVID-19 in the workplace.

Daily Employee Self-Screening protocols remain in place to keep sick or symptomatic employees' home and decrease the likelihood of spreading infection.

BEFORE YOUR SHIFT

Each employee is required to take the COVID-19 Employee Screener online at: <https://www.phila.gov/employee-screener/#/questionnaire> to ensure you are not experiencing a **new onset** of any of the following symptoms from an **unknown source within the past 24 hours**:

NEW OR WORSENING:

1. **COUGH**
2. **LOSS OF TASTE OR SMELL**
3. **SHORTNESS OF BREATH OR DIFFICULTY BREATHING**

Fever
(Supervisors are equipped with touchless thermometers)
Fatigue
Headache
Congestion or runny nose
Diarrhea
Chills
Muscle or body aches
Sore throat
Nausea or vomiting

If an employee does not recognize symptoms in their Daily Employee Self-Screening but display symptoms upon reporting to work, the employee will be sent home. If an employee develops symptoms any time after arriving at the facility, the employee will be sent home.

To monitor employee safety, thermometers remain available for employees to self-screen. If you would like to privately self-screen, you may see your Supervisor to utilize the thermometer to conduct your own screening. If you have a body temperature above degrees Fahrenheit, or if you are having respiratory symptoms such as coughing, shortness of breath, etc. you should immediately report this to the Safety Office via email at HRCovid-19@phl.org or by contacting Tracey.Smith@phl.org.

MEMORANDUM

To: DOA Employees
From: Tamara Whitfield, Acting Human Resources Manager
Date: July 6, 2021
Subject: COVID-19 Shared workspace policy

The following guidelines provide specific guidance for the Division of Aviation to limit the number of employees in shared workspaces and precautionary protocol for employees in cubicles, offices and when in common areas.

ORGANIZATIONAL GUIDELINES:

Virtual Work: Supervisory approval for employees to work remotely is strongly encouraged if employee duties permits and particularly if they are in an at-risk category. Your supervisor may require you to report to the office during your regularly scheduled hours. Consult with your supervisor for your in-office schedule.

Meetings: When virtual meetings are not possible, employees are responsible to ensure in-person meetings follow the guidelines below and participants maintain a safe distance.

GUIDELINE FOR EMPLOYEES:

- Stay at home when sick
- Masks must be worn on Airport premises
- Maintain a safe distance
- Employees are responsible to read and understand all PHL/PNE issued literature related to the Proper Use of PPE (Personal Protective Equipment) and workspace cleanliness

SPATIAL CONSIDERATIONS:

Shared Workstations

An employee using a shared workspace shall clean the area before and after use with wipes or sanitizer provided by the Division of Aviation. Employees are still required to wear a mask which covers your nose and mouth while on Airport premises, except when eating or drinking.

Visitors - Access to Offices

Visitors are required to wear masks while on the premises. Masks and hand sanitizer will be available in all reception areas. Plexiglass barriers are installed where there is regular and prolonged contact with the public to prevent respiratory droplets expelled by infected persons from reaching others.

You must escort your visitor from the reception area to your pre-scheduled conference room or hoteling station. Please be sure they have multiple ways to contact you.

Maximum occupancies will be posted on each room.

Cubicles, Offices and Common Areas

- All employees and members of the public entering City facilities will be required to wear masks in all common areas such as restrooms, conference rooms, lobbies, elevators, and hallways, except only:
 - As necessary for the employee to eat or drink during break times. The employee should be seated at least (6) feet from others when taking off mask
 - When seated alone in a private office or in a cubicle whose sides extend above the head of the employee
 - If someone else enters an office or cubicle while it's occupied by another, all individuals must put on a mask
 - Employees must follow the [City's Respiratory Guidance for City Employees](#) found in the Appendix of the **Safe Work Playbook**.

Occupancy Guidelines

Shared Workspace	Approximate Number	*Maximum Occupancy
Small Conference Room	1-8	4
Medium Conference Room	8-16	12
Large Conference Room	16+	26
Elevators		4
Pantry Areas		2
Time Clock Areas		Maintain safe distance

Supervisor Responsibilities:

- Order Personal Protective Equipment for employees.
- Ensure cleaning supplies are provided to employees.
- Maintain vehicle sign in sheets.

Employee Responsibilities:

- Wear your mask.
- Employees are to maintain the cleanliness of their workspaces or shared spaces and will be provided cleaning and disinfectant wipes to clean the surface areas before and after use. This includes keyboard, desktop, phone, mouse, armrests, and all surfaces regularly touched.

The Division will continue to monitor COVID-19 cases and agency guidelines (CDC, City, Health Dept, and TSA). However, if there are no changes, DOA will remove all limits and restrictions in the shared workspaces and common areas after September 14, 2021.

MEMORANDUM

To: DOA Employees
From: Tamara Whitfield, Acting Human Resources Manager
Date: July 6, 2021
Subject: COVID-19 Vehicle Policy

The following guidelines provide specific guidance for the Division of Aviation as it relates to vehicle usage and taking appropriate health and safety precautions to maintain a safe working environment.

City vehicles must be cleaned and disinfected before each individual use. This includes common touch points such as:

1. Steering Wheel
2. Gear shift
3. Dispatch radio module
4. Door handles and edges
5. Trunk cover
6. Seat belts
7. Center console and glove box handles

If an employee becomes ill, supervisors should consider quarantining the vehicle as well. If a vehicle cannot be quarantined, it must be completely disinfected before additional usage

Information on how to properly clean and disinfect a vehicle can be found here:
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

Supervisors should minimize the number of people sharing the same vehicle.

If multiple people are inside the vehicle, masks must be worn.

There must be access to hand sanitizer in vehicles.

Used PPE must be discarded in a trash receptacle before the vehicle's next use

Vehicle sign-in sheets must be updated to include number of passengers, confirmation that the vehicle was cleaned/disinfected and whether the vehicle's use included contact with other employees/individuals.

It is recommended that employees who are carpooling follow the same guidelines.

VIRTUAL WORK PROGRAM



MEMORANDUM

TO: Division of Aviation Employees
FROM: Tamara Whitfield, Acting Human Resources Manager
DATE: July 21, 2021
SUBJECT: Amendment to Work from Home Guidelines

As we continue to forge forward into our new normal and adjust to our day-to-day work, continual adjustments to how and when we work continue to change. Most recently the Airport has amended its Work from Home Guidelines to ease the transition to onsite work for employees who are permitted to engage in remote work. Effective immediately, employees engaging in remote work are permitted to work onsite for a minimum of 2 days per pay period. This reduction to onsite work requirements will be in effect until September 13, 2021. Starting September 13, 2021 employee engaging in virtual work will be permitted to work remotely for a maximum of 3 days per week.

It is the expectation that all employees who are requesting to work a hybrid schedule complete a Virtual Work Agreement with their supervisor. **Virtual Work Agreements can be returned via email to Rework@PHL.Org or in person to the D or E Terminal reception desk by July 30, 2021.** While the content for Virtual Work Agreements may vary by unit, it is key that the agreement contain the following information:

- Start date of the Virtual Work Agreement (No Later than the week of July 12, 2021).
- Frequency of follow up meetings to discuss status of Virtual Work Arrangement.

For questions concerning this update, please contact your supervisor or email the Human Resources Department at HRQuestions@PHL.Org.

MEMORANDUM

To: DOA Employees
From: Tamara Whitfield, Acting Human Resources Manager
Date: July 6, 2021
Subject: Virtual Work Agreements

The City of Philadelphia updated its Virtual Work Policy for City Employees effective June 11, 2021. The Division of Aviation has adopted the City's policy understanding that virtual work is a viable, flexible work option when both the employee and the job are suited to such an arrangement.

Supervisors must complete a Virtual Work Agreement for any employee approved to work virtually. Agreements must outline work expectations and require employee, supervisor and department signatures.

We ask that managers be sensitive during this transition as employees are adjusting to a regular work schedule and may need flexibility with transportation and childcare needs.

The DOA will continue to provide essential services that often requires on-site presence. We are committed to offering flexible work environments when possible. To that end, employees who have been approved to work remotely to support airport operations, will be permitted to do so in accordance with the Virtual Work Policy for City employees.

GUIDANCE FOR PERMISSABLE WORK ARRANGEMENTS

Starting the week of July 12, 2021, all employees are required to work onsite whether in full or hybrid work schedules. The Airport will delay the full implementation of the requirement to work 2-days per week, on-site, found in the City's Virtual Work Policy until September 13, 2021.

Instead, employees are permitted to work on-site, 2 days per pay period, if approved by your supervisor. It is recommended that units continue to use an A and B team schedule to reduce the number of employees in the workplace.

Return to Office Orientation for virtual workers, which includes an overview of the Safe Work Playbook and updated City & Airport policies is required. Employees will

be required to acknowledge receipt of the Virtual Work Policy and Safe Work Playbook.

Based on the current flexible work schedule for non-shift workers, work hours will range between 7:30 AM- 5:30 PM. Core hours remain as 9:30 AM- 11:30 AM and 1:30 PM – 3:00 PM. See attached policy for complete guidelines. Any work schedule arrangements outside of the normal hours must be authorized by the supervisor.

GUIDANCE FOR DOA IT SUPPORT

Requests to Enable Remote Workers Overview

1. DOA Information Technology will fulfill requests for equipment and software based on need and available inventory.
2. Department leadership should request only the number of devices needed to enable essential staff to work remotely.
3. Leadership should determine first if essential staff need to access:
 - a. Internally facing business systems on the Airport's network. If so, see guidance below for virtual (VPN) access.
 - b. Microsoft Office O365 for email and business productivity tools (e.g., Word). If yes, staff can access tools and files stored in O365 with just an Internet connection and a multi-factor enabled account.
4. DOA IT is encouraging staff to copy essential files to the Airport Office 365 platform, accessible by the Internet, as to not need a remote connection to the Airport's internal network to access documents stored in network drives or on personal desktop computers.

LAPTOP REQUESTS

1. Email Helpdesk@phl.org
2. In Subject line use: "Covid-19 laptop request for <Insert Employee Name>".
3. Provide a quantity for only essential staff and list their names, emails and titles, and name and titles of their supervisor or manager.
4. Request virtual connections (VPN) only if access to internal Airport facing business systems is required. (See Below)

VPN – Virtual Private Network Request

1. Email Helpdesk@phl.org
2. In Subject line use: "Covid-19 laptop request for <Insert Employee Name>".
3. Provide a quantity for only essential staff and list their names, emails and titles, and name and titles of their supervisor or manager.
4. VPN are only to access internal Airport facing business systems. VPNs should not be requested for access to Office 365 email or business tools.
5. Users must have completed their latest security awareness training courses before being granted access to VPN remote access.

Mobile Phones, Smart Phones, MIFIs, Conference Bridge Line Requests

1. Email Helpdesk@phl.org

Virtual Work Policy for City Employees

Effective Date: June 11, 2021

Policy Version No.: 5

Point of Contact: Stephanie Tipton, Chief Administrative Officer and Michael Zaccagni, Human Resources Director

Statement of Policy

The City of Philadelphia's workforce provides essential services to over 1.5 million City residents, including protecting residents' lives, providing residents with educational opportunities, and improving residents' health. Although providing those services often requires onsite presence, the City remains committed to enhancing the work-life balance of its employees and offering flexible working environments when possible. To that end, this policy applies to all City employees who have been directed or approved to work remotely to support City operations and sets forth the circumstances under which City employees may work remotely, and the responsibilities of all parties to any remote work arrangements.

Virtual Work Definition and Eligibility

"Virtual work" is defined as conducting work remotely, whether from home or an alternate location away from the office. All employees may be eligible for virtual work, either intermittent or regularly scheduled, depending on their job duties and the operational needs of the Appointing Authority. When necessary, Appointing Authorities may require employees work virtually. All virtual work requires prior approval by an Appointing Authority.

Permissible Virtual Work Arrangements

The primary goal of this policy is to enhance workplace flexibility while ensuring that City employees continue to deliver high-quality work product that meets the needs of City government and City residents.

Appointing Authorities may decide how many days per week an employee may work virtually, up to a maximum of three days (or 22.5 hours), unless the Appointing Authority has received authorization to exceed this maximum from the appropriate cabinet member. In exigent circumstances, for example, in the case of an emergency declaration, employees may be authorized to work virtually for an extended period of time beyond this maximum. If employees are allowed to decide which weekdays they work virtually, Appointing Authorities may require that they designate virtual workdays with sufficient advance notice to allow the Appointing Authority to accommodate operational needs.

After an Appointing Authority has approved virtual work for an employee, the Appointing Authority and employee should select an arrangement from those detailed below that best fits the work pattern of that department and the work which the employee in question will be expected to complete. An

Appointing Authority may authorize a temporary deviation from a selected arrangement to accommodate unforeseen circumstances on the part of the employee.

- A. *Set Schedule.* Appointing Authorities may use a set schedule for approved virtual work. Set schedule virtual work requires the Appointing Authority develop a schedule for the virtual work to which the employee will be expected to adhere (e.g., 8 a.m. to 4 p.m., 9 a.m. to 5 p.m., etc.) Set schedule virtual work should be used when an employee is expected to provide services, either internally or externally, during a set period, and not expected to work outside that period.
- B. *Core Hours.* Appointing Authorities may designate certain “core hours” during which a virtual work employee is expected to be working (e.g. 10 a.m. to 2 p.m., 10 a.m. to 12 p.m. and 2 p.m. to 4 p.m., etc.) Employees are then permitted to flex the remainder of the workday. Core hours virtual work should be used when employees are expected to be available to work collaboratively or answer questions, but also have self-directed tasks that may be completed without direct interaction or supervision. Employees are required to complete the minimum work hours according to their work schedule (e.g, 7.5 or 8.0 daily, 75 hours biweekly, etc.)

General Guidelines

The City recognizes that its departments, offices, and agencies provide very different services with very different attendant operational needs. The following guidelines are intended to provide a baseline for all virtual work engaged in by City employees and are not intended to prevent Appointing Authorities from issuing additional specific and reasonable rules, restrictions, or policies.

- A. *Work Location and Assessment.* Employees who work virtually on a regular basis are expected to do so from a location that allows the employee to work in an ergonomically appropriate workspace free from distractions. It is recommended that all regular virtual work arrangements be approved by a departmental safety officer after an assessment of the employee’s home workspace conducted in concert with ergonomic guidelines provided by Risk Management. Appointing Authorities may approve sporadic virtual work without such an assessment.
- B. *Virtual Work Technology.* Employees must have access to appropriate technology to facilitate virtual work.
 - 1. *City-owned Devices.* Virtual work must be conducted using City-owned devices. Appointing Authorities should work with the Office of Innovation and Technology (OIT) and their office’s IT manager or consultant to ensure that City-owned machines are provided to employees who are expected to engage in virtual work.
 - i. *Computers.* It is the City’s policy to provide laptop computers to employees working virtually. In exigent circumstances, Appointing Authorities may authorize employees to take home desktop computers to facilitate virtual work.
 - ii. *Phones.* Appointing Authorities should provide cellular telephones for employees expected to perform customer-facing functions that involve telephone contact virtually. These cellular telephones may be voice-only if the virtual work does not

require data usage. Appointing Authorities should consider their department's ability to support the cost of monthly data plans when requiring cellular phone use or the type of phone (voice-only vs. smart phones with data plans and apps).

- iii. Peripherals. When necessary, the City will provide each employee one set of peripherals (keyboard, mouse, monitor). That set of peripherals should be used by the employee at his or her principal work location (e.g., home or office). iv.

Multi-Factor Authentication and Virtual Private Network. Employees are required to adhere to security measures and must use both multi-factor authentication (MFA) and virtual private network (VPN) client, both provisioned by OIT, to strictly manage access to their City email and network credentials as to preserve and protect City data and technology operations vulnerable to compromise.

- 2. Personal Electronic Devices. Employees are not allowed to use personal devices for routine or daily work assignments. Employees must use City-owned devices for communications and work assignments except to check emails or Office 365 communications on a limited or as-needed basis. Appointing Authorities may not approve use of personal devices under any circumstances for employees whose work uses programs and databases that do not have web-based interfaces (e.g., FAMIS, etc.), or employees whose work involves sensitive and/or confidential information protected by federal, state, or local statutes (e.g., HIPAA or CHRIA-protected information, taxpayer information, etc.). Employees using a personal device, as stated above, must follow all guidelines set forth in the Office of Innovation and Technology's Access Control policy found on the City's intranet site, including the use of VPN and MFA (<https://cutt.ly/bnlkl3C>) and the Personal Device Use Policy (<https://cutt.ly/unlkMFb>).
- 3. As of July 6, 2021, any employee working from home will be required to participate in OIT's mandatory Cyber Security training through the City's Learning Management System (LMS) on an annual basis. Any employee failing to complete such training on an annual basis may have their work from home privileges revoked.

- C. *Reimbursable Expenses.* Appointing Authorities may not choose to reimburse remote employee for consumables ordinarily provided to employees while working onsite, such as paper, writing utensils, or other office supplies. Employees should be directed to obtain office supplies onsite, via existing City purchasing processes. The City will also not reimburse employees working virtually for the following expenses:

- 1. Expenses related to home internet services, including installation costs, ongoing service costs, or data overages;
- 2. Expenses incurred in purchasing, using, repairing, or replacing personal devices, including computers, cellular telephones, and peripherals such as printers, keyboards, and mice;
- 3. All other expenses not specifically enumerated as reimbursable in this policy.

- D. *Dependent Care.* Employees are expected to obtain care for dependents as necessary to ensure that employees may effectively work virtually. Appointing Authorities may relax this care expectation during exigent circumstances (e.g., sporadic school closures, illness, or other emergencies that prevent employees from obtaining dependent care).

- E. *Timekeeping.* Employees may combine virtual work with onsite work and/or leave time when appropriate and approved. All virtual work should be tracked on the employee's timesheet using the appropriate time code provided by payroll.
- F. *Discipline.* Employees working virtually must abide by the same rules, regulations, and policies regarding conduct and work performance that they would be expected to adhere to while working onsite. Employees who fail to follow such rules, regulations, or policies, or who abuse virtual work may have their virtual work privileges be revoked and/or be disciplined, with sanctions up to and including termination.
- G. *Signed Acknowledgement.* As of July 6, 2021, all employees working virtually on a regular basis shall sign the acknowledgement form found at the end of this policy. Additionally, Appointing Authorities may also request an employee complete the virtual work agreement form found in Appendix A of this policy that delineates any restrictions on that employee's virtual work and memorializes that employee's agreement to abide by this policy and any other applicable department-specific policies. Appointing Authorities shall maintain signed copies of all certifications and agreements for any employees permitted to work virtually on a regular basis.

Role Responsibilities

Employees, supervisors, and Appointing Authorities must work cooperatively to ensure that employees' virtual work meets the highest standards of quality and quantity. This section delineates the responsibilities of each role in the virtual work arrangement.

A. *Appointing Authority's Responsibilities.*

1. Appointing Authorities are expected to work diligently to arrange work so that it can be completed virtually when possible.
2. Appointing Authorities should provide on virtual work schedules, and deviation from those schedules should be pre-approved.
3. Appointing Authorities must ensure that all overtime earned while working virtually is accurately recorded and timely paid, regardless of whether such overtime was approved. If an employee worked unapproved overtime while working virtually, the Appointing Authority should discipline the employee appropriately.
4. Appointing Authorities must ensure that all employees working virtually are provided with appropriate performance metrics and/or deliverable requirements to ensure that those employees produce the quality and quantity of working expected.
5. Appointing Authorities must ensure that all employees working virtually participate in City-offered trainings on virtual work.

B. *Supervisor's Responsibilities.*

1. Supervisors (or other individuals designated by the Appointing Authority) must approve all virtual work that would result in an employee earning overtime. Supervisors should

approve such overtime work only if that employee is working on time-sensitive matters that cannot be completed during a standard workday.

2. Supervisors will review all work product delivered and functions performed to ensure employees are completing the appropriate quantity and quality of work while working virtually.
3. Supervisors should ensure that employees working virtually may participate in the organization's work to the same extent they would be able to participate if working onsite. This may include ensuring that meetings may be joined virtually, providing call-in numbers for important conference calls, or ensuring that important communications are timely sent by electronic means.
4. Supervisors will immediately document and work to resolve any performance issues.

C. *Employees Responsibilities.*

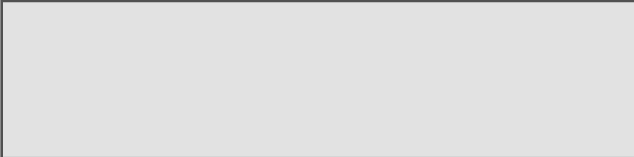
1. Employees must ensure that they are prepared to work virtually prior to engaging in virtual work, including ensuring that they have access to necessary devices, documents, applications, information, and communication tools required to perform work effectively.
2. Employees must preserve work material created while working virtually as they were working onsite, including preserving work material created using personal devices.
3. Employees using personal devices for virtual work must surrender any such device at the City's request so that the City may obtain information for potential disclosure in responding to City obligations, such as Right-to-Know requests, internal or external investigations, or lawsuits.
4. Employees provisioned City-owned laptops or computing devices must regularly connect, no less than once per week, to the City's network so that devices receive software and antivirus updates to ensure operability, antivirus readiness, and installation of critical patches to resolve security vulnerabilities.
5. Employees working virtually must regularly submit such records of work deliverables as their Appointing Authorities deem appropriate.
6. Immediately report any and all technical issues related to virtual work to the OIT Support Center by emailing ITHelp@phila.gov. Individuals may report technology emergencies by calling (215) 686-8213. OIT cannot provide support for virtual work being conducted on personal devices. Departments not consolidated with OIT and who have their own desktop/laptop IT support units may contact that unit directly for assistance.
7. Employees should communicate as necessary with supervisors by email and telephone and plan to participate in scheduled business meetings as if working onsite.
8. Employees are expected to timely attend all trainings targeted towards virtual work.
9. Employees will provide supervisors and HR staff with a contact cellular telephone number if they have not been provided a City-issued mobile phone by their Appointing Authority.

Supervisors will see to it that this information is recorded and available in City administrative systems utilized by human resources and OIT as to contact in case of emergency or cyber security incident.

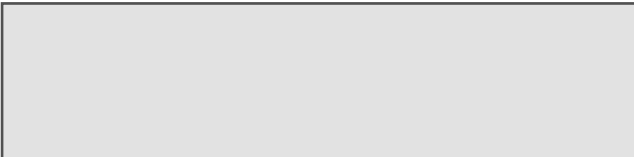
Virtual Work Policy for City Employees

Employee Acknowledgement Form

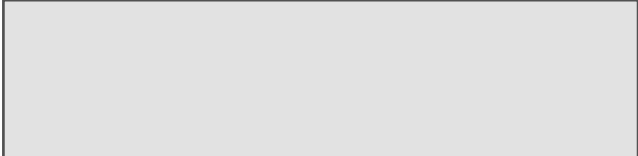
I acknowledge that I have received and read a copy of the Virtual Work Policy for City Employees and understand that this document describes the policies that apply to virtual work as well as my responsibilities as an employee working virtually.



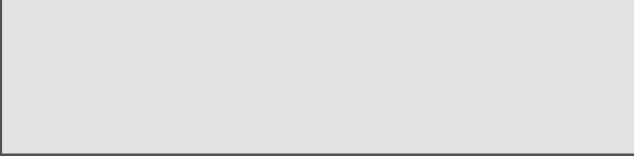
Employee (Signature)



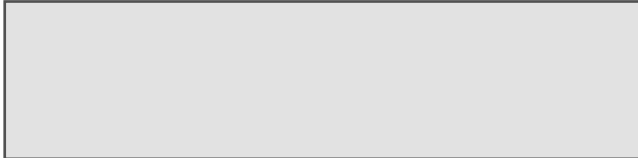
Appointing Authority (Designee)



Date



Date



Employee Payroll Number

Virtual Work Agreement

INSTRUCTION

This form is to be completed by any employee requesting approval for a regular, recurring virtual work arrangement. The agreement needs to be reviewed and signed by the employee's supervisor, then emailed to Rework@phl.org.

AGREEMENT

1. The following outlines the specifics and expectations of the Virtual Work arrangement which you will assume as of .
2. This arrangement will be piloted for at the end of which time, we will review the arrangement and determine whether it will continue. **N/A if arrangement has already been piloted for 6 months or if employee worked virtually throughout the pandemic).**
3. The details of your arrangement are as follows (include expected on-site schedule, expected availability when offsite, completion and submission of work assignments, attendance in meetings, Airport sponsored events, disposal of confidential information (as needed), etc.):

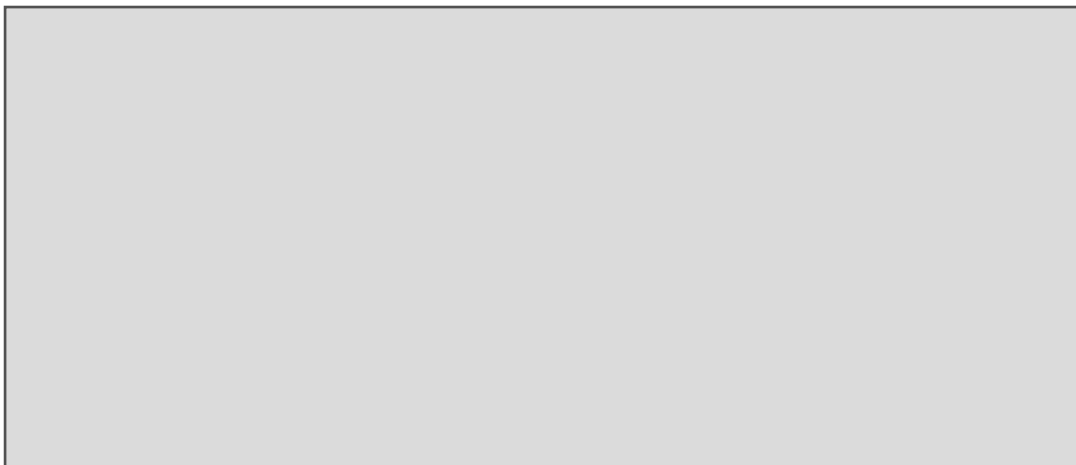
4. Work expectations and/or office policy and practices will be communicated via (include communication channels and frequency):

Example: *We will meet virtually via Teams every week to discuss how this arrangement is going and to adjust as needed.*



5. The following access will be necessary for this virtual work arrangement, and will be provided by the City for your use:

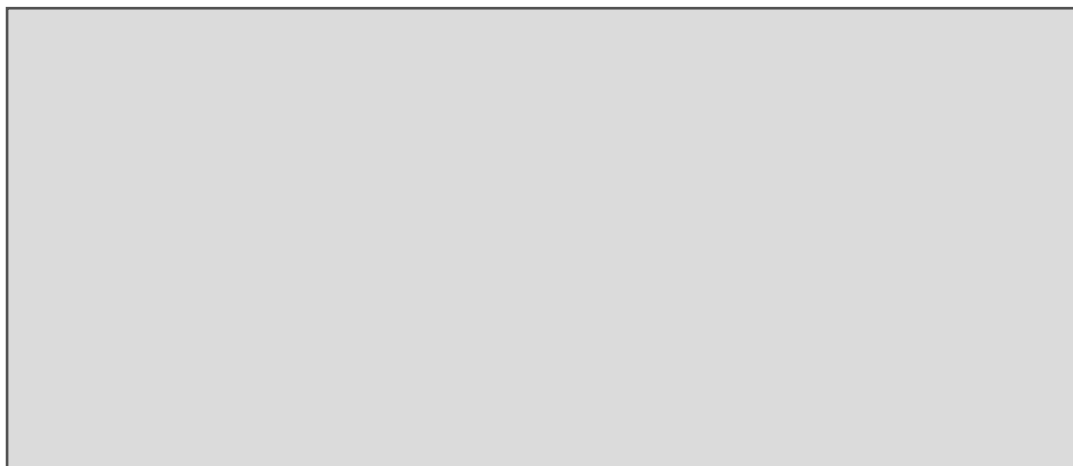
List network and software access needed



6. The following equipment will be necessary for this virtual work arrangement; if you do not have access to any of these items to complete your virtual work, please inform your Supervisor:

- a. City-issued Computer or laptop
- b. Internet Connectivity
- c. Phone

7. Additional provisions for this arrangement include: (Please List)



8. If at any time this arrangement no longer serves your purposes or the needs of the organization, the arrangement may be discontinued.

9. This work arrangement will have no effect on your salary or job responsibilities.

10. It is expected that this work arrangement will not reduce your productivity.

11. If organizational needs require, there may be times when it will be necessary for an employee to forgo their virtual work arrangement to support unusual projects or conditions in the office. It is expected that employees will make every attempt to adjust their schedule accordingly. Similarly, supervisors will take into consideration the virtual work arrangement when scheduling meetings or gatherings that require all staff to be in attendance or when distributing workload.

I have read the above and discussed the terms and conditions with the undersigned supervisor and agree to all aspects of this agreement.

Requestor's Name

Requestor's Signature

Date

Supervisor's Name

Supervisor's Signature

Date

Appointing Authority
Designee Name

Appointing Authority
Designee Signature

Date

Appendix A – Work from Home Guidelines

Daily Routine

Be disciplined. It is important to develop strict routines or working hours, but also be good to yourself. Wake up at your usual time and go through your usual routine. Have your coffee, eat a Pop-Tart while you are getting the morning paper from the bushes.

Dress properly. Do not wear pajamas. The way you dress can influence your mood and attitude, so dress in proper work attire (at least from the waste up).

Set work hours. WFH allows for flexibility, but the start and end of your workday should be as routine as possible. Enforce a hard stop at the end of the day, and plan for personal errands after that. Setting a target end time will dictate expectations and increase productivity.

Create a good routine with short exercise breaks. Making sure you are moving and stretching the body energizes the brain. The truth is, endorphins are produced when exercising, which increases happiness and interest levels.

Communication

Have a regular meeting with your team. Just maintain the essence of keeping it short and keeping team members accountable to one another in their respective tasks.

Have more social interactions. WFH can be lonely, and the water cooler is now your kitchen faucet, so plan virtual coffee breaks with co-workers (with a real fragrant cup of coffee or Tea if that is your choice). Keep talking to people so you do not feel isolated, and they do not either.

Over-communicate. WFH means that you cannot walk by a colleague to say something (unless they live next door to you then you can shout it out the window, note that your other neighbors will hear too). If the matter is urgent, then pick up the phone and talk to them instead of just assuming they are reading their emails all day long.

Use Texting. Text messages usually look more formal and serious on their own. Keep messages positive, and short (144 Characters or less) and do not assume that everyone knows what all the acronyms stand for (here is a list for those that need the dictionary. https://www.webopedia.com/quick_ref/textmessageabbreviations.asp). You can lighten the mood by adding a smiley face.

Distractions

Keep the television turned off. It is a big distraction and stressful as you hear the news of the day (and absolutely no Day time Soap Operas) The radio or music on might be better if you are the type who works well with some background music.

Stay off social media. We are *all* guilty of this one from time to time, and social media can be one giant timewaster if you are not careful.

Separate space to work from space to rest. You should not work in the bedroom (the bed is so comfy! And it gives you backaches), and not in the kitchen (You have full access to all the snacks! And it may upset your diet).

Leave Home. If temptations are too distracting, go to a Wi-Fi-enabled cafe like Starbucks. A new environment is also a great stimulant for creativity and attention. If your work allows you to make an occasional appearance, then do that.

Time Management

Keep a daily check list. Whether you work in the office or from home, it is essential to set a schedule for the day and keep track of daily tasks.

Use online tools. There is a lot of software to improve productivity:

- Video conference: Skype, Zoom, Google Meet, MS Teams
- Team communication: MS Teams
- Shared documents: Dropbox, Box, Google Docs, SharePoint

Workspace Logistics

Prepare a conducive workspace. Apart from having a high-speed internet connection and a reliable router, get a comfortable chair and reserve a quiet space to be able to do focused work. If you can convert the guest room into a home office with ergonomic chairs, extended monitor screens, a full suite of stationery, and a printer. Most importantly, it is well lit and ventilated. Decorate your office as though you would in the office.

Use a comfortable headset or earpiece for calls. It is a good habit to mute your microphone during conference calls (unless you're speaking) to minimize the amount of audio feedback and random sounds that interrupt the conversation.

Other hacks include lower the video resolution when the network traffic is heavy and use a collaboration tool to share your screen but get audio through the phone.

Sample setups should be avoided if possible, see images below:



Dress Code for Video Conferencing

Whether you are using MS Teams, Zoom, WebEx, Skype or another platform, the general guideline is that:

- Your attire should always be appropriate or similar to what you would wear in a face to face meeting at work.
- Be mindful of people in your background. They should be properly clothed, or you should pick a space where they cannot make an appearance.

Below provides further detail:

✓ DOs

- ✓ Do wear clothing that appropriately covers your upper and lower body.
- ✓ Do wear appropriate tops (Example: a button up shirt, pullover shirt/sweater, T-shirt, blouse, blazer, polo shirt. (tie is optional))
- ✓ Do wear appropriate bottoms. (Example: jeans, pants, leggings, or khakis, skirts or denim shorts that are a reasonable length in the event you have to get up suddenly.
- ✓ Do be mindful of the wording and images on your clothing OR background (Example: College or company names, and respectful wording and images are fine). When in doubt, opt for top without words or images.

✗ DON'Ts

- ✗ Don't get dressed from the waist up ONLY. Wear appropriate covering for your lower body. You may have to get up suddenly OR you may forget your camera is still on after the meeting has ended.
- ✗ Don't wear tops that are too revealing, or too tight. (Example: muscle shirts, low cut tank tops)
- ✗ Don't wear inappropriate bottoms (Example: boxer shorts, loud pajama pants, very short shorts) Again, you may need to get up suddenly, or forget that your camera is still recording.
- ✗ Don't wear clothing or have a background with offensive humor, wording or images that may be seen as vulgar, disrespectful or inappropriate for the workplace.

For Parents

Keep children in your plans. Due to school closure, children may also be around at home. Plan and schedule some activities to occupy them while you work. Have staggered lunchtime to spend with children; for instance, one partner can have a lunch break at 11 am-12 pm, and the other breaks at 12 pm-1 pm, so 2 hours are spent with children. For all we know, working with children around us might become the new norm from this season on.

Get family support. If you are lucky to have family support close by and they are willing and able, utilize them on some of the days. It Gives them something to do and gives you a little focus time.

This can be a good thing. WFH is great for work-life balance. It increases ownership and performance. It trains people to be focused and disciplined. look forward to seeing the productive benefits of trust and empowerment.

Everyone's situation is different in terms of home environment, personality, and habits. Tailor the most effective way of working for you and keep practicing until it becomes part of a lifestyle or culture.

Appendix B

Penn Behavioral Health Services – Employee Assistance Program (EAP)

There are times when personal problems can affect a person's physical and mental well-being and job performance. For this reason, PHL offers this confidential service at no cost to provide assistance to employees, spouses and dependents up to age 26. The Employee Assistance Program includes three components:

ACCESS to a confidential toll-free number 24-hours a day, 7-days a week where you can speak directly to a master's level counselor who will help answer questions and direct you to therapists within our EAP network.

NO COST COUNSELLING SERVICES for you and your eligible dependents through a network of high-quality EAP providers located at offices near where you live or work.

FOLLOW UP AND APPROPRIATE REFERRALS for ongoing counseling needs. The EAP can find resources to help you in the following areas:

- Anxiety
- Depression
- Family Problems
- Grief and Loss
- Life Transitions
- Work Life Balance
- Medical Concerns
- Marriage
- Parenting
- Relationships
- Stress
- Drug and Alcohol Concerns
- Anger
- Conflict
-

When you call the Employee Assistance Program (EAP), an experienced clinician will help you identify your areas of concern:

- The face-to-face counseling sessions are generally one hour and are conducted by providers with specialties in various areas.
- After the initial meeting with the counselor, a determination will be made for future counseling options.
- At the end of your EAP sessions, if you still have therapeutic needs, the counselor will discuss further options available.

Work / Life Services can find resources to help you in the following areas:

- Adoption
- Parenting
- Child Care
- Healthy Living
- Assessment and Screenings
- Specialized Programs for Children
- Elder Care
- Legal

- Education Planning
- Retirement
- Personal Growth
- Caregiving
- Financial
- Pet Care
- Emotional Well-being
- Community Resources
-

If you are having a problem or would like some information or resources call (888) 321-4433, 24-hours a day, 7-days a week or go online to www.pennbehavioralhealth.org. This is a Free, Professional, Confidential Counseling Service for you and your dependent's personal and professional needs.

Appendix C

City of Philadelphia
Office of Human Resources

3/5/2021

Employee COVID-19 Vaccination FAQs

As part of the City's ongoing effort to vaccinate its residents and employees against COVID-19, the City will continue to vaccinate its employees who fall in Phase 1B and eventually 1C according to CDC vaccination guidelines. The City's vaccination efforts vary by department and/or job classification of the employee being vaccinated. The following are "frequently asked questions" about the City's employee vaccination efforts.

Q1: Will employees be paid for time spent obtaining vaccinations outside of work? Employees obtaining vaccinations outside of department-sponsored events, i.e., by going

A: to a local pharmacy to receive a vaccination, will not be paid for time spent doing so.

Q2: Will employees be paid for time spent obtaining vaccinations at department-sponsored vaccination events?

A: Employees receiving vaccinations at a department-sponsored event during work hours will be paid for all such time that falls within the employees' regularly scheduled work hours. Employees will not be compensated for time spent obtaining vaccinations outside work hours, even at a department-sponsored event. Departments should allow employees reasonable time to receive the vaccination, including any post-vaccination observation period.

Q3: Will employees need to provide their own transportation to/from vaccination appointments?

A: Departments are not obligated to provide transportation and employees may use their own vehicles.

Q4: Will employees experiencing post-vaccination side effects be required to use their own time if they must be absent from work?

A: Yes. Employees will be required to use accrued leave to cover vaccination-related absences. Employees must follow the Sick Leave Policy and provide documentation as required. For purposes of the COVID vaccination, documentation from the vaccinating clinic will be accepted as certification for time used on the day of the vaccination only. City of Philadelphia 3/5/2021 Office of Human Resources

Q5: Who should I notify if I already received the vaccination from an outside sponsored site?

A: Employees should notify their HR office.

Q6: Is the vaccination card sufficient documentation to cover my absence if I have to use sick time?

A: The card an employee receives when vaccinated may be used to certify use of sick leave for the day the employee received the vaccination only. An employee using additional sick leave for vaccination-related absences may be required to obtain additional documentation to certify that leave usage.

Q7: Will all employees be offered the vaccine?

A: While our efforts are focused on vaccinating employees who are in Phase 1B and 1C, we may hold future employee vaccination clinics for employees who do not fall into these priority phases. However, we strongly encourage those employees in Phase 2 to obtain vaccinations through other means, like their local pharmacy or medical provider.

Q8: Will the department/city provide opportunities to receive the vaccine after normal work hours or on weekends?

A: Unknown. We are currently determining the location(s) and timing for City-sponsored vaccinations clinics for our employees specifically. The timing for department-sponsored events may differ depending on department-specific operational concerns.

Q9: What do I do if I don't want to receive the vaccine?

A: At this time, vaccinations are voluntary. This policy may change depending on future final FDA vaccine approvals and/or the state of the COVID-19 pandemic.

Q10: How do I handle scheduling and posting time for employees receiving vaccinations through Department-sponsored events?

A: Departments should post normal work hours for employees receiving vaccinations during department-sponsored events when the employees' attendance at those events coincides with the employees' regular work hours. Departments should not post time for employees receiving vaccinations outside of the employees' regular work hours.

Appendix D

Safe Return to Work

Philadelphians are working hard to turn back COVID-19, and they are succeeding. Because of their commitment to various safety protocols and rising vaccination rates, case counts continue to fall. As of June 2, 2021, the Health Department lifted all density and distance COVID-19 restrictions for Philadelphia, on June 11, 2021, the Health Department adjusted its indoor masking requirements for fully vaccinated individuals, and on July 6, 2021, City offices will open to both our workforce and the public.

However, COVID-19 will not be eradicated completely and Philadelphians—and City government—must continue to practice several safety measures to continue to keep the epidemic at bay. As public servants, we must lead by example and take precautions consistently to protect not only our employees, but the residents we serve. Ensuring a Safe Return to Work will continue to be a shared responsibility among City Departments, employees and the public.

The primary objective of the City's Safe Return to Work plan is to continue to bring City employees back to work in a manner that aligns with current Federal, City and State guidelines for the safe reopening of various businesses and industries, while minimizing the potential for the spread of COVID-19 in the workplace.

The following document provides specific guidance for City operations occurring on-site. If at any point the City must move back to more restrictive measures based upon the spread of the COVID-19 virus, the City will reinstitute more restrictive protocols.

While the City's safety precautions will vary by activity, our general Safety Checklist includes:

- ✓ Masks – block the virus from spreading by wearing masks and requiring others to wear them when they are unvaccinated and in certain high-risk situations
- ✓ Isolate – keep people who might be carrying the virus safely away from others
(ideally at home)
- ✓ Reduce Crowds – encourage individuals to maintain safe distance between themselves and others, especially if unvaccinated
- ✓ Barriers – maintain barriers in customer service settings to prevent spread where there may be large numbers of members of the public
- ✓ Handwashing – reduce the spread of virus from one person to another by washing your hands frequently
- ✓ Clean – remove respiratory droplets that may contain virus from surfaces that people may touch

- ✓ Planning – follow and regularly update plans on what to do if a City Department is exposed to a probable or confirmed case of COVID-19
- ✓ Vaccinate – encourage and incentivize employees to get vaccinated – it is one of the best ways for us to combat the spread of COVID-19 in our City and amongst our employees
- ✓ Communicate – ensure staff, customers, and others understand this Safety Checklist

The City will adhere to this safety checklist at all times. If an employee develops a COVID-19 infection or has a positive test, the City will follow the protocols described in this document to stop the virus from spreading further.

If employees want to report possible health and safety violations in the City of Philadelphia workplace related to COVID-19, they should contact their Department's Safety Officer or Pandemic Coordinator. In addition, the public can report possible health and safety violations observed while accessing City of Philadelphia services by calling 311.

Employees will be expected to adhere to these guidelines and may face discipline, up to and including termination, if found to be in violation of the policies described herein.

Safe Return to Work Guidelines

These guidelines are intended for general application to most City operations. However, employees working in settings where regular and close contact occurs with the public or those who are infected or suspected to be infected with COVID-19 must follow any additional health and safety protocols established by their Departments.

HERE you can find the most current guidelines from the Department of Public Health.

Additional Guidance on Virtual Work

As of July 6, 2021, all City buildings will be re-opened to both our workforce and the public. We recognize that for many departments virtual work will remain a core part of their operations. While virtual work will no longer be required as a safety measure, departments must still adhere to the Virtual Work Policy for City Employees. All on-site operations must be conducted in accordance with these protocols.

When assessing which operations and employees should continue to function remotely, please consider the following:

1. What operations and functions can be conducted remotely without impacting overall productivity, efficiency, or service delivery?
2. Are employees in like job roles or titles (ex: executive assistant, laborer, supervisors, Deputy Commissioners) being handled in a consistent manner with regard to virtual work and on-site work? If not, please ensure that employees in like job roles or titles who can work from home are enabled with the appropriate technology and tools to do so to maintain consistency across titles and/or functions.

3. What level of supervision and/or administrative support is necessary on-site to support the employees in your departments who will be working on-site?

Protections Needed

Masks. All employees and members of the public entering City facilities who are unvaccinated will be required to wear masks in all common areas such as restrooms, conference rooms, lobbies, elevators and hallways, except only:

- As necessary for the employee to eat or drink during break times. The employee should maintain safe distance from others when taking off a mask.
- When seated alone in a private office or in a cubicle whose sides extend above the head of the employee.
- If someone else enters an office or cubicle while it's occupied by another, all individuals must put on a mask.
- Masks will continue to be required for all employees and members of the public regardless of vaccination status in the following settings:
 - Healthcare institutions including temporary community healthcare events such as vaccine clinics and blood drives
 - Congregate facilities such as prisons, shelters, and adult day programs
 - Public transportation including planes, trains, buses, taxis, and ride share vehicles
 - All indoor childcare settings, including schools, camps, early childhood education and childcare
- Employees shall follow the City's "Respiratory Guidance for City Employees". Employees may bring in their own, surgical mask, cloth mask, or respirator following this guidance. If an employee does not have access to a mask, the Department is required to provide one to the employee or any member of the public entering a City facility without a mask.
- If necessary, the City can provide one cloth mask each to any employees who are required to wear a mask to allow for cleaning and ready availability. Those whose jobs involve work hazards will be provided with a respirator consistent with their Departmental hazard assessments and respirator program.
- An Appointing Authority may request verification of an employee's vaccination status to ensure the employee is adhering to the appropriate safety protocols including, but not limited to, masking and isolation / quarantining after a probable COVID-19 exposure. An Appointing Authority shall not disclose such information to others and shall not alter an employee's work assignments based upon their vaccination status.
- An Appointing Authority is required to allow any employee to continue to wear a mask if

they so choose.

Isolate.

- City Departments and employees will continue to follow the Public Health Guidelines on quarantine and isolation. Please note that quarantine and isolation protocols will vary based upon whether an employee is fully vaccinated or not.
- All employees will respond to a daily questionnaire prior to their start of work, administered by their supervisor. The daily questionnaire will be implemented based on the needs of each Department.
- Employees with COVID-19 symptoms should call their supervisor and stay home in accordance with the Public Health quarantining and isolation guidance.
- Employees who become ill at work must notify their supervisor or appropriate person per the Department's protocol and be sent home immediately. Until the employee is able to leave the site, place the employee in a room or area where they are isolated from others to the extent feasible. The Department may work with the employee to arrange for suitable transportation to a medical treatment facility or residence, as necessary.

Reduced Crowds. While density and capacity restrictions will no longer be required, it is still recommended that employees and the public maintain a safe distance between themselves and others, especially if they are unvaccinated.

Barriers. It is recommended that sneezeguards or plexiglass screens be used in customer service settings in which there is regular and prolonged contact with the public to prevent respiratory droplets expelled by infected persons from reaching others.

Handwashing.

- Handwashing or hand sanitizer stations have been placed at building entry and other communal areas for all staff and visitors.
- Handwashing or hand sanitizing will be promoted through posted signage in restrooms and kitchens.
- Employees will be provided adequate levels of soap supply in all restrooms.
- Employees should wash their hands frequently or use hand sanitizer with at least 60% alcohol when water and soap is not available. Use tissues or the crook of the arm or inner elbow to control coughs, sneezes, and the spread of germs.

Clean.

- The Department of Public Property or, in some cases, City Departments or landlords for leased space, will be responsible for cleaning and disinfecting all work areas, such as offices, bathrooms, common spaces, and frequently touched surfaces. These cleaning

protocols will be conducted prior to re- occupancy and routinely. For building cleaning protocols, contact your Departmental maintenance/facility coordinator.

- Employees are asked to take responsibility for keeping their workspaces in clean, working order. Departments will provide disinfectant (EPA List N registered disinfectants) to enable employees to wipe down the high-touch surfaces in their own workspaces and offices in accordance with CDC guidelines found [HERE](#). Departments may purchase additional disinfectant supplies through one of the available city-wide contracts through the City's Procurement Department.
- All areas where a COVID-19 symptomatic employee has worked will be cleaned and disinfected.
- In the case of an employee who has tested positive for COVID-19 and has been in the workplace, Departments must contact the City's Emergency Operations Center at eoc.manager@phila.gov. The EOC will alert the Department of Public Property which will initiate deep cleaning protocols, as appropriate. Employees will be asked to temporarily relocate while this deep cleaning occurs.
- As of July 6, 2021, the following protocols will apply to all City-owned vehicles:
 - City vehicles in use by multiple City employees should be cleaned and disinfected by the occupant before and after each individual's use.
 - Employees must wear a mask/face covering if there is more than one person in a vehicle.
 - Employees should sit as far apart as possible in a vehicle. When practical, open windows when multiple occupants are in vehicle to ventilate space.

Planning.

- Departments, through the direction of their Departmental Safety Officer and Human Resource Manager, will continue to follow the current Risk Management protocols on suspected and confirmed cases of COVID-19 in the workplace. These protocols will be updated periodically and provided to these groups when updated.
- The City will continue to update its HR-related policies as necessary in response to COVID-19. These will be provided through City leadership for prompt dissemination to their employees.
- Departments are required to continue to track all costs associated with their response to the COVID-19 pandemic including any unbudgeted expenses related to re-opening their operations in compliance with these guidelines.

Vaccinate.

- Vaccination remains one of the most effective ways for us to mitigate the spread of COVID-19 in the workplace. While receiving a COVID-19 vaccine is not currently required,

it is strongly encouraged for any eligible employee to get vaccinated.

- Employees may earn 4 hours of special compensatory time when they provide proof, in the form of an official vaccination card, that they've completed their schedule of vaccination. A copy of an employee's vaccination card may be uploaded in OnePhilly through Employee Self-Service or be presented to the employee's HR manager.
 - Please note that this benefit does not apply to uniformed employees or those covered by binding interest arbitration.
- More information about the COVID-19 vaccine as well as how to sign up to receive your COVID-19 vaccine can be found on the Health Department's website.

Communicate.

- Each Department has identified a Pandemic Coordinator, who is responsible for helping to educate staff about symptoms and prevention of COVID-19. The Pandemic Coordinator works with the Office of Risk Management to receive training and communication related to COVID-19 prevention and mitigation in the workplace.
- To ensure the mental well-being of our entire workforce, the City will promote and make available mental health and wellness resources for employees. These include, but are not limited to:
 - Information about the City's Employee Assistance Programs
 - Information related to mental health support via Health Care Providers Behavioral Health and Tele-behavioral programs.
 - Information about mental-health programming and resources available through the Department of Behavioral Health and Intellectual Disability Services.
- Prominent signs have been posted throughout common areas within City buildings and in employee break rooms, bathrooms, and lobbies that include such things as the following:
 - Asking people who are sick or have had close contact with someone with COVID-19 within the past 10 days to stay home and follow CDC quarantining guidelines
- Staff who have been fully vaccinated do not need to quarantine when exposed to someone with COVID-19 if they have remained asymptomatic since the COVID-19 exposure.
 - Encouraging people to cover coughs or sneezes
 - Mandating that all unvaccinated staff and visitors wear masks
 - Providing guidance on handwashing
 - Providing information on the COVID-19 vaccine

- Prior to the re-opening of any City Department or operation, Departments will be responsible for sharing these protocols with their employees.
- As of July 6, 2021, Departments will be responsible for ensuring all employees working remotely have reviewed and signed an acknowledgement confirming receipt of the Virtual Work Policy for City Employees. Additionally, employees working remotely can access various resources on remote work under the “Getting Started with Technology” and “Adapting to Remote Work” sections of the City’s Remote Work site. Additional training and guidance on remote work will be provided periodically to City Departments.

Appendix E

FROM: James R. Engler
DATE: June 11, 2021
SUBJECT: 9th Policy Statement re: COVID-19

Introduction

After a year and a half of sacrifice and hard work, we have seen significant improvements in both COVID-19 case counts and widespread availability of our most important weapons in fighting this pandemic, safe and effective COVID-19 vaccinations. Accordingly, we are modifying our policy statement to account for the significantly decreased threat from COVID-19. City employees should expect to return to any policies or procedures in effect pre-COVID, except as modified by this policy statement.

City Operations

Onsite/Offsite Work – Appointing Authorities may require onsite work, as long as onsite work is performed in accordance the City’s Safe Return to Work Guidelines found under the HR Info & Policies section of the City’s [Remote Work website](#). Appointing authorities may permit employees to work virtually subject to the guidelines set forth in the [Virtual Work Policy for City Employees](#). Departments should expect to work closely with safety coordinators and Risk Management to account for the effect future changes in safety guidelines may have on City operations.

Public Health Guidelines

Quarantine/Isolation – Employees should follow guidance provided by the Department of Public Health as to when quarantine/isolation is necessary. Guidance is available [HERE](#). Departments following healthcare worker or congregant setting guidance should follow specific guidance for those situations. Appointing Authorities may inquire as to an employee’s vaccination status when determining whether an employee must quarantine or isolate after exposure to a COVID positive individual. Where possible, employees on self-quarantine who are well enough to work may work from home for all or some of this time in accordance with the [Virtual Work Policy for City Employees](#).

At-Risk Employees – Employees requesting a reasonable accommodation due to COVID-19 should inform their Appointing Authority so that they may engage in the interactive process to determine what accommodation may be made for employees unable to perform the essential functions of their jobs due to COVID-19.

Leave Usage

General Leave Usage – Employees who are not present for work, including for non-workplace-based COVID-19 quarantines, must use approved leave such as vacation, compensatory time, sick leave, or approved unpaid leave. If leave is not approved, the employee will be marked AWOL.

Probationary Leave Usage – Employees may use vacation and sick leave for COVID-related issues during their probationary period.

Advanced Sick Leave – Employees, including probationary employees, after exhausting all accrued leave, may use up to 10 days of sick leave per calendar year in advance of earning such leave. Advanced sick leave may only be used when the employee is absent from duty to the employee's illness, or when the employee must be absent from duty to care for a dependent who lives in the employee's home and is ill.

Sick Leave Documentation – Physician's notes provided or signed electronically, including those provided subsequent to telemedicine visits, may be used to satisfy sick leave documentation requirements. Additionally, although onsite employees must follow approved departmental processes for ensuring that they are not at risk for transmitting the virus, screening questionnaire responses cannot be used as medical documentation to comply with sick leave policies.

The following documents noting that an employee must quarantine due to COVID-19 exposure may be used to satisfy leave documentation requirements for quarantine periods:

- a physician's certification;
- an official contact tracer notification;
- documentation from a Pandemic Coordinator, departmental safety professional or HR professional requiring quarantine due to potential workplace COVID-19 contact.

Please note that employees are strongly encouraged to continue using telemedicine to reduce risk of exposure to or transmission of COVID-19 in obtaining sick leave documentation.

Dependent Care Leave Usage – Employees may use sick leave to care for dependents due to COVID-related school or daycare closures as follows:

- Employees previously eligible for FMLA+ may use up to ten weeks' sick leave;
- Employees previously not eligible for FMLA+ may use up to twenty days' sick leave.

Accumulated leave may be used intermittently, including in combination with working from home with the appropriate departmental approvals.

Additionally, all employees may use up to twenty days' sick leave to care for a dependent who is either quarantined or isolated due to COVID-19 exposure/infection.

Dependent Care Leave Documentation – To request Dependent Care Leave Usage as described above, employees, should continue to complete the FFCRA Leave Request Form previously used for FMLA+ and submit it to their supervisor or HR manager. The form requires the employee attest the information provided is accurate and complete. Falsification of any information will lead to disciplinary action, which may include dismissal.

COVID Excused Time – Employees will only be granted COVID Excused Time if they are required to self-quarantine at the direction of a departmental safety officer or human resources professional due to close contact with an individual potentially infected with COVID-19 while at work.

Leave Time for Vaccinated Employees – Fully-vaccinated employees who provide proof of their vaccination status before December 31, 2021 may receive four hours' special compensatory time.

Emergency Updates

Emergency Messaging – We strongly encourage employees to opt-in to receiving emergency messages regarding any ongoing City issues by providing cell phone numbers if they want text message updates. Updates will also be provided by email, and, in some cases, by phone. We also recommend that all employees stay up to date on the status of COVID-19 both internally and in the City by visiting the City's site dedicated to the COVID-19 outbreak: phila.gov/COVID-19 and opting into text messages by texting COVIDPHL to 888-777.

Appendix E

COVID-19 Screening Policy for City Employees

Effective Date: June 28, 2021

Policy Version No.: 4

Point of Contact: Stephanie Tipton, Chief Administrative Officer and Michael Zaccagni, Interim Human Resources Director

I. Introduction

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 our return to work is safe and does 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 complete onsite work, or whether that employee must 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 five 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 Kendall Banks, Director of Safety and Loss Prevention Kendall.O.Banks@phila.gov. 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 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 also 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 also appropriately address employee responses obtained from the self-administered assessment.¹ Questions #1 and #5 shall be asked by supervisors privately for in-person screening due to confidentiality concerns.

Question No. 1 (Ask in private)	Have you been diagnosed with COVID-19 in the past 10 days?
Supervisor Response if “Yes”	You must stay home from work. Isolate yourself for a minimum of 10 days from onset of symptoms (or from the date of the test if you had no symptoms). Follow instructions at https://www.phila.gov/programs/coronavirus-disease-2019-covid-19/guidance/guidance-documents/home-care-instructions/ . You may not return to work until you have been without fever for at least 24 hours, off fever-reducing medications like acetaminophen (Tylenol) or ibuprofen (Advil), and your symptoms have improved. If you end isolation and return to work before day 14, you must practice social distancing and wear a mask at all times, except when eating and drinking, even while in cubicles or private offices for the remainder of 14 days.
Follow-up Action(s)	Direct employee to immediately contact their HR Manager/Safety Officer/or Pandemic Coordinator to discuss their work status.
Question No. 2	In the last 2 weeks, did you care for or have <u>close contact</u> with someone diagnosed with COVID-19?

¹ The online assessment tool provides codes which may be used to identify which questions employees answered “yes.” Pages 7-8 of this policy contains a complete list of all such codes.

<p>Supervisor Response if “Yes”</p>	<p>If you are fully vaccinated² and have no COVID-19 symptoms, come to work. You should self-monitor for COVID-19 symptoms for 14 days. <u>If you experience symptoms, stay home, do not come to work, and obtain a COVID test. Immediately contact your HR Manager/Safety Officer or Pandemic Coordinator for proof of vaccination, contact tracing purposes, and to advise you of work your status.</u></p> <p>If you are not fully vaccinated, you must stay home from work. Isolate yourself for a minimum of 10 days from onset of symptoms (or from the date of the test, if you had no symptoms). Follow instructions at https://www.phila.gov/programs/coronavirus-disease-2019-covid-19/guidance/guidance-documents/home-care-instructions/.</p> <p>The person with a close contact must quarantine for 10 days from their last contact with the person who tested positive. Individuals may end their quarantine period after day 7 if a negative COVID-19 test (lab based or rapid) is obtained in 48 hours prior to the end of quarantine. This calendar can help to determine the duration of quarantine.</p> <p>Coworkers of a person who has been exposed do not need to quarantine unless they also have had exposure to the infected person.</p> <p>If you end quarantine and return to work before day 14, you must always practice social distancing and wear a mask, except when eating and drinking, even while in cubicles or private offices for 14 days.</p> <p>If you have recovered from laboratory-confirmed COVID-19 you do not need to undergo repeat testing or quarantine if you were exposed to a COVID-19 positive person within 90 days of the initial diagnosis. Immediately contact your HR Manager/Safety Officer or Pandemic Coordinator for contact tracing purposes and to advise you of your work status.</p>
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² You are fully vaccinated 2 weeks after the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine.

Question No. 3	In the past 24 hours have you experienced a new onset of any of the following symptoms from an unknown source ? <ul style="list-style-type: none"> a. New or worsening cough b. Shortness of breath or difficulty breathing c. New loss of taste or smell
Supervisor Response if “Yes” to any one of these symptoms	You should get tested or seek medical care, if necessary. You should not return to work at this time. If you want to return to work in less than 10 days you must have a negative COVID-19 test. Otherwise you will be out a minimum of 10 days.
Follow-up Action(s)	Direct employee to immediately contact their HR Manager/Safety Officer/or Pandemic Coordinator to discuss their work status.

Question No. 4	In the past 24 hours have you experienced a new onset of any of the following symptoms from an unknown source ? <ul style="list-style-type: none"> a. Fever b. Chills c. Fatigue d. Muscle or body aches e. Headache f. Sore throat g. Congestion or runny nose h. Nausea or vomiting i. Diarrhea
Supervisor Response if “Yes” to any two of these symptoms	You should get tested or seek medical care, if necessary. You should not return to work at this time. If you want to return to work in less than 10 days you must have a negative COVID-19 test. Otherwise you will be out a minimum of 10 days.
Follow-up Action(s)	Direct employee to immediately contact their HR Manager/Safety Officer/or Pandemic Coordinator to discuss their work status.

Question No. 5 (Ask in private)	Have you been fully vaccinated or have recovered within the last 90 days from laboratory-confirmed COVID-19?
Supervisor Response if “Yes”	Asking these questions are permissible due to the ongoing direct threat caused by the pandemic.

You are fully vaccinated 2 weeks after the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. If you were a close contact to a COVID-19 positive person and you are fully vaccinated, you do not need to quarantine if you do not have symptoms and you have uploaded your proof of vaccination to Oracle. Immediately contact your HR Manager/Safety Officer or Pandemic Coordinator for proof of vaccination, contact tracing purposes, and to advise you of your work status.

If you have recovered from laboratory-confirmed COVID-19 you do not need to undergo repeat testing or quarantine if you were exposed to a COVID-19 positive person within 90 days of the initial diagnosis. You must immediately contact your HR Manager/Safety Officer/or Pandemic Coordinator to determine your work status. Immediately contact your HR Manager/Safety Officer or Pandemic Coordinator for proof of vaccination, contact tracing purposes, and to advise you of your work status.

IV. 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>You must stay home from work. Isolate yourself for a minimum of 10 days from onset of symptoms (or from the date of the test, if you had no symptoms). Follow instructions at https://www.phila.gov/programs/coronavirus-disease-2019-covid-19/guidance/guidance-documents/home-care-instructions/.</p> <p>You may not return to work until you have been without fever for at least 24 hours, off fever-reducing medications like acetaminophen (Tylenol) or ibuprofen (Advil), and your symptoms have improved.</p>
E1	<p>You may go to work. Follow the masking policy for your specific workplace. Regardless of vaccination status, in the following settings you must wear a mask:</p> <ul style="list-style-type: none"> o Healthcare clinical settings o Congregate facilities such as prisons, shelters, and adult day programs o Public transportation and when riding in vehicles with others o Indoor childcare settings, including schools, camps, early childhood education and childcare
E2	<p>You must contact your HR Manager/Safety Officer/ Pandemic Coordinator to confirm proof of vaccination and to determine your work status.</p>
D1	<p>You should get tested for COVID-19. If your test is negative, you can return to work after your symptoms have improved. If your test is positive you must isolate at home at least 10 days and at least 24 hours after your symptoms have improved. If you choose not to get a test you must isolate at home for 10 days and until symptoms improve.</p>
A2	<p>You must stay home from work because you were a close contact to a confirmed COVID positive case and you are not vaccinated and/or you have COVID-19 symptoms. See a medical provider to be tested for COVID-19. If the test is negative: You must continue to stay home from work and follow instructions at https://www.phila.gov/programs/coronavirus-disease-2019-covid-19/guidance/guidance-documents/home-care-instructions/</p> <ul style="list-style-type: none"> • If you have had close contact with someone with COVID-19, quarantine at home for 10 days. • You may end quarantine after day 7 if you continue to be asymptomatic and receive a negative COVID-19 test 48 hours before you plan to end quarantine. • After stopping quarantine, continue to monitor symptoms for 14 days after exposure.

- If at any point you develop symptoms of COVID-19 you should begin isolation. Get tested if you can do so without coming into close contact with others.

This calendar can help to determine the duration of quarantine.

If the test is positive: You must stay home from work. Isolate yourself for a minimum of 10 days from onset of symptoms (or from the date of the test, if you had no symptoms). Follow instructions

at <https://www.phila.gov/programs/coronavirus-disease-2019-covid-19/guidance/guidance-documents/home-care-instructions/>

You may not return to work until you have been without fever for at least 24 hours, off fever-reducing medications like acetaminophen (Tylenol) or ibuprofen (Advil), and your symptoms have improved. If you end quarantine and return to work before day 14, you must practice social distancing and wear a mask at all times, except when eating and drinking, even while in cubicles or private offices for the remainder of 14 days.