


MEMORANDUM

TO: Department Heads and Supervisors
FROM: Norbert S. Klopsch, City Manager 
SUBJECT: Updated CDC guidelines for quarantine and return-to-work timelines for employees testing positive for COVID-19
DATE: December 29, 2021

NOTE: This memorandum is an update that replaces and supersedes a similar memo issued on March 3, 2021. Any employee who has symptoms consistent with COVID-19 or may have been exposed to someone with COVID-19, but has not been confirmed positive, should contact their doctor for a recommendation on how to proceed, as the city cannot provide medical advice. The guidelines below are considered city policy in the absence of a doctor's note.

QUARANTINE FOR EXPOSURE

General rule for quarantine: An employee who is exposed to someone with COVID-19 should follow their doctor's recommendation for establishing a timeline to return to work. Documents associated with release/timeline to return to work must be promptly provided to the employee's supervisor.

If the employee has not provided a doctor's timeline for returning to work: In the absence of a doctor's timeline for returning to work, below are the updated protocols to assist supervisors in determining a timeline for the return to work. These protocols are based on the CDC's guidance as of December 27, 2021 for persons exposed to someone with COVID-19*. Testing guidance is based upon limited information and is subject to change as more information becomes available. Please contact Personnel Director Jennifer Wilder with any questions.

As before, being "exposed" means you have been in close contact with someone who has COVID-19. "Close contact" means you were within 6 feet of that person for a cumulative total of 15 minutes or more over a 24-hour period.

THE FOLLOWING PROTOCOLS APPLY BASED ON YOUR VACCINATION STATUS AT THE TIME OF EXPOSURE:

1. **If you have been boosted, or have completed the primary series of Pfizer or Moderna vaccine within the last 6 months, or have completed the primary series of J&J vaccine within the last 2 months:**

- Wear a mask indoors around others for 10 days.
- Obtain a PCR test on or after day 5, if possible. If the result is negative, you do not need to continue masking.

If you develop symptoms, get a test, stay home, and consult your physician.

2. If you completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted, or you completed the primary series of J&J over 2 months ago and are not boosted, or you are unvaccinated:

- Self-quarantine (stay home) for 5 days. After that, continue to wear a mask indoors around others for 5 additional days.
- Obtain a PCR test on or after day 5. If the result is negative, you do not need to continue masking.

If you develop symptoms, get a test, stay home, and consult your physician.

RETURN-TO-WORK AFTER POSITIVE TEST

General Rule for return to work: An employee who tests positive for COVID-19 or is exposed to someone with COVID-19 should follow their doctor's recommendation for establishing a timeline to return to work. Documents associated with release/timeline to return to work must be promptly provided to the employee's supervisor.

If the employee has not provided a doctor's timeline for returning to work: In the absence of a doctor's timeline for returning to work, below are the updated protocols to assist supervisors in determining a timeline for the return to work. These protocols are based on by the CDC's guidance as of December 27, 2021 for persons with COVID-19*. Testing guidance is based upon limited information and is subject to change as more information becomes available. Please contact Personnel Director Jennifer Wilder with any questions.

If you have tested positive for COVID-19:

Everyone, regardless of vaccination status:

- Self-quarantine (stay home) for 5 days.
- If you have no symptoms or your symptoms are resolving[^] after 5 days, you may return to work.
- Wear a mask around others for 5 additional days.

[^]If you have a fever, continue to stay home until your fever resolves.

*Per the CDC, this recommendation will prevent most, but may not prevent all instances of secondary spread. The risk of transmission after recovery is likely very substantially less than that during illness.