



## IMPORTANT EMPLOYEE INFORMATION

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### COVID-19 Exposure Notification Process Update

**June 19, 2020**

As we continue to see a record number of new positive COVID-19 cases being reported in our state, we are making every effort to ensure you learn about impacts to our workplace in a timely manner. The [HR Employee Health Updates \(EHU\)](#) website provides a snapshot of confirmed COVID-19 totals around the world right down to the City of Phoenix and the departments that are affected. The EHU site is updated on a daily basis during our business week, barring any major developments that could delay posting.

#### **Notification of Employees Who May Have Been Exposed to COVID-19**

Due to healthcare privacy laws and out of respect for all employees, **the City of Phoenix will not disclose the name of a person who tests positive for the virus.** Instead, employees who are reasonably determined to be in close contact (as defined by the Maricopa Department of Public Health - face to face contact within 6 feet for a prolonged period, usually defined as 10 minutes) with an employee who has tested positive will be informed when the City receives a positive result from the employee. Here's an overview of the notification process:

- The employee who tests positive will receive a notification text from the Maricopa County Department of public health or a notification from the testing site/physician where they were tested. The employee should contact their supervisor and HR liaison immediately.
- The HR liaison for the affected department will work with the employee who has tested positive and the employee's supervisor to identify any close contacts that may have been exposed during the time frame that is usually thought to be infectious, as defined by Maricopa County Department of Public Health.

- Employees identified as close contacts will be notified by HR via phone call and email, which will include [Maricopa Guidance for Close Contacts](#).
- All other employees in the affected department will be notified in an email message from the department head. The notification will include the work location of the positive case when possible (if more than 10 employees work at the location).
- The affected area(s) will be thoroughly cleaned and disinfected after notification of a positive test.

Please note there is no efficient or effective way for the city to effectively communicate to employees every potential exposure to COVID-19, only those that are confirmed by a positive test and brought to the city's attention. All employees should reasonably understand that **due to the widespread community transmission of COVID-19, they may have been in contact with people that are infected with and/or being tested for COVID-19.**

### **Taking Proper Precautions to Reduce Risks in the Workplace**

It's vital that all employees continue to follow the safety guidance and protocols that have been communicated by the city to reduce risks of exposure. Some of these measures may be updated according to CDC guidance and/or new developments with the pandemic. It's important to read all employee communications and check the [EHU](#) regularly.

- **Stay home if you are sick**, even if your symptoms are mild.
- **All City of Phoenix employees must wear face coverings (masks) at all times in common areas** and where physical distancing of six feet or more cannot be maintained.
  - Common areas include, but are not limited to, some of the following locations: elevators, hallways, breakrooms, and conference/meeting rooms.
  - Face coverings will not be required when an employee is alone in an office or cubicle, or alone in a city vehicle, as long as physical distancing of six feet or more can be maintained.
- Continue good hygiene practices such as **washing hands for at least 20 seconds** or using an alcohol-based hand sanitizer.
- **Do not gather in large groups** while in the workplace. Workplace operations should continue to be tailored where feasible to allow for minimal interaction between employees.
- Employees should stagger lunch and break times and eat lunch in different locations to allow for 6 feet of physical distance between each employee.
- There shall be no employee work group gatherings, luncheons, or potlucks during the public health emergency.

### **Increased Cleaning in Common Areas of the City of Phoenix**

Using Environmental Protection Agency-approved cleaning agents or virucide, contracted custodial staff have been conducting **more frequent cleaning of restrooms and kitchenettes, as well as high-touch surfaces, such as elevator buttons, door handles and light switches in city-owned facilities**. Selected areas with high customer interaction also are receiving additional

cleaning services. Although, according to the Centers for Diseases Control and Prevention (CDC), the COVID-19 virus is primarily transmitted from person-to-person, the city's Public Works Department has activated this new cleaning protocol for everyone's extra protection.

We understand the challenges this unprecedented health emergency poses for everyone and we appreciate your dedication to your work and the people we serve. Please contact your HR liaison with any questions about this communication.

Thank you.