



# POLICY AND PROCEDURE MEMO

SUBJECT: COVID-19 SCREENING & TRAVEL POLICY

NO. 2.022  
DATE: 4/4/2023

DocuSigned by:

Blaine Cox  
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CITY MANAGER

## **I. STATEMENT**

- A. This policy sets out specific guidelines and responsibilities regarding appropriate actions to address employer screening and exclusion criteria.
- B. The City of Rochester continues to closely monitor guidance and information provided by the State of New Hampshire and the Centers for Disease Control (CDC) relative to COVID-19 and take the appropriate steps to protect the health and safety of our employees.

## **II. APPLICABILITY**

This policy applies to all employees of the City of Rochester and will take effect immediately until rescinded by the City Manager.

## **III. GENERAL POLICY AND RESPONSIBILITY**

- A. All employees of the City of Rochester must screen themselves using the following COVID-19 health screening questions before reporting to work each day.
  1. Do you have any symptoms of COVID-19 or fever of 100.4 degrees Fahrenheit or higher that are new for you? Symptoms of COVID-19 can include: Fever, or feeling feverish; respiratory symptoms such as runny nose, nasal congestion, sore throat, cough, or shortness of breath; general body symptoms such as muscle aches, chills, and severe fatigue; gastrointestinal symptoms such as nausea, vomiting, or diarrhea, and changes in a person's sense of taste or smell.
  2. Have you tested positive for COVID-19?
  3. Have you had close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone in the prior 10 days who has tested positive for COVID-19?
- B. If an employee answers "Yes" to any of the COVID-19 health screening questions, they must notify their supervisor immediately and may not be allowed into a City of Rochester facility.
  - 1) Symptomatic persons should be instructed to be tested for COVID-19 and self-isolate at home. If the test results are negative, isolation may end immediately.



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- 2) Employees who test positive for COVID-19 should be instructed to self-isolate at home for at least 5 days and wear a well-fitting mask for 10 days, regardless of their vaccination status or if they have symptoms. If an employee develops symptoms after testing positive their 5-day isolation period will start over, with day 0 being the first day symptoms are experienced. Employees whose symptoms are improving and feel well enough to work, may work remotely while self-isolating at home upon approval of their supervisor and in accordance with Policy & Procedure Memo 2.023. Symptomatic employees that are unable to work due to illness are encouraged to use their accrued leave.

- During the isolation, employees should keep wearing a high-quality mask even while in their own home. If possible, you can also use separate household items and bathrooms.
- Kindly do not travel until you have ended your isolation.
- If you can spend 24 hours fever free without using any fever-reducing medicine, then you can end your isolation after the 5th day.

- 3) Employees reporting close contact to someone with COVID-19 should be instructed to get tested 6 days after their exposure.

C. Employees may utilize their accrued leave for the qualifying reasons below upon approval from their supervisor:

- 1) is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- 2) has been advised by a health care provider to self-quarantine related to COVID-19;
- 3) is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- 4) is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);

D. Any employee found to not comply with this policy shall be subject to discipline in accordance with collective bargaining agreements.

\*In calculating 5 days, day 0 is the date of: exposure, positive test or first day of symptoms. Day 1 is the first full day after: symptoms developed, the specimen was collected for the positive test or last contact was had with a person who has COVID-19.