

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 146

AUGUST 19, 2021

TO: All Departments, Boards, Agencies and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer 

SUBJECT: **COVID-19 PANDEMIC WORKPLACE PROTOCOLS**

I. PURPOSE

The purpose of this policy memorandum is to provide workplace safety protocols in efforts to mitigate the spread of COVID-19 among City employees and persons they interact with in providing City services.

II. DEFINITIONS

Contractor. The term “contractor” refers to any person or entity that has an active contract with the City, or any subcontract under such a contract, for work (i) to be performed within the City of New Orleans and (ii) where contractor employees can be reasonably expected to come within six feet of City employees or members of the public in the course of performing work under the contract.

Covered Employee. The term “covered employee” means a person (i) employed by a contractor, (ii) whose salary is paid in whole or in part from funds provided under a City contract, and (iii) who performs any part of the work under the contract within the City of New Orleans. However, a person whose work under the contract does not include coming within six (6) feet of City employees or members of the public shall not be deemed to be a covered employee.

COVID-19 Test. The term “COVID-19 test” or “test” means an approved method of testing for COVID-19 infection. Both antigen and polymerase chain reaction (PCR) tests will be accepted. Antibody tests will not be accepted. Tests must either be conducted at a worksite in the presence of a supervisor or human resources manager, or the results must be timestamped with the employee’s correct name printed and clearly visible. Test results will be accepted for a period of 72 hours from the time that the test was conducted. Commercially available tests that do not provide timestamped dates will not be accepted if they are conducted away from the worksite.

COVID-19 Vaccine. The term “COVID-19 vaccine” or “vaccine” means a vaccine for which the U.S. Food and Drug Administration (FDA) has issued Emergency Use Authorization (EUA) or full licensure to prevent the spread or mitigate the effects of COVID-19.

Fully vaccinated. The term “fully vaccinated” means at least fourteen (14) days have passed since the person received a single dose of a single-dose COVID-19 vaccine series or the second dose of a two-dose COVID-19 vaccine series.

Worksite. The term “worksite” means any location where an employee or contractor is performing work on behalf of the City and can reasonably be expected, through the course of that work, to come within six (6) feet of City employees or members of the public.

III. WORKPLACE COVID-19 PROTOCOLS

Effective August 30, 2021, all City employees and covered employees of contractors reporting to City worksites shall follow the workplace health and safety protocols herein. Each City employee and each covered employee of each contractor shall:

- (1) Be fully vaccinated against COVID-19; or
- (2) Unless or until fully vaccinated, provide proof of a negative COVID-19 test twice per week, with no more than four days elapsing between negative test results.

City employees or covered employees of contractors who fail to comply with this protocol shall not be allowed to report to their worksite, other than for the purposes of taking a COVID-19 test to come into compliance with this protocol.

IV. WORKPLACE PROCEDURES FOR COMPLIANCE WITH HEALTH AND SAFETY PROTOCOLS

City departments, boards, agencies, and commissions will establish procedures by which City employees, contractors, or covered employees of contractors provide documentation of COVID-19 vaccination, or of negative COVID-19 tests.

- (a) Documentation of vaccination. To be verified as “fully vaccinated,” employees must provide proof of vaccination to their HR managers, which will be maintained in their employee medical record. Both paper vaccination cards and state electronic records will be accepted as proof of vaccination. Contractors must maintain documentation of their covered employees’ vaccination status, making documentation available to the City upon written request.
- (b) Administration and documentation of testing. City employees, contractors and covered employees of contractors who do not provide documentation of vaccination, regardless of

the reason, must submit to COVID-19 testing twice a week, with no more than four days elapsing between negative test results. Negative test results for City employees must be presented to their department/agency designee, or for covered employees to the contractor's designee, prior to reporting to work. For City employees, in lieu of storing all test results, departments/agencies may utilize the COVID-19 Workplace Safety Protocol Reporting Form attached to this policy, which should be provided to the department/agency human resources manager when complete. Instructions on completing the template are provided later in this policy. Test results for contractors and their covered employees will be maintained by the contractor and will be provided to the City upon written request. Employees must seek pre-approval from their supervisor or Appointing Authority if they wish to alter their normal work schedule to take a test outside of the worksite.

- (c) Action on test results. Once a negative COVID-19 test result has been produced, the employee's eligibility to return to their worksite is restored. A pending COVID-19 test shall not enable the employee to begin work at the worksite. Employees who have an active teleworking agreement in place with their Appointing Authority may work remotely while not eligible to report to their worksite, at the Appointing Authority's discretion.
- (d) Positive test results. Individuals who test positive for COVID-19 will not be allowed to return to their worksite until they have met all requirements of CAO Policy Memorandum 144 (R).

V. REPORTING TEMPLATE INSTRUCTIONS

The COVID-19 Workplace Safety Protocol Reporting Form is designed to facilitate the maintenance of COVID-19 testing information at the department level. Rather than maintaining all negative test results provided by employees, departments may choose to instead track test results for their employees using this form. Departments may track all of their employees on a single form or require distinct business units within their organization to separately track their respective employees. Forms should be completed and signed by someone with supervisory authority over the employees listed (either a direct supervisor or someone in their supervisory chain) or by a central human resources manager or other departmental leader designated by the relevant Appointing Authority. By signing the form, the authorized individual attests that the information provided is accurate to the best of their knowledge.

One form should be used per pay period, with check boxes next to each day an employee provides evidence of a negative COVID-19 test. Please note that since test results need to be recorded only for individuals that are not fully vaccinated, employees who have been verified to be fully vaccinated should not be recorded on this form.

VI. INQUIRES

Please address all inquiries regarding this policy to the Chief Administrative Office's Personnel and Training Division at (504) 658-8600.

Attachment