

**CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE**

**POLICY MEMORANDUM NO. 146 (R)**

**OCTOBER 14, 2021**

TO: All Departments, Boards, Agencies and Commissions

FROM: Gilbert A. Montaño, 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 October 18, 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 once weekly, with no more than eight 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 or the HR managers’ designees, which will be maintained in the employees’ 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 once a week, with no more than eight days elapsing between negative test results. Negative test results for City employees must be presented to their HR manager or the HR manager's designee and will be maintained in the employees' medical records. Negative test results for contractors and covered employees of contractors must be provided to the contractor or contractor's designee prior to reporting to work. Test results for contractors and their covered employees will be maintained by the contractor and will be provided to the City upon written request.
  
- (c) 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. INQUIRES**

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