NEW ORLEANS POLICE DEPARTMENT
INTEROFFICE CORRESPONDENCE

TO: **All Department Personnel**   **DATE: October 15, 2021**

FROM: **Shaun D. Ferguson**
Superintendent of Police

SUBJECT: **Special Order # 2-2021**

This Special Order is <u>effective immediately</u> and will remain in effect until further notice.

Chief Administrative Office Policy Memorandum No. 146, COVID-19 Pandemic Workplace Protocols, goes into effect on October 18, 2021. A copy of Policy Memorandum No. 146 is attached to the announcement of this Special Order. A summary of Policy Memorandum No. 146 is as follows:

- Effective October 18, 2021 <u>ALL</u> City employees are to be fully vaccinated against COVID-19; or
- Unless or until fully vaccinated, provide proof of a negative COVID-19 test once per week, with no more than eight (8) days elapsing between negative test results.
- Employees 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.
- Both antigen (Rapid Self-Test) and polymerase chain reaction (PCR) test will be accepted.
- Tests must be either be conducted at a worksite in the presence of a supervisor or human resource 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 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.
- To be verified as "fully vaccinated," employees must provide proof of vaccination to their Human Resource managers or the Human Resource manager's designee, which will be maintained in the employee medical record. Both paper and state electronic records (La. Wallet) will be accepted as proof of vaccination.
- Negative test results for City employees must be presented to their Human Resource manager or the Human Resource manager's designee and will be maintained in the employee's medical records.

In order to be in compliance with this CAO Policy, the following directives are placed into effect October 18, 2021:

Employees that are fully vaccinated shall show their proof of vaccination to their immediate supervisor before they begin their first tour of duty. Either the physical vaccination card or La. Wallet can be used to prove vaccination. Those using La. Wallet shall open the app in front of their supervisor showing their driver's license and then their COVID-19 vaccination QR code.

After showing proof of vaccination, the employee's supervisor shall instruct the employee to immediately email a copy of vaccination to Human Resources at (NOPDHR@nola.gov) before the employee begins their tour of duty. Some employees with Android cell phones will not be able to screen shot their La. Wallet vaccine because of security programs used by Android, those employees will have to copy their physical card or use another device (camera) to take a picture of their La. Wallet QR code for emailing.

Non-vaccinated employees shall show a valid test result, showing negative COVID-19 status, upon arrival for work of either the PCR test, from a valid medical provider or the antigen test to their immediate supervisor. Those employees who chose to utilize the antigen rapid test (also known as the self-test) shall perform the test in the presence of their immediate supervisor. The test must show a negative result before being cleared to begin their workday. ***Non-vaccinated employees must show proof of a negative test result once a week, with no more than eight (8) days elapsing between negative test results.***

Sick leave is only to be used if the employee is sick. **Employees that do not show a negative test result or proof of vaccination shall be carried unauthorized leave without pay.**

Employees can find a list of available COVID-19 testing locations by going to the following website: Testing - NOLA Ready

SIGNATURE ON FILE
SHAUN D. FERGUSON
SDF/kjs   SUPERINTENDENT OF POLICE