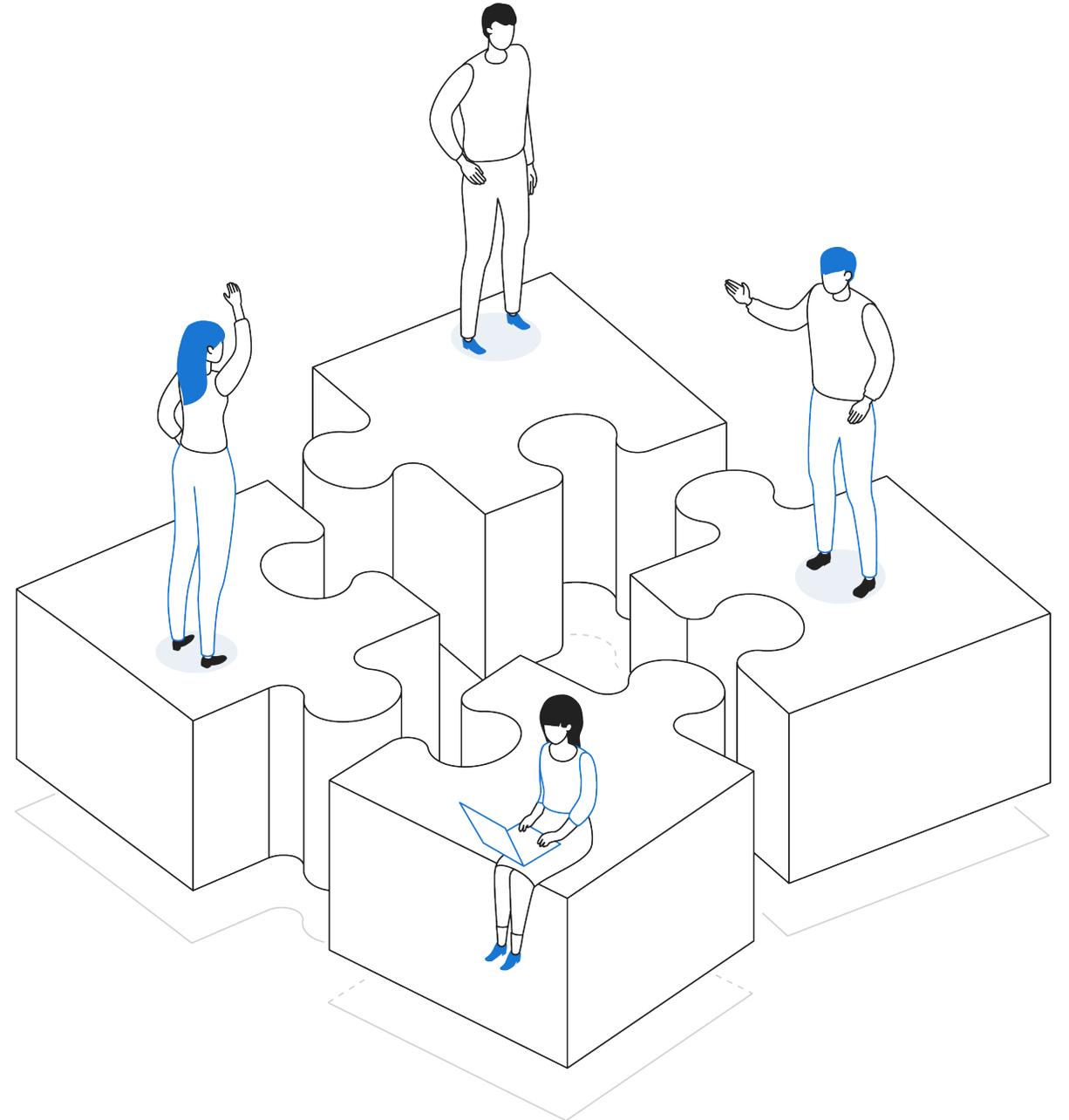




Employee Municipal COVID-19 Guidelines



Eric Amado, Director of Labor Relations - Eric.Amado@bridgeportct.gov (203) 576-7610

Sandra Ferreira, Human Resources Manager - Sandra.Ferreira@bridgeportct.gov (203) 576-8474

Nerrissa Bagot, Labor Mgmt. Coordinator - Nerrissa.Bagot@bridgeportct.gov (203) 576-8108

General Questions for Human Resources - HR@bridgeportct.gov (203) 576-8108

Send Copies of COVID Test Results & Vaccination Cards *Secure Email* - HRcovid19@bridgeportct.gov

Report COVID-19 Positive Cases & Exposures *Secure Email* - HRcovid19@bridgeportct.gov

Information obtained during the reporting of cases, contact tracing, testing, and vaccinations cards will adhere to privacy and confidentiality of our employee(s) affected and will be treated as confidential medical information under the Americans with Disabilities Act (ADA)

COVID-19 Vaccine - <https://www.bridgeportct.gov/getvaxbpt>

Schedule an appointment at COB Mass Vaccination clinics by emailing EmployeeCOVIDVax@bridgeportct.gov or calling the COB helpline at 203-576-7993.

COVID-19 Testing - <https://www.bridgeportct.gov/covid19testing>

Schedule an appointment for COVID testing by emailing covidtesting@bridgeportct.gov.

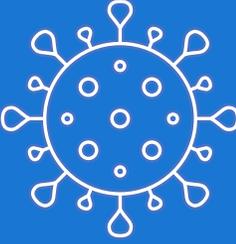
RESOURCES

These guidelines are our effort to follow the Occupational Safety and Health Administration (OSHA) mandates requiring employers to maintain a safe and healthy work environment free of "recognized hazards" to employees' health or safety that could result in injury or death. Having done everything to ensure the health and safety of employees in the workplace, there is no cause to accommodate employees who do not have a potentially compromising health condition but are otherwise unwilling to work with others based upon their own personal comfort levels. Managers or supervisors who are presented with any of the situations described below or those not covered by this notice, should immediately contact the Office of Labor Relations and Human Resources.

[Centers for Disease Control and Prevention \(CDC\)](#)
[Occupational Safety and Health Administration \(OSHA\)](#)
[State or Connecticut Department of Public Health](#)
[Equal Employment Opportunity Commission \(EEOC\)](#)
[World Health Organization \(WHO\)](#)
[City of Bridgeport Department of Health](#)
[Bridgeport Chief Administrative Officer COVID-19 Workplace Guide](#)
[Link to all HR COVID-19 Employee Resources](#)

Failure to adhere to these guidelines set forth above, will result to disciplinary action.

Municipal responses and procedures are subject to change, at any time, by City Administration. The above is intended as guidelines only and are subject to change. You should not rely on it as a complete or binding explanation of this topic. The creation and execution of these guidelines are subject to the reasonable discretion of the chief administrative office and departmental authorities. These policies do not constitute a contract of employment, express or implied, between the employee and City of Bridgeport. This is an informational guide and is subject to correction of any information which may have been inadvertently misstated.



COVID-19 Vaccine Frequently Asked Questions



When will a person be considered fully vaccinated?

People are considered fully vaccinated two (2) weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or two (2) weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen). You should continue to follow municipal safety guidelines available [to protect yourself and others](#).

Will the COVID-19 Vaccine be mandated for employees to be able to return to work?

No. The City is not mandating the COVID-19 Vaccine, but rather, highly encouraging employees to be vaccinated as suggested by the State of Connecticut Department of Health and by the Center for Disease Control; unless the unvaccinated employee would pose a “direct threat” due to a significant COVID-19 risk of substantial harm to the health or safety of other employees that cannot be reduced by reasonable accommodation. Benefits of getting a COVID-19 Vaccine <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html>.

Is an employee required to show proof of vaccination?

Yes. Fully Vaccinated employees shall submit **Proof of COVID-19 Vaccination** to the Office of Human Resources/Labor Relations through an encrypted secure email to HRCOVID19@bridgeportct.gov. *Please do not provide any medical information as part of the proof.* Information obtained and employee identity is treated as confidential medical information under the Americans with Disabilities Act (ADA).

Guidelines for Fully Vaccinated Employees



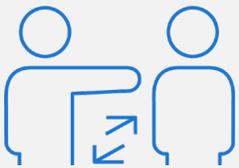
Do fully vaccinated employees need to wear a face mask in the workplace?

Yes. Employees must wear the required face mask that covers their mouth and nose while in the workplace when (a) accessing their office, (b) walking throughout the office building, (c) in common areas (hallways and stairwells, restrooms or break rooms, etc.) (d) working in congregate settings (open floors and areas open to the public, shared offices, etc.) except when (a) eating, (b) when working alone in segregated spaces (cubicle with walls, private offices) and (c) outdoor workspaces where employees do not regularly come within six feet of other employees. *Employees that cannot wear a mask due to a medical condition must provide medical documentation from their attending physician to their employer. The attending physician should advise on options of all medical alternatives to face coverings.*



What if an employee is experiencing side effects from the COVID-19 Vaccine?

If an employee is experiencing common side effects (tiredness, headache, muscle pain, chills, fever, nausea, etc.), they should inform their qualified health care provider and stay home. Employee will utilize accrued sick leave and other accrued paid time available to them. If an illness rises to the level of an FMLA covered event, please contact Human Resources personnel to provide the relevant Family and Medical Leave paperwork as appropriate.



Does a fully vaccinated employee without COVID like symptoms need to quarantine following an exposure to COVID?

Fully vaccinated employees do not need to quarantine following an exposure as their risk of infection is low; however, testing following an exposure with suspected or confirmed COVID-19, through routine workplace screening programs are still recommended. Fully vaccinated employees should still monitor for symptoms of COVID-19 for 10-14 days following an exposure.



Does a fully vaccinated employee with COVID like symptoms need to quarantine following an exposure to COVID?

Although the risk of becoming infected with COVID-19 is low, fully vaccinated employees should isolate themselves from others, inform their healthcare provider of their vaccination status, test for **SARS-CoV-2** and stay home until isolation period have been met. Employees will utilize accrued sick leave and other accrued paid time available to them. Report the incident to HRCOVID19@bridgeportct.gov for employee engagement and risk assessment.

General COVID-19 Guidelines

For Fully Vaccinated & Unvaccinated Employees

What if an employee has a serious health condition that requires a reasonable accommodation?

Employees with various health conditions who want to request a reasonable accommodation under any circumstances, particularly under the COVID-19 outbreak, may request a reasonable accommodation that will enable them to perform the essential functions of their position. For information regarding a request for a reasonable accommodation, please contact the Office of Human Resources to provide relevant paperwork as appropriate.

What if an employee has been advised by a health care provider to self-quarantine due to an underlying health condition?

Employees shall provide medical documentation to corroborate period of self-quarantine. They should follow the advisory of their health care provider and should not return to work until the criteria to discontinue home isolation are met. This action may or may not rise to the level of an FMLA covered event. If not, an employee would use sick time or other leave time benefits available to them. Please contact the Human Resources personnel who shall provide relevant paperwork as appropriate.

What is the protocol for an employee to report calling out sick for a non-related COVID-19 reason?

An employee must contact their supervisor and/or department head (as required) to report that they will be out sick as outlined in their collective bargaining agreements and must indicate if it is COVID related. An employee must provide their employer with medical documentation (“doctor’s note”) as prescribed by their collective bargaining agreement, and/or municipal policy from their healthcare provider confirming the reason for this absence; and/or medically cleared to return to work with no restrictions.

Does worker's compensation apply with claims associated with COVID-19?

Communicable diseases are not considered compensable. On the other hand, if an occupation places a worker at greater risk to contract a communicable disease and a causal relationship can be medically established between the work and the disease, then there is potential for a claim. It is the employee's burden to prove that the disease is substantially related to the employment versus other exposures. Please direct all related worker's compensation questions to Benefits Administration to Benefits Manager Monquencelo Miles (Monquencelo.miles@bridgeportct.gov) or Benefits Coordinator Terry Jones (Terry.jones@bridgeportct.gov).

General COVID-19 Guidelines, Cont.

For Fully Vaccinated & Unvaccinated Employees



How will your workstation and /or office be cleaned and sanitized?

All employees must clean and disinfect their work area and commonly used spaces (e.g. phones, computers/laptops, chairs) daily with the provided cleaning supplies. Each employee must also clean common areas (meeting room, copy machine, break room) before and after use. Each employee must put their garbage bin outside the office/cubicle at the end of the day/shift. The bag is to be tied and secured. Public Facilities will fully disinfect offices with reported exposures and positive cases. *Employees who may have sensitivity or allergies to cleaning and disinfecting supplies should notify their department head or Human Resources. Employees will be mindful of others with such sensitivity and allergies.*



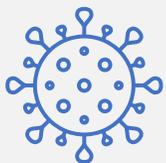
What if an employee needs to care for a minor child due to a school or childcare closure relating to COVID-19 and is unable to work or telework?

An employee may be eligible to apply for Non-FMLA Leave of Absence. If necessary, the essential/critical employees who remain working in either a flex or in-person basis may use accrued leave time available to them as prescribed by law or the collective bargaining agreement. Please contact the Human Resources personnel who shall provide relevant paperwork as appropriate.



Can an employee take paid time off to care for a dependent who has tested positive with COVID-19?

Employees must seek approval from their supervisor and shall use accrued time benefits as outlined in their collective bargaining agreements. Supervisors shall discuss with Human Resources as to the possibility of teleworking. This may or may not rise to the level of a FMLA or Leave of Absence covered event.



Will unvaccinated employees be required to participate in weekly COVID testing when returning to the workplace?

Unvaccinated employees may be subject to weekly COVID testing if unvaccinated employees' presence would pose a "direct threat" and risk exposure to the health and safety other employees in the workplace. Further details to be determined.

Guidelines for Unvaccinated Employees



Is being unvaccinated a reasonable accommodation to be fully remote or telework on a flex remote schedule?

No. Reopening guidelines are subject to change at the discretion of the City while adhering to [Safe Workplace Rules for Essential Employers](#). Unvaccinated employees will be put on notice that under the [EEOC guidance](#), an employer does not have to allow an employee to continue to telework as means of an accommodation should they decide not to be vaccinated, unless a “reasonable accommodation” is to be made. Please contact the Office of Human Resources for the necessary ADA application if an employee cannot get vaccinated for COVID-19 requesting a reasonable accommodation due to a disability.



Do unvaccinated employees need to wear a face mask at the workplace?

Yes. All unvaccinated employees must wear the required face mask that covers their mouth and nose while in the workplace when (a) accessing their office, (b) walking throughout the office building, (c) in common areas (i.e. in hallways and stairwells, restrooms or break rooms) (d) working in congregate settings (i.e. open floors and areas open to the public, shared offices, etc.) except when (a) eating, (b) when working alone in segregated spaces (i.e. cubicle with walls, private offices) (c) outdoor workspaces where employees do not regularly come within six feet of other employees. *Employees that cannot wear a mask due to a medical condition must provide medical documentation from their attending physician to their employer. The attending physician should advise on options of all medical alternatives to face coverings.*



What daily steps do unvaccinated employees need to follow?

- Must self-screen (*monitor for fever and remain alert for symptoms of COVID-19 symptoms as listed by CDC*) daily prior to coming into the workplace;
- Should not enter the workplace if any of the following are present (a) any symptoms of COVID-19, (b) fever of at least 100.4°F, (c) or under evaluation for COVID or have been diagnosed with COVID-19 and not yet cleared to discontinue isolation. **Supervisors must be proactive in relieving employees from duty if they pose a risk to the workplace and should not solely rely upon an employee's self-reporting.**
- Must take and log in your temperature (*logs maintained by each department & made available upon request*) at the beginning of their work shift. Employee's temperature that measures 100.4 or above are required to 1) don a face mask, 2) leave the office immediately and inform their supervisor; 3) be advised to stay home and contact their qualified healthcare provider immediately.
- Report the high temperature to HRCOVID19@bridgeportct.gov for a department "risk of exposure" assessment.

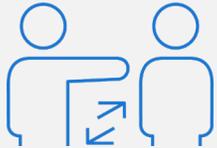
Guidelines for Unvaccinated Employees, Cont.

Risk Assessment of Exposures will be used when assessing department exposures & COVID positive cases as: **Low, Moderate (with additional controls) and High.**

Exposed – Being in close contact without a face mask for a least 15 minutes and within six feet, that tested positive for COVID-19.

Potential Exposure - Being in close contact within six feet of an individual with suspected or confirmed COVID-19, with a timeframe of 48 hours before the infected individual became symptomatic.

Diagnosed - A positive test result for COVID-19 conducted by a healthcare provider and/or state and local health department.



What if an unvaccinated employee has been exposed/possibly exposed to COVID-19?

If an employee has been exposed to COVID-19 at the workplace, they must immediately self-isolate from others, don a face mask, notify their supervisor, may continue to work provided they don't develop symptoms and may test for COVID-19 within 3-5 days after exposure. Report the exposure incident to HRCOVID19@bridgeportct.gov for a department "risk of exposure" assessment. If the employee is experiencing COVID like symptoms, they must be sent home and contact their qualified health care provider, stay home until the criteria to discontinue home isolation are met, in consultation with healthcare providers. Employees will utilize accrued sick leave and other accrued paid time available to them. If tested positive for COVID-19, the employee will quarantine as described by their attending physician and will refer to "Return from COVID Sick" guidelines for further return to work details.



What if an unvaccinated employee is feeling ill and showing symptoms of COVID-19 ?

If an employee is showing signs of COVID-19 illness, they must immediately self-isolate themselves from others, don a facemask, notify their supervisor, be sent home and contact their qualified health care provider. Report the illness to HRCOVID19@bridgeportct.gov for a department "risk of exposure" assessment. The employee should test for COVID-19 and not return to work until they test negative and criteria to discontinue home isolation are met. An employee would utilize their sick time or other accrued time available to them. If employee tests positive for COVID-19, the employee will quarantine for 14 days or as described by their attending physician and will refer to "Return from COVID Sick" guidelines for further details..

Guidelines for Unvaccinated Employees, cont.

What if an unvaccinated employee tests positive with COVID-19?



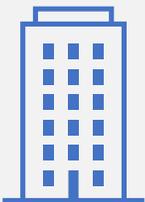
Employees who test positive with COVID-19 must **not** come into the workplace OR, immediately self-isolate themselves from others, don a facemask, notify their supervisor and be sent home, and contact his or her qualified health care provider. Report the positive case to HRCOVID19@bridgeportct.gov for a department "risk of exposure" assessment. Employees will utilize accrued sick leave and other accrued paid time available to them. The illness may or may not rise to the level of an E-FMLA covered event. Please contact the Human Resources to provide relevant paperwork as appropriate. There may be additional paid leave benefits as prescribed by the specific collective bargaining agreement or policy. The employee will quarantine as described by their attending physician and will refer to “Return from COVID Sick” guidelines for further return to work details.

What if someone residing with an unvaccinated employee test positive for COVID-19?



Employees caring for a family member or someone in the same residence that test positive with COVID-19, should stay at home and self-monitor consistent with their qualified healthcare provider’s guidance, as this would categorize as primary exposure. Report the positive case to HRCOVID19@bridgeportct.gov for a department "risk of exposure" assessment. The employee should test for COVID-19 within 3-5 days after exposure. If employee tests positive for COVID-19, the employee will quarantine as described by their attending physician and will refer to “Return from COVID Sick” guidelines for further details. If necessary, essential/critical employees may remain working in either a flex, remote, or in-person basis and may use accrued leave time available to them as prescribed by law or the collective bargaining agreement.

When can an unvaccinated employee return to work after testing positive for COVID-19?



Unvaccinated employees may return after a 10-14 day quarantine recovery, defined as resolution of fever without the use of fever-reducing medications for 24 hours; AND, improvement in respiratory symptoms (e.g., cough, shortness of breath) or until the criteria to discontinue home isolation are met, in consultation with their healthcare provider and clearance by Human Resources. A negative test and medical clearance (“doctor’s note”) with no restrictions confirming they are medically cleared to return to work, no longer contagious, and not a risk to themselves or others. An employee would utilize their sick time or other accrued time available to them. This illness may or may not rise to the level of a FMLA covered event. Please contact Human Resources to provide relevant Family and Medical Leave Act paperwork.

Travel Advisory for Fully Vaccinated Employees



Domestic Travel

Fully vaccinated employees do not need to be tested to return to work and do not need to quarantine after travel. Fully vaccinated employees should still monitor for COVID-19 symptoms following the travel and isolate and get tested if you develop symptoms. Remaining consistent with the respective collective bargaining agreements and municipal policy, an employee requesting need to travel, must notify their Department Head and the Office of Human Resources.



International Travel

Fully vaccinated employees shall get tested 3 days after travel and do not need to quarantine after travel. Fully vaccinated employees should still monitor for COVID-19 symptoms following the travel and isolate and get tested if you develop symptoms. Remaining consistent with the respective collective bargaining agreements and municipal policy, an employee requesting need to travel, must notify their Department Head and the Office of Human Resources.

Travel Advisory for Unvaccinated Employees



What is the Travel Advisory for unvaccinated employees?

Unvaccinated employees who return from Domestic and International travel shall quarantine, be tested for COVID 3 days after travel, and remain in self-quarantine until result of negative test. An employee is **exempt** from the 10-day self-quarantine period if (1) the result of such COVID-19 test is negative, and (2) the employee has provided proof of such negative test result to the Office of Human Resources for clearance. Leave from work during this period will be charged to the employee's appropriate leave time. All COVID-19 tests, other than COVID-19 antibody tests, shall be acceptable for this purpose.