

CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 120

September 9, 2009

TO: All Departments, Boards, Agencies and Commissions

FROM: Brenda G. Hatfield, Chief Administrative Officer

SUBJECT: INFLUENZA PRECAUTIONARY PROTOCOL FOR CITY HALL EMPLOYEES

I. PURPOSE

The purpose of this policy memorandum is to provide guidance and a protocol of actions to be taken should an employee incur Influenza-like symptoms while at worker's designated job location.

II. INFORMATION

The Department of Health has established a Nursing Station located in the basement of City Hall. The station is open from 8:00 a.m. - 11:00 a.m. to assess employees who become ill with Influenza-like symptoms.

INFLUENZA-LIKE SYMPTOMS ARE AS FOLLOWS:

- 1) A TEMPERATURE GREATER THAN 100.4 DEGREES FAHRENHEIT;
- 2) CHILLS AND BODY ACHES;
- 3) UPPER RESPIRATORY SYMPTOMS (COUGH RUNNY NOSE, SORE THROAT); AND
- 4) POSSIBLE VOMITTING OR DIARRHEA.

III. RECOMMENDED ACTIONS

Any City employee may visit the Nursing Station on their own or be referred by a supervisor should symptoms appear while in the workplace. If referred by a supervisor to the Nursing Station for assessment, the employee should take necessary personal belongings with him/her in the event that the assessment recommends that the employee return home.

The Nurse will assess the health matter, and if it is determined that an employee has Influenza-like symptoms, the employee will be instructed to return home. Any employee exhibiting these symptoms may visit their primary-care physician or any City of New Orleans Health Clinic.

Any employee who is advised to return home due to Influenza-like illness is recommended to stay at home and limit exposure to others.

Any employee who the Nurse determines is **not** experiencing Influenza-like symptoms will be allowed to immediately return to their work location.

It is extremely important for any affected employee to remain at home until fever-free for 24 continuous hours without the use of fever reducing medication, such as Tylenol, Motrin, Advil, etc. upon return to work at City Hall, the employee must first visit the Nursing Station to obtain written documentation of symptom-free status. The employee will then be provided with a copy of the form to present to his or her supervisor.

As a precautionary measure, all employees are asked to thoroughly wash hands, sneeze and cough into the inner part of the arm (elbow) and to sanitize commonly used office equipment such as telephones, computer keyboards and other equipment.

Employees with confirmed cases of H1N1 will be addressed with respect and leniency regarding sick leave usage.

IN ACCORDANCE WITH HIPPA REGULATIONS, THE CITY OF NEW ORLEANS SHALL NOT DISCUSS OR REVEAL ANY PARTICIPANT MEDICAL RECORDS WITH ANYONE OTHER THAN THE PARTICIPANT.

IV. INQUIRIES

Please address all inquiries regarding this policy to the Chief Administrative Office at (504) 658-8630.