

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

Policy Memorandum No. 146 (R)

September 7, 2023

TO: All Departments, Boards, Agencies, and Commissions

FROM: Gilbert A. Montañó, Chief Administrative Officer 

SUBJECT: **COVID-19 WORKPLACE PROTOCOLS**

I. PURPOSE

The Chief Administrative Officer (CAO) is publishing this policy for the City of New Orleans (City) 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

COVID-19 Test. The term "COVID-19 test" or "test" means an approved method of testing for COVID-19 infection.

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.

Up to Date. The term "up to date" means a person has received all recommended COVID-19 vaccine doses as defined by the Centers for Disease Control and Prevention (CDC).

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

III. WORKPLACE COVID-19 PROTOCOLS

All City employees reporting to City worksites shall follow the workplace health and safety protocols herein:

- A. Each City employee is strongly encouraged to be up to date with COVID-19 vaccinations. To be verified as up to date, each employee may provide proof of vaccination to their HR manager or the HR manager's designee, which will be maintained in each employee's medical record. Alternatively, each City department, board, agency, or commission may establish procedures by which employees may provide documentation of COVID-19 vaccination.
- B. Employees who are not up to date on COVID-19 vaccinations should take appropriate mitigation measures to protect against increased risk of severe disease and should consider testing regularly when working in a shared office space.
- C. Employees who test positive for COVID-19 shall follow the procedures established in CAO Policy Memorandum 144 (R) for employees who have tested positive for a communicable disease.

D. During periods of significant community transmission and/or COVID-19 surge, employees may be required to adhere to enhanced masking, distancing, vaccination, and sanitation procedures while in shared City worksite spaces.

IV. HIPAA COMPLIANCE AND NONDISCRIMINATION POLICY

The City shall not discuss or reveal any employee medical records with anyone other than the individual except in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and associated regulations.

The City of New Orleans will not discriminate against any job applicant or employee based on the individual's suspected or confirmed sickness.

V. INQUIRIES

Questions regarding this memorandum should be directed to the Chief Administrative Office's Personnel and Training Division at (504) 658-8600.