

**CITY OF MINNEAPOLIS  
COVID-19 SAFE WORKPLACE PROCEDURE**

**Governing Policy:** City of Minneapolis COVID-19 Safe Workplace Policy

**Applies to:** This policy applies to Covered Persons, as defined here. A Covered Person, for purposes of the policy, is defined as a person who performs services for the City of Minneapolis, with or without compensation, including 1) Regular full-time, part-time and intermittent employees in the classified service; 2) Seasonal full-time employees; 3) All employees in the unclassified service including appointed employees; 4) Politically appointed employees; 5) Elected Officials; 6) Temporary employees; 8) Volunteers; 9) Contractors and consultants; and 10) Interns including Urban Scholars and Step-Up Interns.

**Synopsis:** Establishes procedures, roles, and responsibilities regarding the City of Minneapolis’ policy. The policy is designed to protect, to the extent reasonably possible, Covered Persons and the public from the direct threat resulting from the spread of COVID-19 in the workplace and other persons visiting the workplace and/or working with City staff. This policy is subject to change based on public health guidance. Employees and other Covered Persons may be subject to additional safety measures including masking, COVID-19 testing result notification or other requirements under local, state or federal law or regulation. Covered Persons working remotely or hybrid or permanently and who physically access the workplace at any time are subject to the policy and procedure.

**Adopted by Council Resolution 2022-00883:**

**Administering Department:** Human Resources

**Contacts:** Bill Champa, Interim HR Director/Chief Human Resource Officer **Phone:** 612.673.3181 and Joe Hatch, Director of HR Business Operations **Phone:** 612.673.2030

**Table of Contents**

<b>Topic</b>	<b>Page</b>
<b>I. Definitions</b>	1
<b>II. Roles and Responsibilities</b>	2 - 3
<b>III. Employees with Symptoms of Covid-19 or a Positive Test Result</b>	3 - 4
<b>IV. Notification of Workplace Exposure</b>	4 - 5
<b>V. Precautions Following Exposure</b>	5
<b>V. Additional Safety Measures</b>	5
<b>VI. Additional Responsibilities</b>	5

**I. Definitions**

<b>Face Covering</b>	<p>“Face covering” means a covering that:</p> <ul style="list-style-type: none"> <li>(A) completely covers the nose and mouth;</li> <li>(B) Is made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source);</li> <li>(C) Is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers;</li> <li>(D) Fits snugly over the nose, mouth, and chin with no large gaps on the outside</li> </ul>
----------------------	--

of the face; and  
 (E) Is a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.  
 This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively

**COVID-19 Test** A diagnostic test to determine if someone has an active COVID-19 infection. As methods become available, recommended tests may include a polymerase chain reaction (PCR) test or an antigen test. A test will be administered by contracted medical personnel or, if approved by Human Resources, may be self-administered.

**Symptoms of COVID-19** Common symptoms of COVID-19 include

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**Workplace** Any location outside of a staff member’s home where City work is performed, or any location visited by the staff member for more than 10 minutes while on work time.

**II. Roles and Responsibilities**

All employees of the City of Minneapolis play important roles in ensuring compliance with this Policy. City employees must comply with the responsibilities as outlined below and in accordance with applicable procedures.

Role	Responsibility
Mayor	<ol style="list-style-type: none"> <li>1. Implement and enforce this policy.</li> <li>2. Take necessary action to ensure due diligence in providing and maintaining a safe and healthy working environment.</li> <li>3. Advise the City Council on the effectiveness of the policy and recommend any changes to improve the City’s ability to achieve the expressed policy statement and goals.</li> </ol>
Health Department	<ol style="list-style-type: none"> <li>1. Monitor data and guidance from state and federal public health agencies and other public health experts regarding the level and impacts of COVID-19 infection on the local community.</li> <li>2. Evaluate guidance from state and federal public health agencies and other public health experts regarding methods for preventing infection and minimizing transmission in the workplace of COVID-19.</li> <li>3. Provide recommendations to the mayor and the</li> </ol>

	Human Resources Department regarding procedures to be implemented in furtherance of this policy
Human Resource Department	<ol style="list-style-type: none"> <li>1. Establish procedures, rules, and regulations to implement this policy consistent with applicable federal and state laws.</li> <li>2. Administer employee COVID-19 leave programs and benefits.</li> <li>3. Make determinations about the allowable use of such leave benefits within delegated authority.</li> <li>4. Communicate program updates or changes to the workforce.</li> <li>5. Provide reports on any changes impacting this policy to the Mayor and City Council.</li> </ol>
City Attorney's Office	<ol style="list-style-type: none"> <li>1. Provide legal analysis, advice, and guidance on the further development of this policy, its implementation and enforcement, as well as associated procedures, rules, regulations, etc.</li> </ol>
Finance & Property Services Department	<ol style="list-style-type: none"> <li>1. Track and report on the use of COVID leaves as applicable and in accordance with this policy.</li> </ol>
Department Heads	<ol style="list-style-type: none"> <li>1. Ensure this policy is implemented within their respective department.</li> <li>2. Communicate standards and expectations to employees and ensure employees are aware of and understand relevant policies, plans, procedures, etc.</li> <li>3. Model appropriate workplace health and safety conduct and compliance with applicable policies.</li> <li>4. Where appropriate, take corrective action to minimize or eliminate hazards/risks and address conduct within the scope of this policy and all associated procedures, plans, etc.</li> <li>5. Monitor the work environment to ensure acceptable standards of conduct are observed at all times.</li> <li>6. Produce reports about department activities when required.</li> </ol>
Employees	<ol style="list-style-type: none"> <li>1. Comply with this policy and take reasonable actions to ensure a healthy workplace.</li> <li>2. Comply with any reasonable instructions to ensure the continuity of business within the respective departments.</li> <li>3. Report any incidents which may need to be addressed by appropriate management levels within the department, or to the Human Resources Department, which may conflict with this policy or any associated procedures, plans, regulations, etc.</li> </ol>

### **III. Employees With Symptoms of COVID-19 or a Positive Test Result**

Employees displaying symptoms of COVID-19 may be required by their supervisor to leave the workplace. Employees experiencing symptoms and employees who test positive for COVID-19, regardless of whether they are symptomatic, must not return to the workplace until they are cleared by a medical professional or meet the criteria to end isolation according to the Centers for Disease Control (CDC). Employees must also follow CDC guidelines for masking after testing positive.

## **Employees Use of COVID-19 Emergency Sick Leave (19J)**

Emergency Regulation 2020-21 provides all eligible full-time employees with 80 hours emergency sick leave (19J). The sick leave may be taken in one-hour increments. Intermittent and part-time employees were provided with prorated amounts of the leave based on their standard hours.

Eligible employees have access to this leave for the following reasons:

- The employee is caring for their child if the school or place of care of the child has been closed, or the childcare provider of the child is unavailable, due to COVID-19 precautions.
- The employee is receiving the COVID-19 vaccine.
- The employee has received the COVID-19 vaccine and experiences illness following receipt of the vaccine.

In addition, employees who are vaccinated may use available emergency sick leave (19J) for the following reasons and with following restrictions.

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 and unable to work remotely.
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19 and is unable to work remotely.
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.
- The employee is receiving the COVID-19 vaccine, not a booster shot.
- The employee has received the COVID-19 vaccine and experiences adverse side effects following receipt of the vaccine.

Employees must be fully vaccinated against COVID-19 and provide proof of vaccination to use the COVID leave to be absent from work. Employees will be required to verify the positive test result for COVID-19 with their Human Resource Business Partner (HRBP).

This requirement does not apply to employees who request and receive religious or medical accommodations. To make a request for religious or medical accommodation, employees must work with their assigned HRBP.

## **IV. Notification of Workplace Exposure**

Any employee who tests positive for COVID-19 and who was in the workplace during the contagious period (two days before the positive test or the onset of symptoms, whichever was earlier) must notify their supervisor and/or Human Resource Business Partner so the city can identify workplace exposures. Management is responsible for notifying employees who may have been exposed.

## **V. Precautions Following Exposure**

Employees who have been exposed must mask for 10 days and test on day five regardless of symptoms. Centers for Disease Control guidance will take precedent should recommendations change, and this procedure will be updated as needed.

[Click here for exposure template.](#)

## **VI. Additional Safety Measures**

The City of Minneapolis may create additional safety measures to keep employees safe and healthy during COVID-19. Such measures will be adopted by department heads in consultation with the Health and Human Resources Departments.

## **VII. Additional Responsibilities**

In addition to their responsibilities as employees as described above, managers, supervisors, and department heads are also expected to:

- Inform their employees and third parties for whom they are responsible of the expectations outlined in this policy and procedures.
- Achieve and maintain compliance with this policy and procedures; and
- Take timely and appropriate action when a complaint is made alleging violation of this policy or procedures.

Failure to comply with this policy and its procedures may result in disciplinary action, up to and including termination, or ending a contractor or volunteer relationship with City of Minneapolis.