

**CITY OF SAINT PETER EMPLOYEE
COVID POLICY – EFFECTIVE January 3, 2022**



Goals of the Policy

- This is part of an effort to reduce the risk of illness to our employees. Implementation of the policy can help our employees reduce the risk to themselves, other employees and our community.
- Encourage employees to be vaccinated.
- Reduce lost time and provide service to the Community.

Employees are required to report to their Supervisor the following:

- Close Contact with a person(s) who has tested positive for COVID
- Symptoms of COVID they may have experienced or are experiencing
- A positive COVID Test.

**A If You Test Positive for COVID-19 (Isolate)
Everyone, regardless of vaccination status.**

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can return to work after informing your Supervisor of your status.
- Continue to wear a mask while at work for 5 additional days.

B. If you have symptoms. Everyone, regardless of vaccination status.

- Stay home for 5 days at the onset of symptoms and get tested on or after day 5.
- If the test is positive follow A above.
- If the test is negative you may return to work after notifying your Supervisor and you must wear a mask for 10 days at all times while at work.

C. If You Were in Close Contact to someone who has tested positive with COVID-19 (Close Contact is defined as being within 6 feet for a cumulative total of 15 minutes within a 24 our period.)

If you:

Have been boosted

OR

Completed the primary series of Pfizer or Moderna vaccine within the last 6 months

OR

Completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days.
- Test on day 5, if possible.

- If you develop symptoms get a test and stay home. If you test positive see A above. If you test negative and have no symptoms you may return to work after contacting your Supervisor. You must wear a mask while at work for 10 days.

If you:

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted

OR

Completed the primary series of J&J over 2 months ago and are not boosted

OR

Are unvaccinated

- Stay home for 5 days. You may return to work after notifying your supervisor but you must continue to wear a mask at all times while at work for 5 additional days.
- Test on day 5. If positive go to A.
- If the test is negative you may return to work after notifying your Supervisor and you must wear a mask for 10 days at all times while at work.

Reporting Process

Public Works

- Report to the Superintendent of the Division you are assigned.
- Unassigned employees, Office Staff and Mechanic will report to the Director of Public Works.

Finance

- All employees assigned to Finance Department shall report to the Director of Finance.

Recreation and Leisure Services

- All employees including Facility Maintenance Workers shall report to the Director of Recreation and Leisure Services.

Police

- Officers shall report to the Sargent(s)
- Communication Technicians (Dispatchers) to the Office Service Supervisor
- Detectives and Sergeants report to the Chief of Police

MRVT

- All Employees report to either the Operations or Compliance Manager.

All other employees

- Report to the City Administrator

To get COVID-19 under control, in addition to getting vaccinated and boosted, non-vaccinated employees should continue to wear a mask and stay 6 feet from others. All employees should continue to wash their hands, and get tested for COVID-19 when needed. The CDC and Minnesota Department of Health advise it is important to continue to follow public health guidance to reduce the spread of COVID-19 even after you have been vaccinated

COVID SYMPTOM CHECKLIST

- Fever equal or greater than 100.4⁰ F
- New sore throat or worsening cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Nausea
- Vomiting
- Diarrhea
- Chills
- Muscle pain
- Excessive fatigue
- New onset severe headache
- New onset nasal congestion or runny nose