



CITY OF BIRMINGHAM

MAYOR RANDALL L. WOODFIN

PUTTING PEOPLE FIRST

June 23, 2020

Dear City of Birmingham Employee,

As you may know, the cases of COVID-19 continue to rise in Alabama and Jefferson County. Here, at the City of Birmingham, we remain committed to providing a safe work environment for employees and customers.

Please know that the City tracks and traces every COVID-19 positive City employee. Per the CDC guidance, only City employees who have had direct contact with a positive City employee while at work will be sent for testing. The CDC defines direct contact as an employee being within 6 feet of the positive individual for 15 minutes or more during the initial exposure period. The City's timeframe for tracking and tracing the City work areas the COVID-19 positive employee may have visited start from 7 days before the date the City's HR was notified that the employee tested positive for COVID-19. For example, if an employee tested positive for COVID-19 on June 22 and notifies HR that same day, HR will go back to at least June 15 to determine the City areas the positive employee may have come into contact while at work.

Also note that if City employees decide to seek testing on their own, those City employees are expected to follow all City and department policies about calling in sick or requesting emergency vacation leave. Please know that if you have had a test for COVID-19, no matter the results, you may not return to work or City-owned property until you have provided HR with a copy of your negative test result. The negative test result should be sent to COVID-19@birminghamal.gov.

In order, to ensure we keep everyone safe, we need to remind you of several things:

All employees **MUST** wear face coverings and practice social distancing when at work. This is consistent with both the City's ordinance and policy. We understand the difficulty that can exist when conversing with others while wearing face coverings. However, face coverings and social distancing are the best methods to minimize exposure to the virus.

All employees should wash or sanitize their hands every 30 minutes or after serving each customer.

Employees should avoid touching their face.

If you are feeling ill, you should not report to work. However, you must follow your department's call-in procedures about your status and the fact you will not be coming to work.



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If you think you may have COVID-19 or you may have been exposed to it, please consult your physician.

If you test positive for COVID-19, you must immediately contact your supervisor and HR at 205-254-5471.

If you test positive for COVID-19, you may not report to work until after your quarantine period expires. You must be away from the office for at least 14 days, which is the quarantine period. In addition, you must provide HR a copy of your negative test result. You may email this test result to COVID-19@birninghamal.gov. You may not report to any City worksite until you have been cleared for return by HR.

If you have contact with an individual who has tested positive for COVID-19, you must notify HR at COVID-19@birninghamal.gov. Please be sure to provide your contact phone number, your name and your department. You may call HR at 205-254-6471. HR will advise you as to whether testing will be required before you return to work.

If a member of your household has tested positive for COVID-19, you must notify HR by emailing COVID-19@birninghamal.gov or calling 205-254-6471. Generally, you will not be able to enter City property until the family member's quarantine period has passed and you provide a copy of a negative test result to HR.

The requirements listed above MUST be followed. If it is determined you have disregarded one of these protocols, you may be subject to discipline.

For more information please refer to www.birninghamal.gov/covidpolicy.

Thank you,

Jill M. Madajczyk