

January 11, 2022

Dear City Employee:

The City of St. Louis considers the health of its most valuable asset – you – to be of paramount importance. Therefore, in order to help prevent the spread of the COVID-19 virus and ensure the health, safety and wellbeing of each other and the public we serve, the City of St. Louis Department of Health is providing the following information and protocols:

**When you are experiencing symptoms of illness:**

- When you have any symptoms of illness that may indicate COVID-19 infection, you must not report to work. For a list of symptoms, please see [here](#).
- If you suspect you have COVID-19, you must get a PCR test prior to returning to work.

**If you test positive for COVID-19 or are experiencing symptoms of COVID-19, you must isolate.**

- This applies to **ALL** employees regardless of vaccination status.
- You are required to immediately notify your appointing authority or designee of a positive test for the COVID-19 virus.
- You are required to use sick leave, medical leave or other paid leave if accrued and available. Standard payroll rules apply. You may be authorized to telecommute if approved by your appointing authority and you may be required to keep a log of your work.
- You should isolate at home.

Overview of Quarantine, Isolation and Transmission-Based Precautions for City of St. Louis Department of Health		
What to do if a person has a positive diagnostic test for or symptoms of COVID-19	Isolation	Individuals can discontinue isolation:
<b>Non-hospitalized people, including HCP; visit the <a href="#">CSTLDOH</a> webpage for additional guidance.</b> Note: Does not apply to people who are severely immunocompromised; see below.		
For: <ul style="list-style-type: none"><li>• Asymptomatic or symptomatic individuals AND</li><li>• Regardless of vaccination status</li></ul>	Isolate at home or residence	<ul style="list-style-type: none"><li>• After 5 days IF fever-free for 24 hours without medication and with a negative antigen test</li><li>• <b>If an antigen test is unavailable:</b> after 5 days IF fever-free for 72 hours without medication</li><li>• After day 10 AND symptoms are resolved if an antigen test taken on day 5 is positive</li></ul>

**If you have been exposed to COVID-19, you should do the following:**

- If you have been in **close contact** with a person who has been diagnosed with COVID-19, you are considered to be **exposed** to the virus. Close contact means that you were within 6 feet of an individual who is POSITIVE for COVID-19 for 15 minutes or more.
- You are required to use sick leave, medical leave or other paid leave if accrued and available. Standard payroll rules apply. You may be authorized to telecommute if approved by your appointing authority and you may be required to keep a log of your work. If you do not have symptoms, you may return to work after your five day quarantine.
- Please see table for more details.

<b>A person who has been in close contact with someone who has a positive COVID-19 diagnostic test should quarantine:</b>	
<b>Vaccination Status</b>	<b>Quarantine for:</b>
<ul style="list-style-type: none"> <li>● Has completed the recommended series of vaccine doses, including boosters and additional primary shots for some immunocompromised individuals <b>OR</b></li> <li>● Has recovered from COVID-19 within the last 90 days (with a confirmed positive viral test)</li> </ul>	<ul style="list-style-type: none"> <li>● No quarantine is required, but properly wear a <a href="#">well-fitting mask</a> around others for 10 days from the date of exposure</li> </ul>
<ul style="list-style-type: none"> <li>● Has completed primary series of vaccine doses, but has not received a recommended booster dose when eligible <b>OR</b></li> <li>● Unvaccinated</li> </ul>	<ul style="list-style-type: none"> <li>● Asymptomatic:               <ul style="list-style-type: none"> <li>● Stay at home for 5 days after last contact</li> <li>● Properly wear a well-fitting mask around others at home and in public for an additional 5 days</li> </ul> </li> <li>● Symptomatic:               <ul style="list-style-type: none"> <li>● Stay at home</li> <li>● Get tested at day 5</li> <li>● Testing means (1) PCR test or (2) antigen tests in a 24-hour period                   <ul style="list-style-type: none"> <li>● For a positive test, stay home an additional 5 days</li> </ul> </li> <li>● Properly wear a <a href="#">well-fitting mask</a> around others at home and in public for an additional 5 days</li> </ul> </li> <li>● <b>If a test is unavailable after 5 days:</b> stay at home until fever-free for 72 hours without medication               <ul style="list-style-type: none"> <li>● Properly wear a <a href="#">well-fitting mask</a> around others at home and in public for an additional 5 days</li> </ul> </li> </ul>
<b>NOTE: Individuals who cannot wear a mask appropriately must quarantine for ten (10) days.</b>	

**Masking**

- ALL employees must continue to properly wear a well-fitting mask covering their nose and mouth while at work.

**Protocols for Appointing Authorities**

- Upon receiving a notice of a positive test, all appointing authorities **MUST IMMEDIATELY** notify the Department of Health at (314) 657-1499. You should also email Valerie Newbern at [newbernv@stlouis-mo.gov](mailto:newbernv@stlouis-mo.gov). DOH should be provided with:
  - the name and contact information of the employee in isolation
  - the name(s) and contact information of any employees who were in close contact with the aforementioned employee while they were contagious
- Appointing authorities are permitted to tell their staff that a COVID-19 case or potential exposure has been identified within the department, **BUT NO PERSONAL INFORMATION SHOULD BE PROVIDED** due to the Health Insurance Portability and Accountability Act (HIPAA).
- Any employee reporting to the worksite with a fever of 100.4 or greater must be sent home, and must use sick leave, medical leave or other paid leave if accrued and available. Standard payroll rules apply.

Thank you for following these protocols. Your work during these difficult times is truly appreciated and your dedication and commitment to serving your fellow citizens make our City a safe place to work. If you have questions regarding your symptoms or exposure, please contact the Health Department at (314) 657-1499 or email Valerie Newbern at [newbernv@stlouis-mo.gov](mailto:newbernv@stlouis-mo.gov). If you have questions regarding the leave policy or telework, please contact your appointing authority. If you have questions regarding Administrative Regulation 151, please contact Bryan Boeckelmann at [boeckelmannb@stlouis-mo.gov](mailto:boeckelmannb@stlouis-mo.gov).

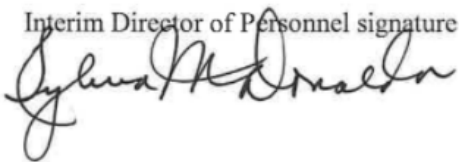
Sincerely,

Director of Health



Dr. Matifadza Hlatshwayo-Davis

Interim Director of Personnel signature



Sylvia Donaldson