

City of St. Louis  
LYDA KREWSON, MAYOR



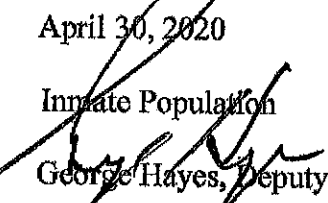
CITY OF ST. LOUIS  
JUSTICE CENTER

WE STRIVE TOWARD EXCELLENCE  
Ad Exelleam Conamur

DEPARTMENT OF PUBLIC SAFETY  
JIMMIE M. EDWARDS, DIRECTOR

DIVISION OF CORRECTIONS  
DALE GLASS, COMMISSIONER OF CORRECTIONS

## MEMORANDUM

DATE: April 30, 2020  
TO: Inmate Population  
FROM:  George Hayes, Deputy Commissioner  
SUBJECT: COVID-19 Protocol – Support Items

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During this unprecedented time, the Division of Corrections have taken extra measures to keep our environment safe. Following recommendation from the Center for Disease Control (CDC) and our Health Department we have implemented several protocols over the past couple of months, due to the COVID-19 pandemic. Some of the protocols that were implemented were:

- Wear a mask when you are out of your cells. This includes visits to the medical and classification offices.
- Consistently wash your hands and wear gloves.
- Sanitize your area.
- Practice social distancing.

We realize how this pandemic has impacted everyone. Over the past few weeks, the Division Of Corrections has distributed weekly personal hygiene items (consisting of deodorant, soap, toothpaste and toothbrush) and provided four free 15 minute telephone calls to our population. This week we have added commissary items to be issued weekly to the population. The Division of Corrections anticipate these measures will assist you and your family during these difficult times. If you have any questions or comments, contact your Caseworker or your unit staff.

/geh

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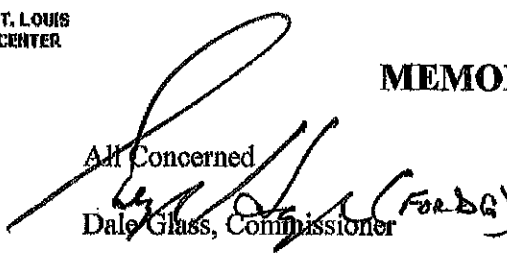
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DEPARTMENT OF PUBLIC SAFETY  
JIMMIE M. EDWARDS, DIRECTOR

DIVISION OF CORRECTIONS  
DALE GLASS, COMMISSIONER OF CORRECTIONS

## MEMORANDUM

TO: All Concerned

FROM:  Dale Glass, Commissioner (For DG)

DATE: March 19, 2020 (Updated March 24, 2020)

SUBJECT: **Precautionary Protocol Initiated Regarding Coronavirus (COVID- 19)**

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During this unprecedented time, and with the health and safety of our employees, professional visitors, visitors and detainees possibly being impacted, the Division of Corrections have taken extra measures to keep our environment safe. Following recommendation by the Center for Disease Control (CDC) and our Health Department we have implemented the following;

### February 3, 2020

- Medical staff increased temperature readings of all arrestees entering and Detainees assigned to the facility.
- Flu protocol was initiated. The Medical and Administrative staff spoke to staff and Detainees regarding the importance of washing their hands, cleaning and sanitizing all hand rails, door knobs, telephones and other shared and frequently used devices in the general areas of the jail continuously.
- Detainee work crews implemented on all shifts to consistently disinfect all door knobs, hand rails, telephones and other shared items throughout the jail.
- Medical staff implemented a screening form for the Police Department to utilize when arrestees enter the facility.
- Professional visit (Attorneys, Parole Officers, etc.) limited to the no contact area, disinfectant and sanitary wipes were made available.
- Detainee social visits limited to two (2) non-contact visits a week.
- All programs and volunteers are suspended from entering the facility until further notice.

In the event that a Detainee is suspected and/or shows symptoms of having COVID – 19 the following

protocol was implemented;

- The medical provider will be contacted immediately. A mask will be placed on the Detainee immediately and the attending healthcare staff will wear an appropriate fitting N95 mask.
- The Detainee would be placed in an isolation cell, that has negative airflow. In the event a negative airflow room is unavailable, the patient will be housed alone and be required to wear a mask until the patient can be sent to the local emergency room.

Any Healthcare employee and Correctional Officer while in the room should wear personal protective equipment. (I.E. gown, N95 or surgical masks, eye shields, bouffant cap, gloves, shoe coverings, etc.)

- Patient(s) suspected of having the coronavirus shall be transported to Saint Louis University Hospital, 3635 Vista Avenue, Saint Louis, Mo.
- In the event that Saint Louis University Hospital is unable to accept our patient(s), the patient(s) will be transported St. Mary's Hospital in St. Louis, Mo.
- In the event St. Mary's Hospital is unable to accept our patient(s) the patient(s) will be transported to Barnes Jewish Hospital, in St. Louis, Mo.
- In the event Barnes Jewish Hospital in St. Louis, Mo. is unable to accept our patient(s), the patient(s) will be transported to St. Alexius Hospital, in St. Louis, Mo.
- In the event St. Alexius Hospital is unable to accept our patient(s), the patient(s) will be isolated in their cell. Pod #4 at MSI has been designated as our holding area. The patient(s) will not be allowed to recreate with others, must wear a mask whenever they leave their area and all of their meals will be delivered to their cells on plastic/paper product.

Upon the receipt of additional information from the Center for Disease Control (CDC) and our Health Department we implemented the following:

#### **March 16, 2020**

- All social visits for Detainees were suspended until further notice.
- Recreation and curfew hours were changed from 10:00 pm until 1:00 am.
- A COVID-19 screening form was implemented for the facility. This form is being used for all outside professionals (Contractors, Probation & Parole and Attorneys) entering the facility.

#### **March 17, 2020**

- Staff provided COVID – 19 updates. Staff was advised to provide access to cleaning supplies and disinfectants to all staff and Detainees for all shifts.

#### **March 18, 2020**

- Access to the Fitness Centers suspended indefinitely.
- Provided updates regarding the COVID-19 virus during briefings.

- Information provided to staff regarding Health Department contact information, procedure regarding medical or other paid leave and steps to take if an employee believes he/she may have COVID-19.
- Disposable masks, hand sanitizers, disinfectant and gloves available for all staff and distributed throughout the facility.

#### March 19, 2020

- Staff provided COVID-19 updates

#### March 24, 2020

- Everyone entering both facilities will have their temperature taken, prior to entering the building with a non-contact infrared thermometer.
- If you have a temperature in excess of 100.4 degrees Fahrenheit will not be allowed entry.
- If you have traveled to a foreign country in the last 14 days, you will not be allowed entry.
- If you have had close contact with someone who has traveled to a foreign country in the last 14 days, you will not be allowed entry.
- If you have been asked to self-quarantine by a doctor or health agency, you will not be allowed entry.
- If you have an unexplained fever or shortness of breath, you will not be allowed entry.
- If you have been diagnosed or have had contact with someone diagnosed with COVID- 19, you will not be allowed entry.
- All intake Detainees will be separated for fourteen (14) days.
- All Detainees at Medium Security Institution (MSI) has been assigned to single cells.
- In the event all local hospitals are filled to capacity, we have designated Pod 4 (at MSI) as our holding area.
- Detainees are allowed two (2) free, fifteen (15) minutes telephone calls a week.

# **St. Louis City Jails**

## **Emergency Response Plan to Corona Virus (COVID-19)**

### **Manual for Health Services**

**St. Louis City Justice Center**

**200 South Tucker**

**St. Louis, MO. 63102**

## Facility Authorization 2020

\_\_\_\_\_  
Regional Vice President of Operations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Health Services Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Medical Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jail Administration Director

\_\_\_\_\_  
Date

Effective March 10<sup>th</sup>, 2020

**I. Standard**

A. In order to minimize the impact of disruption to health care services in the event of a "disaster" or "emergency" as defined below due to the Corona Virus (COVID 19), Corizon Health has developed an Emergency Response Plan to ensure maximum and efficient utilization of all resources available.

**II. Communication**

A. The primary means of communication among health care staff, security staff, Jail Administration, and Corizon Health Regional Team are:

1. Telephone

- a) 2218/2212/2213 medical extensions
- b) 1040/1041 Master Control
- c) 1024 Captains Office
- d) RVP-Maria O'Neal-Reported by the H.S.A and/or designee.
- e) VPO-Karen Davies-Reported by the H.S.A and/or designee.
- f) RMD-Dr. Glenda Newell-Reported by the H.S.A. and/or designee.

**III. Healthcare Staff Assignments**

A. Health Services Administrator (HSA)/Medical Director (SMD)

1. During normal business hours the HSA and/or designee will act as the team leader and be responsible for notifying Command Staff, the SMD, the Psychiatrist and Regional Leadership. In addition the HSA will be responsible for communicating with the St. Louis City Public Health Department.
2. After hours the HSA will be notified by the Charge RN of the emergency or disaster via phone. The caller must supply the type of event, number of estimated casualties (if indicated), location of the event, and how secured the area is. The HSA will then make the decision to call in additional staff if warranted or release non-essential staff.
3. As the team lead, the HSA will designate the duties of the medical staff appropriate to the emergency. The affected area will first be evaluated and staffed by medical personnel nearest the emergency.
4. Responsible for care and treatment of sick patients.
5. Notification of the person legally responsible for the facility.

B. Charge RN

1. Responsible for noting the HSA in the event of an emergency after hours and will act as the team leader in the absence of the HSA.
2. The charge nurse will respond to the emergency with the emergency bag and/or emergency cart, oxygen, and AED (if applicable).
3. The medical team will then perform an initial survey of the situation, an initial triage of the signs/symptoms (CAB, assessment, vital signs, clinical status, etc.). The team will identify the acuity level of the patient's symptoms.
4. Provides emergency care as indicated, In the event immediate response is required the medical team will notify the officer present to alert EMS. The patient will be masked at that time before EMS arrives. The attending healthcare staff will wear an appropriate fitting N95 mask.
5. Provides care to any and all persons quarantined in the negative air flow rooms in the infirmary
6. Acts as the contact person to communicate with security

**C. Nursing Staff (LPN)**

1. Upon notification of a Corona virus all staff will continue normal operations. (Medication administration, sick call etc.)
2. The LPN will complete the CORIZON Coronavirus screening form on all new detainees that enter the facility and any local patient who requires a medical intake.
3. If the patient states no to all of the corona virus questions, the patient is allowed to continue with the intake process.
4. If the patient states yes to any of the corona virus questions, the patient will be quarantined in a negative air flow room in the infirmary. If a negative airflow room is unavailable, the patient will be housed alone and be required to wear a mask until the patient can be sent to the local emergency room. Any patients experiencing the signs and symptoms of the corona virus and have been around a person who the local health department has quarantined will be quarantined in a negative air flow room, if a negative air flow room is not available, they will not remain at the jail. The patient will need to be transported to the local hospital for further testing.
5. Any Healthcare employee and correctional officer while in the room should wear personal protective equipment. (I.E. gown, N95 or surgical masks, eye shields, bouffant cap, gloves, shoe coverings, etc.)



6. The patient may return to the main jail if the corona virus testing is negative
  7. Provides emergency care as indicated, in the event immediate response is required the medical team will notify the officer present to alert EMS.
  8. Acts as the contact person to communicate with security.
- D. All other staff (Medical, clerical, dental and mental health)
1. Will report to team leader for assignments (recorder, supply runner, transports etc.) if applicable.
  2. H.S.A will consult with HR department to discuss if non-essential employees may not return to work to help prevent the spread of the virus.

**IV. Safety and Security of the patient and staff**

- A. Security staff will be notified of the potential positive patient(s) with corona virus. Only authorized personnel will be allowed in and around the treatment area of patients with potential positive or confirmed positive corona virus.
- B. All sick employees with signs/symptoms of corona virus such as cough, headache, and shortness of breath with fever will not be allowed to come to work until they are fever free for 24 hours and/or 14 days whichever comes last.
- C. All healthcare workers and custody staff will use their personal protective equipment when entering a cell with a potential positive patient with COVID 19.
- D. A patient who is suspected and/or potentially positive for COVID 19 will wear a surgical mask to help prevent the spread of droplets.

**V. Use of Emergency Equipment/Supplies**

- A. Standard emergency supplies are maintained in the following areas.
  1. Medical Department
  2. Treatment Rooms
  3. Treatment Carts
  4. Medical Supply Cabinet
  5. Emergency Cart
- B. First Aid Kits are located in each housing unit
- C. AED is located in the medical unit.
- D. Other emergency items
  1. Wheelchairs are located in each unit and in the Intake area.
  2. Extra PPE kits and masks, including N95's, are located in the medical supply room. PPE's are also located in each housing unit including the intake area.

E. Extra supplies will be obtained if needed.

**VI. Establishment of Treatment Area**

A. Triage – the sorting out and classification of the ill persons from potential corona virus.

1. The initial triage area will be the encounter site. If a treatment area is designated, this will be coordinated with jail administration.
  2. Treatment will occur in the medical department or in the treatment area, provided this area is secured for medical staff.
- B. Patients who are ill will remain quarantined for a minimum for 14 days and/or 24 hours fever free whichever comes last.
1. The patients who are quarantined will be checked daily for vital checks especially the temperature.
  2. Signs and symptoms check will be conducted on each person while quarantined.
  3. Once the patient is fever free and/or quarantined for 14 days, they may be released back to general population after evaluation by the on-site Practitioner.
  4. During the quarantined time, the patient will not have any day room, will wear a mask if they need to leave their cell, and have all meals delivered to their cell on disposable plastic wear.

**IX. Medical Records- I.D of Ill patients**

- A. The medical staff will identify patients using the patient's photo identification from the patient ID bracelet.
- B. The Health Services Administrator will assure that all necessary laptops, charting materials, and forms are readily available at the treatment site.
- C. The Health Services Administrator will keep a log of the ill-feeling patients and their vital/symptom check lists.
- D. For all outside transports (local ER or Hospital), the medical staff will:
  1. Ensure there is documentation of the physicians or clinical associates written or verbal orders to initiate emergency transport.
  2. Ensure completion of appropriate documentation.
  3. Notify the appropriate personnel regarding the transport which will include the RMD; SMD; VPO; RVP; Local Health Department and Jail Administration.

**X. Use Of Ambulance Service**

- A. The medical team will notify security of the need to activate emergency medical services (EMS).
- B. The jail administration will ensure the facility outside trip procedure will be initiated to ensure security and timely transport.
- C. Notify the ambulance crew that the patient is being sent out for potential COVID-19 and to take all precautions necessary per their Company's procedures and policies.
- D. The receiving hospital staff will be notified that a potential with COVID-19 is arriving so they can take all necessary precautions.

**XI. Transfers to the hospitals**

- A. Patients with the corona virus shall be transported to Saint Louis University Hospital 3635 Vista Avenue Saint Louis Mo 63110. .
- B. If Saint Louis University Hospital is unable to take our patients, we will attempt to get these patients to St. Mary's Hospital in St. Louis. If St. Mary's Hospital is not an option, we will attempt to get these patients to Barnes Jewish Hospital in St. Louis and then St. Alexius Hospital also in St. Louis. If none of the local hospitals are an option the patients will need to be quarantined here at the jail. Jail administration will be involved with the placement of these patients.
- C. The quarantined patients will not be able to come out for recreation, have to wear a mask whenever they leave their cell and all meals will be delivered to their cells on plastic wear.

**XII. Training**

- A. The plan shall be reviewed annually with all employees.
- B. This emergency plan will be explained to all employees in the March 2020 staff meeting.
- C. An in-service sign in sheet will be in the Staff Meeting book with an attestation about the training.

**XIII. Responsibility**

- A. Each employee of the healthcare team shall:
  - 1. Report in, if called, in the event of a corona virus outbreak, unless the employee can justify their absence and be excused by the Health Service Administrator.
    - a) Failure to report in, if called, will result in severe disciplinary action, up to and including termination of employment.

- B. Must keep their phone numbers current in their personnel file
- C. Remain on duty unless approved to leave the facility by the Chief or Health Service Administrator.
- D. If an employee comes into work sick, that employee will be sent home to prevent the spread of any virus.
- E. An employee who shows signs/symptoms of coughing, headache, shortness of breath with temperature will need to be symptom free for 14 days and/or fever free for 24 hours whichever comes last before returning to work.
- F. Employees who miss a significant amount of work will be reported to Human Resources Department to look at options of compensation for the employee.
- G. If an employee is not at work from confirmed corona virus, the employee will not be succumbed to the attendance policy due to the pandemic.
- H. The staffing matrix will be adjusted according to the priority of the medical unit. It will be up to the discretion of the H.S.A in accordance with Jail Administration to move assignments to the most critical areas.
- I. If more than 30% of staff are out sick with signs/symptoms or confirmed test, the staff will work in priority based assignments. During this pandemic, Jail Administration, Site Medical Director, St. Louis City Health Department, Corizon Regional Supervisor, Corizon Vice President, Corizon Regional Medical Director, Chief Nursing Officer and Chief Medical Officer will be notified about the outbreak.
- J. Employee illnesses will be tracked by the AA during the outbreak.
- K. All communication with PRN staff that is not on the schedule at the time will receive email and/or text communication regarding the events taking place at the St. Louis City Justice Center.
- L. Employees are fit tested annually. In an emergent situation and an employee has not been fit tested, an employee is to pick the smallest mask that will fit over the employee's mouth and nose snug.
- M. After the outbreak is over in the facility, the H.S.A. will increase staffing levels until the backlogged work that could be re-scheduled is current.
- N. This plan will be reviewed annually and changes will be made if necessary.

**XIV. Release of information to news media**

- A. At no time are staff to speak with the media, any requests made by the news shall be referred to Jail Administration and Corizon Health Corporate Office Public Relations.

B. Any medical information requests made by the news shall be referred to Corizon Corporate office Public Relations. All medical information is protected under HIPAA.



CITY OF ST. LOUIS  
JUSTICE CENTER

## Preparedness Plan For Corona Virus (COVID-19)

In order to minimize the impact of disruption to the Division Of Corrections in the event of a "disaster" or "emergency" as defined below due to the Corona Virus (COVID 19), Corrections has implemented the following:

### Sanitation of Jail:

1. Staff will ensure that all door knobs, hand rails, telephones and other shared and frequently used devices in the general areas of the jail is continuously disinfectant.
2. Detainee work crews will be used on all three shifts to consistently disinfect all door knobs, hand rails, telephones and other shared items throughout the jail.
3. Remind everyone the importance of washing their hands
4. Cleaning supplies will be readily available in the units.

### Visits:

1. Professional visit (Attorneys, Parole Officers etc.) will be limited to the no contact area. Disinfectant and sanitary wipes will be available.
2. Detainee visits will be limited to two (2) non-contact visits a week.

### Programs - Volunteers:

1. All programs will be temporary suspended until further notice.

### Recreation:

1. Recreational activities and curfew will be extended until 1:00 am.

### Medical Services

1. In the event a Detainee is suspected of having the Corona virus, the medical provider will be contacted immediately.
2. A masked will be placed on the Detainee immediately. The attending healthcare staff will wear an appropriate fitting N95 mask.

3. The Detainee will be placed in an isolation cell, that has negative airflow. In the event a negative airflow room is unavailable, the patient will be housed alone and be required to wear a mask until the patient can be sent to the local emergency room.
4. Healthcare staff will follow their agency's protocol in reference to the Corona virus screening.
5. Any Healthcare employee and correctional officer while in the room should wear personal protective equipment. (I.E. gown, N95 or surgical masks, eye shields, bouffant cap, gloves, shoe coverings, etc.)
6. Patients with the corona virus shall be transported to Saint Louis University Hospital 3635 Vista Avenue Saint Louis Mo 63110.

**Disposable surgical masks:** Are available, we should use them to prevent us from touching our nose and/or mouth (We touch our nose/mouth 90 times/day without knowing it!). The mask will not prevent the virus in a direct sneeze from getting into your nose or mouth, it will only prevent you from touching your mouth.

**Hand Sanitizer and Gloves:** Are available throughout the building, use them.

Be advised that at no time are staff to speak with the media, any requests made by the media should be referred to the Appointing Authority. If you have any questions, contact your supervisor

**City of St. Louis Department of Public Safety  
Division of Corrections  
City Justice Center**

**MEMORANDUM**

Date: March 16, 2020

To: Correctional Shift Supervisors

From: Adrian Barnes, Detention Center Superintendent (CJC) *Adrian Barnes*

Subject: Coronavirus (COVID-19) Facility Visitor Screening Form

Any visitor requesting entry into the facility will need to complete the attached form. The visitor will be denied entry for the following reasons:

Refusal to complete the form  
Answering "Yes" to any of the questions

Visitors will be defined as follows:

Attorneys/Public Defenders/City Counselors  
State/Federal Probation & Parole Officers  
Law enforcement including STLMPD/U. S. Marshals  
Outside contractors/vendors  
Visitors posting bond  
Visitors using the kiosks and ATM machine  
Outside guests/Ex-employees  
Delivery drivers

Reminder: Social visitors and volunteers are prohibited entry into the facility at this time.  
They will not be required to complete the form.

Place completed forms in the Detention Center Superintendent mailbox after each shift.

CC: George Hayes, Correctional Center Superintendent  
Shirley Vantreece, Chief of Security (CJC)  
Tammy Ross, Program Specialist II



# Coronavirus (COVID-19) Facility Visitor Screening Form - 2020

**In an effort to protect the health of our population and staff we are requiring anyone requesting access to this building must answer the following questions.**

DEMOGRAPHICS			
Facility Name (Do Not Abbreviate)		Date of Screening:	
Visitor Name Last	First	MI	Time Screened:
Person Visiting Name/Number	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date	
Travel Screen	Yes / No	Additional Information	
Have you traveled in state, national, or international travel, including cruises, with known exposure to Covid-19 within the last 2 weeks (14 days)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Where:	
In the past 14 days, have you had close contact with a person who is under investigation for 2019-nCoV?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a fever?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes: F/C	
Do you have any of the following lower respiratory symptoms?			
• Cough?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
• Shortness of Breath?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>If the visitor has traveled in state, national, or international travel, including cruises, with known exposure to Covid-19 <b>OR</b> has a fever <b>OR</b> developed lower respiratory symptoms access to building is <b>DENIED</b>.</p> <p><b>***If the visitor has traveled in state, national, or international travel, including cruises, with known exposure to Covid-19 AND has a fever AND developed lower respiratory symptoms access to building is DENIED AND direct visitor to self-quarantine AND contact local health department for further instructions.***</b></p>			
<p>*Note: Symptoms may appear 2-14 days after exposure.</p>			

**City of St. Louis Department of Public Safety  
Division of Corrections  
City Justice Center**

**MEMORANDUM**

**Date:** March 16, 2020

**To:** Inmate Population

**From:** Adrian Barnes, Detention Center Superintendent (CJC) *Adrian Barnes*

**Subject:** Social Visiting

Due to the Coronavirus reaching a pandemic level, effective March 16, 2020, there will be no social visiting at the City Justice Center and Medium Security Institution until further notice.

This decision was recommended by the Centers for Disease Control and Prevention and St. Louis Department of Health.

The administration has approved for recreation to be extended to 1:00 A.M. 7 days per week. The recreation schedules will be updated and posted this week. We are also working with the telephone provider to have all inmates eligible to make 1 or 2 free 15-minute phone calls per week, during the social visiting restriction. You will be updated when a final decision has been made.

**CC:** George Hayes, Correctional Center Superintendent  
Warren Thomas, Correctional Unit Manager  
Shirley Vantreece, Chief of Security

City of St. Louis  
LYDA KREWSON, MAYOR



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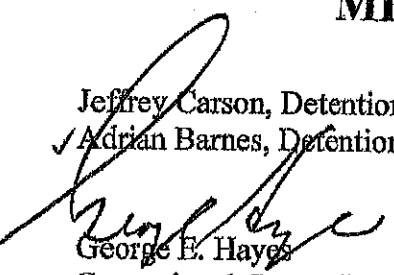
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DEPARTMENT OF PUBLIC SAFETY  
JIMMIE M. EDWARDS, DIRECTOR

DIVISION OF CORRECTIONS  
DALE GLASS, COMMISSIONER OF CORRECTIONS

## MEMORANDUM

TO: Jeffrey Carson, Detention Center Supt.  
✓ Adrian Barnes, Detention Center Supt.

FROM:   
George E. Hayes  
Correctional Center Superintendent

DATE: March 18, 2020

SUBJECT: Sanitation of Jail

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Due to the continuous events surrounding the Coronavirus (COVID19), we will implement the following sanitation guidelines for the units;

- Ensure that a spray bottle containing sanitizing liquid and paper towels are placed at all podiums throughout the facilities. The spray bottles will be available for all three (3) shifts. Detainees will/should have access to the spray bottles. Officers will document when a Detainee takes a spray bottle to sanitize an area, to guarantee accountability.
- Officers will advise their Supervisor when their sanitizing supplies are running low. Officers must allow ample time to replenish the supplies.

cc: Major Shirley VanTreece, Chief of Security (CJC)  
Major Tonya Harry, Chief of Security (MSI)  
File

200 South Tucker Blvd. St. Louis, Missouri 63102 (314) 621-5848 FAX: (314) 588-0273



# The City of St. Louis

DEPARTMENT OF PERSONNEL

RICHARD R. FRANK  
DIRECTOR OF PERSONNEL

1114 MARKET STREET, ROOM 700  
ST. LOUIS, MISSOURI 63101-2043

LYDA KREWSON  
MAYOR

March 18, 2020

Dear City Employee:

Health Dept Contact Numbers:

- Communicable Disease Program - (314) 657-1499
- Administrative Office - (314) 657-1528

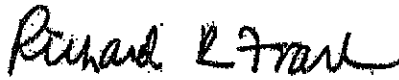
The City of St. Louis values the health of its most valuable assets, its employees. Therefore, all employees should adhere to the following protocols in order to help prevent the spread of the COVID-19 virus and ensure the health, safety and wellbeing of each other and the public we serve:

- If an employee is sick he/she must use medical leave or other paid leave. Standard payroll rules apply.
- If an employee is sick and believes he/she may have COVID-19, or, has reason to believe he/she has been exposed to COVID-19, the employee should **FIRST CALL** his/her health care provider.
- If the employee's health care provider directs the employee to "self-quarantine," the employee must stay at home and notify his/her appointing authority and provide a copy of the health care order to "self-quarantine". The employee shall be carried on the payroll as regular time worked for the quarantine period prescribed by the health care provider.
- The quarantined employee cannot return to work without an official written release from his/her health care provider or the City's Director of Health and Hospitals, Doctor Echols.
- Upon receiving written notification of a self-quarantined employee, all appointing authorities **MUST IMMEDIATELY** notify Doctor Echols' Office and provide all requested information at 657-1499. Doctor Echols' Office should be provided with the name of the quarantined employee and his/her health care provider to follow up directly with said health care provider.
- Appointing authorities must log all time separately that any self-quarantined employee is paid while away from the worksite.

- Any period of time between when an employee first calls in sick and/or reports possible exposure to COVID-19 to their appointing authority should be changed to regular hours worked. If an employee was docked for this period of time, an Adjustment to Pay Form should be submitted. If an employee was charged paid time (medical leave, vacation leave, etc.) a Leave Adjustment Form should be submitted.
- Appointing authorities are permitted to tell their staff that a COVID-19 case or potential exposure has been identified within his/her department, **BUT THAT IS ALL** due to the Health Insurance Portability and Accountability Act (HIPAA).
- Any employee reporting to the worksite with a fever of 100.4 or greater and sent home, or is sent home by his/her appointing authority as sick must use medical leave or other paid leave unless later directed by their health care provider or Doctor Echols' Office to self-quarantine. Employees will not fall under these COVID-19 protocols and be paid regular work hours unless directed by their health care provider or Doctor Echols' Office to self-quarantine.
- Employees having problems with daycare arrangements should be encouraged to telecommute whenever possible. Telecommuting is at the discretion of each appointing authority.

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.

Sincerely,



Richard R. Frank  
Director of Personnel

# NOTICE

All individuals entering this building must have their temperature taken.

No person with a temperature in excess of 100.4 degrees Fahrenheit will be allowed entry.

You may NOT enter this building if you:

- Have traveled to a foreign country in the last 14 days
- Have had close contact with someone who has traveled to a foreign country in the last 14 days
- Have been asked to self-quarantine by a doctor or health agency
- Have an unexplained fever or shortness of breath
- Have been diagnosed or have had contact with someone diagnosed with COVID-19