



Human Resources Department

COVID-19 Safety Protocols

Updated April 29, 2022

The City of Takoma Park is committed to maintaining and promoting a safe work environment for all employees and visitors. The health and safety of the City workforce and visitors are among the City's highest priorities.

This policy sets forth the City's current COVID-19 safety protocols. Given the fluid nature of the pandemic, the City anticipates adjusting this policy from time to time. The City will provide notice of policy changes to employees and union representatives.

Please direct questions regarding this policy to the Department of Human Resources.

Vaccine Proof

All employees must comply with the City's [COVID-19 Mandatory Vaccination Policy](#).

Employees who are not fully vaccinated or chose not to attest to their full vaccination status will be treated as not fully vaccinated for purposes of safety protocols.

An employee's failure to comply with City protocols or providing inaccurate information to the City may result in discipline, up to and including termination of employment.

Confidentiality of Documents and Information

Documents regarding employee vaccination status (e.g., attestation, vaccination card) and written requests for medical and religious exemptions will be kept confidentially in a manner similar to the way the City maintains employee medical information.

Information regarding vaccination status, and medical and religious exemptions/accommodations will be maintained in a manner designed to minimize the number of City employees who have access to the documents. The City may share employee vaccination status and reasonable accommodation information (not including the underlying medical reasons) with supervisors in order to enforce workplace rules and/or implement approved reasonable accommodations.

High Risk Individuals

Employees who are at high risk for severe illness from COVID-19, should seek guidance from their healthcare provider regarding recommendations for working and reference the Reasonable Accommodations section of this policy.

Time Off for Vaccination, Exposure, and Diagnosis

Please see the City's [COVID-19 Mandatory Vaccination Policy](#) for information regarding vaccination, exposure, and diagnosis.



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On Site Safety Protocols

The City has adopted the following safety protocols for employees working on site.

Face Coverings/Masks. As of March 9, 2022, masks are not required indoors or in City vehicles, unless in connection with an individual's return to work/City facilities following a period of quarantine and/or isolation. The City strongly encourages use of masks for any unvaccinated individuals in any City buildings or facilities, where social distancing is challenging, and/or when there is direct interaction between the public and employees. The City will continue to monitor CDC guidance and community transmission levels.

You may choose to wear a mask if that is your preference.

- The City has available N95 and KN95 masks and rapid test kits for those who request them. Appropriate training will be provided where appropriate, according to applicable law and regulations. This Policy supplements the City's existing COVID-19 protocols and, where there is inconsistency, the provisions of this Policy govern.
- Ventilation Systems and Barriers. The City's ventilation systems are being maintained to promote safety. The City has installed air purifiers and barriers in some locations.
- Cleaning. The City will perform routine cleaning and disinfection of City buildings.
- Good Hygiene. All employees are expected to practice good hygiene (*i.e.*, handwashing, respiratory etiquette). Hand sanitizer stations have been installed at or near all entrances.

Quarantine, Isolation, Testing, and Reasonable Accommodations.

Please see the City's [COVID-19 Mandatory Vaccination Policy](#) for information regarding quarantine, isolation, testing, and reasonable accommodations.

Contact Tracing

Upon learning of a positive COVID-19 diagnosis involving a City employee or a visitor to City buildings, the Department of Human Resources will conduct contact tracing working with the immediate supervisor, City Management, and the Department Head. The City will communicate with employees if there has been a positive diagnosis or potential exposure, while maintaining confidentiality as required by applicable laws. As part of this effort the City will identify individuals who were in close contact with the COVID-19 positive person. The City will report COVID-19 infections and deaths to government officials and will inform the workforce of positive COVID-19 cases and possible exposure in a manner consistent with applicable laws regarding confidentiality of information.

Telework Schedules

The City currently allows employees to telework three (3) days per week. An employee does not have the right to work remotely in lieu of complying with the terms of this policy subject to an approved reasonable accommodation.



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Travel

The City is following CDC guidelines and recommendations regarding travel. CDC guidance regarding travel is available at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

Discrimination, Harassment, and Retaliation are Prohibited

Consistent with City policies, discrimination, harassment, and retaliation are not tolerated. Employees may not discriminate, harass, or bully others based on protected characteristics, vaccination status, reasonable accommodations, or in any other manner inconsistent with City policies and applicable laws.

Please see the City's [Non-Discrimination policy](#) for complaint reporting procedures.

The City, moreover, prohibits retaliation against individuals who engage in protected activity, including, for example, reporting safety concerns.