To: The Honorable Chair and Members  
From: Jan Lesher  

Re: Updated COVID-19 Related Employee Guidance

The unprecedented nature of the COVID-19 pandemic forced most employers, including Pima County, to revise the guidance for workplace safety and security they provided to employees. This was done with the dual goal of protecting the workforce and the public they served. As we move into the endemic phase of the COVID-19 challenge it is appropriate to identify and modify those actions and practices that should continue and to cease those that are no longer necessary or appropriate based on the existing evidence. It also provides an opportunity to reframe our expectation for the conduct of business on the part of our employees.

The comprehensive COVID-19 policy review that we have undertaken has identified the following Human Resources topics, which have been updated below.

**Safe Conduct of Pima County Operations**

Human Resources has summarized best practices and expectations for employees throughout the Pima County. These include specific guidance for a range of work-related settings (Attachment 1), as well as updated new isolation and post exposure practices.

In general however, we continue to encourage all Pima County employees to be vaccinated and boosted. Additionally, employees should not be physically present in work environments when they are sick, and should leave the work environment promptly should they become ill while at work.

**COVID Isolation & Post-Exposure Quarantine Guidelines**

Any employee who has a positive COVID-19 test is required to notify his/her supervisor (or departmental personnel representative). They are also required to remain at home (isolate) for five (5) days regardless of vaccination status. Those who are fever free (for 24 hours) and asymptomatic may return to work no sooner than day six (6). Mask use will be required through day ten (10). (Attachment 2)

After a credible or suspected exposure to COVID, employees who are fully vaccinated and boosted are not required to quarantine if they are without symptoms. Testing should occur if an employee becomes symptomatic or no sooner than day five (5) after exposure. Mask use and symptom monitoring will be required through day ten (10).
Post exposure, employees who are unvaccinated (as well as those not fully vaccinated or boosted) may return to work no sooner than day six (6). Testing should occur if symptoms develop or no sooner than day five (5). Upon returning to work, mask use and symptom monitoring continues through day ten (10). No work related travel will be allowed prior to the end of day ten (10).

Vaccination Surcharge

With the Board’s approval, Human Resources implemented a surcharge for those employees who failed to provide documentation of COVID vaccination. The intent was to offset the incremental health-related costs that Pima County as a self-insured entity must bear for that segment of population, as well as to provide an additional disincentive that would motivate vaccination.

At this time, it is too early to assess the economic impact this has had on the County’s employee-related health expenditures, especially as we begin to see the impacts of long COVID-19. I would recommend that these be continued for an additional year, and that an analysis of both acute and long-term costs be performed in six (6) months, to inform any future decision.

Other Vaccination Related Actions

Effective immediately, all employees including individuals lacking proof of COVID-19 vaccination may resume the following activities:

- Outside employment approved by the appointing authority in adherence with relevant administrative procedures.
- In-person participation in work-related activities including meetings, and in and out of state travel.
- County vehicle use and co-occupancy.
- Unrestricted leisure activity and travel.
County COVID-19 Guidelines and Best Practices

In order to ensure that we are adhering to the County’s values of being Accountable, Respectful, and Ethical, this update on COVID-19 Guidelines and Best Practices is refresher to all County employees at this point in the era of COVID-19.

GENERAL

- Everyone is encouraged to be vaccinated and boosted
- Sick people should stay home
- Symptomatic people should test for COVID-19
- Everyone should wash their hands frequently and cover coughs
- Mask if you choose (highly recommended for vulnerable employees)
- Notify your supervisor if you test positive for, are symptomatic for, or have been exposed to COVID-19

MEETING ETIQUETTE

- Be mindful of a room’s standard capacity/do not overfill
- Provide hand sanitizer & make it available to all participants
- Do not greet by shaking hands
- Make sure room is well ventilated
- Allow guests to spread out & consider in-person and virtual attendance

VEHICLE ETIQUETTE

- Mask if you choose (highly recommended for vulnerable employees)
- Have hand sanitizer available
- Be mindful of a vehicle’s standard capacity and do not overfill
- Ventilate well with outside air, via heating/cooling or windows down

TESTING

- If you have symptoms get tested
- Post-exposure test on day #5, for EVERYONE, vaccinated/boosted or not
- Testing can be with clinician or self- administered rapid antigen, PCR, NAAT

We A.R.E. Pima County
Accountable-Respectful-Ethical
## County Employee Quarantine and Isolation Time Periods

**For All Employees Regardless of Vaccination Status**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Isolation/Quarantine Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive Test + Symptoms</td>
<td>Isolate 5 days (10 days if employee becomes very sick or has a weakened immune system). Return to work no sooner than day 6 if fever-free 24 hours and asymptomatic. Wear mask through day 10.</td>
</tr>
<tr>
<td>Positive Test + No Symptoms</td>
<td></td>
</tr>
</tbody>
</table>

**For Employees Who Are Boosted or Within 6 Months of Full Vaccination**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Isolation/Quarantine Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptoms</td>
<td>Follow guidance for positive test OR may return to work if negative test and symptom-free for 24 hours</td>
</tr>
<tr>
<td>Exposure</td>
<td>No Quarantine. Recommend test no sooner than day 5. Wear mask and monitor for symptoms through day 10. If symptoms occur, follow guidance for symptoms.</td>
</tr>
</tbody>
</table>

**For Unvaccinated Employees or Those Vaccinated Over 6 Months Ago***

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Isolation/Quarantine Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptoms</td>
<td>Isolate 5 days. May return to work no sooner than day 6 once symptom-free 24 hours.</td>
</tr>
<tr>
<td>Exposure</td>
<td>Quarantine 5 days. Recommend test no sooner than day 5. Wear mask and monitor for symptoms through day 10. If symptoms occur, follow guidance for symptoms.</td>
</tr>
</tbody>
</table>

- Day 0 is date of symptom onset or if no symptoms, date of test.
- Test can be with clinician or self-administered antigen, PCR, or NAAT.
- All returns to work require fever-free for a minimum of 24 hours and asymptomatic.

Pima County Health Department may provide a differing isolation/quarantine time period as they are providing standards for the general community. Human Resources guidance is provided as an Employer to its Employees. Employers are permitted to be have stricter guidelines as they are responsible to provide Employees with a safe workplace and to prevent the spread of COVID-19 in the workplace.

*2 months for J&J. Exceptions apply for employees who had COVID-19 within the preceding 90 days.


COVID-19 Testing: [Pima County COVID-19 Testing Centers - Pima County](http://www.pima.gov/covid19testingcenters)