



OFFICE OF PERSONNEL & LABOR RELATIONS

CITY OF SYRACUSE, MAYOR BEN WALSH

Donna D. Briscoe
Director

City of Syracuse Contact Tracing Protocol

What is Contact Tracing?

Contact tracing is a strategy to prevent the further transmission of COVID-19. The City of Syracuse has developed a Contact Tracing Protocol as per [CDC guidelines](#) to inform the steps the City will take to fully investigate and trace COVID-19 transmission in the workplace.

Conducting contact tracing for close contacts within the first 24 hours of a positive case in the workplace is one of the best ways to reduce the transmission of COVID-19. A close contact can be [defined](#) as an individual that has been within 6 feet of a person infected with COVID-19 for a total of 15 minutes or more over a 24 hour period, with or without a face covering. All employees that are identified and defined as close contacts will be notified by one of the City's contact tracers (listed below) and instructed to self-isolate and seek COVID-19 testing as soon as possible based on information provided.

The City will continue to monitor the CDC dashboard each week for updates due to the changing nature of the novel coronavirus. Human Resources will keep all City departments abreast of updates from the CDC that pertain to the transmission of COVID-19. Please contact Director of Risk & Workplace Safety, Joe Gorsuch at jgorsuch@syrgov.net or (315) 448-8783 with any questions or concerns regarding the City's Contact Tracing Protocol.

What if an Employee Tests Positive?

If an employee tests positive for COVID-19, the employee must immediately notify their supervisor and immediately leave work if they are on City premises to self-isolate. Once a supervisor is notified of a positive case, the supervisor must notify the Department Head and Safety Officer, Bob Laport via phone call at (315) 214-1984 to initiate the contact tracing process. Human Resources will also work with the City's Maintenance Team to fully disinfect City offices impacted by the COVID-19 exposure.

In the event of a positive case, the City will work with the Onondaga County Health Department to issue a mandatory quarantine order, if an order has not already been administered. Please contact the Onondaga County Health Department at (315) 435-3236 for questions related to the County's mandatory quarantine order. Please refer to the [City's Administrative Leave Policy Guide](#) for COVID-19 related time-off information. Upon notification of a confirmed case of COVID-19, Human

**Office of Personnel &
Labor Relations**
233 E. Washington St
City Hall, Room 312
Syracuse, N.Y. 13202

Office 315 448-8780
Fax 315 448-8761

www.syrgov.net

Resources will work with the City's contact tracers to initiate the steps outlined at the bottom of the protocol to help reduce the likelihood of COVID-19 transmission in the workplace.

What if an Employee is Exhibiting Symptoms?

If an employee is exhibiting symptoms of COVID-19 prior to COVID-19 testing, the employee must (1) leave work at the onset of symptoms, (2) inform their supervisor of their departure, and (3) contact a healthcare provider to determine if COVID-19 testing is necessary. Please reference the section above should the employee test positive for COVID-19.

The supervisor/Department Head of the symptomatic employee is responsible for notifying Safety Officer, Bob Laport of the employee's symptomatic status so that Human Resources can fully disinfect City offices impacted by the potential COVID-19 exposure, if necessary, and inform possibly infected employees to monitor their symptoms.

If the employee is prompted by a healthcare provider to be tested for COVID-19, the employee must report results to their Department Head as soon as the results are received. Department Heads are responsible for informing Human Resources of all COVID-19 test results in an email to Bob Laport (RLaport@syr.gov.net), Joe Gorsuch (JGorsuch@syr.gov.net), and JJ West (JWest@syr.gov.net) before end of business.

What if an Employee is a Close Contact?

All City of Syracuse employees considered a close contact by the New York State Health Department, Onondaga County Health Department, or a City of Syracuse contact tracer will be asked to (1) telework if possible, (2) be screened for COVID-19, and (3) monitor their symptoms for 14 days after their potential exposure.

Employees that were potentially exposed in the workplace will be asked to telework if possible, and be tested for COVID-19 at the City's COVID-19 drive-thru testing site 6 days after their potential exposure. If COVID-19 is undetected, the employee will still be asked to telework and monitor their symptoms until day 14 of the potential exposure. If it is not possible for the employee to telework, the employee may be asked to return to work after their negative diagnosis on day 6 unless directed to return to work earlier by their Department Head or designee. If an employee is considered a close contact by Human Resources and is unable to telework, the employee will be paid COVID-19 administrative leave.

Employees that were exposed to COVID-19 by members of a shared household will

likely be notified by New York State to self-quarantine for a period of 14 days after the household member speaks with a New York State contact tracer to share a list of close contacts. Once Human Resources receives direct knowledge of an employee's exposure in the household and Human Resources confirms that the employee is a close contact, the employee will be asked to telework if possible and be tested for COVID-19 at the City's COVID-19 drive-thru testing site 6 days after their potential exposure. Even if the test comes back negative, the City is requesting that employees continue to follow their stay at home order, isolate from COVID-19 positive member(s) of the household, and monitor their symptoms for 14 days after their potential exposure. Employees that cannot telework will follow the City's COVID-19 Paid Leave Policy to complete their timesheets.

Below, you will find detailed information on the steps the City is taking to identify potentially exposed employees in order to protect the City workforce.

Contact Tracing Steps

Step 1.) Rapid Notification of Exposure

To identify close contacts, the contact tracer will contact the positive employee, Department Head, and employee's direct supervisor within 24-hours of a positive COVID-19 diagnosis. Any City employee that is identified as a close contact will be directed by Human Resources to telework if possible and be screened for COVID-19 at a local testing site.

Asymptomatic employees will be directed to be tested for COVID-19 at the City's drive-thru testing site upon notification of exposure (day 1) and on day 6 of their exposure. All asymptomatic close contacts will be required to self-isolate and work from home, if they can, until a negative test is confirmed on day 6 after their potential exposure. Employees can work from home during this time if approved by the Department Head and Human Resources. Essential employees that are considered close contacts may be asked to return to work after a negative test is confirmed on day 6, unless directed otherwise by the Onondaga County Health Department or Human Resources. Close contacts will be asked to monitor their symptoms for 14 days following their possible exposure to the virus.

During the notification of exposure phase, employees will be supplied with general information regarding the virus, and assessed for self-quarantine support needs. Contact tracers will be the infected employee's main point of contact for support needs, working directly with Human Resources to support employees in self-quarantine.

Step 2.) Contact Investigation

Once the contact tracer identifies close contacts, the tracer will continue to contact possibly exposed employees, requesting that they notify the Department Head or designee and contact tracer of their possible close contact status.

It is possible that the Onondaga County Health Department will also issue mandatory self-quarantine orders due to the result of contact tracing. Human Resources will work with employees considered close contacts under mandatory quarantine to make sure they have what they need to work from home, if they have the ability to do so and remain asymptomatic. If an employee begins to exhibit symptoms while under mandatory quarantine, the County will direct the employee to stay home and assume they are infected with COVID-19. Symptomatic employees will work with Onondaga County and their healthcare provider while under quarantine to confirm if COVID-19 testing is needed. Employees should not hesitate to contact 911 in the case of an emergency, even during quarantine.

Step 3.) Case Close Out for COVID-19 Positive Employees

Once a positive employee is (1) symptom free for 24-hours without the help of over-the-counter medication, (2) receives medical clearance from their healthcare provider to return to work, and (3) is no longer under any mandatory quarantine order from Onondaga County, the employee may return to work. Contact tracers and Human Resources will work with Department Heads to solidify a return-to-work date, which will be documented in Human Resources for payroll purposes. Department Heads will work with payroll and the employee to ensure timesheet recording is accurate and inform Human Resources of any payroll concerns.

City of Syracuse Contact Tracers

City Hall

1st floor – Elizabeth (Liz) Hradil, Assessment

2nd floor – Jessica Brandt, API

3rd floor – Aniko (Anna) Dussing, Law; Bob Laport, Human Resources

4th floor – Lisa Amidon, Engineering

City Hall Commons

1st floor – Mediha Salkic, Permit Office

2nd floor – Lt. Tim Cushman, Fire

3rd floor – Alissa Kennedy, Codes

4th floor – Lee Terry, Law

5th floor – Owen Kerney, Planning
6th floor – Michael Collins, NBD
7th floor – Leah Witmer, BAA

Department of Public Works
Safety Trailer – Stacy Truell, DPW

Department of Water
Beth Smith, Water

Department of Parks
Bill Walsh, Parks