



GREATER NEW ORLEANS EXPRESSWAY COMMISSION

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POLICY MEMORANDUM

Greater New Orleans Expressway Commission

March 13, 2020

To: Employees
Re: Coronavirus Disease 2019 (COVID-19)

The State of Louisiana has declared a public health emergency due to the Coronavirus Disease 2019 (COVID-19) and the GNOEC is actively monitoring the evolving situation. The GNOEC is adopting the following policy measures to: (a) reduce transmission among staff, (b) protect people who are at higher risk for adverse health complications, and (c) maintain business operations:

- Employees who have symptoms of acute respiratory illness (i.e., fever, cough, shortness of breath) are to stay home and not come to work until they are free of fever (100.4° F or greater using an oral thermometer), signs of any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medications (e.g., cough suppressants). Employees should notify their supervisor and stay home if they are sick. At this time, we are suspending the requirement for an employee to validate their illness with healthcare provider's note as healthcare offices and medical facilities may be extremely busy due to the public health emergency.
- Employees confirmed to have COVID-19 should inform Human Resources to provide notice of the possible exposure to COVID-19 in the workplace. Efforts will be made to maintain confidentiality as required by the American with Disabilities Act.
- Older adults, those that are immunocompromised, and those with chronic medical conditions, may be at a higher risk for COVID-19 and may choose not to come into work. Employees should consult with their healthcare provider to make decisions regarding their risk factors associated with COVID-19 and being in a workplace environment. The GNOEC may allow an employee to work remotely with supervisor approval if the position and duties can be reasonably accommodated.

- Public and many private schools are closed and the GNOEC will attempt to accommodate employees' needs utilizing modified work schedules, telework as applicable, and the flexible leave administration. These considerations will be made on a case by case basis, will be position dependent, and based on operational needs.
- The GNOEC is authorizing greater flexibility with its leave policies and employees who have exhausted all accrued leave may utilize carryover or grandfathered leave, and may be granted advancement of future accrued leave benefits to accommodate this public health emergency. Employees are encouraged to speak to Human Resources regarding their individual leave options.
- Employees who appear to have acute respiratory illness symptoms upon arrival or become sick at work will be separated from other employees and sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- Employees who are well but who have a sick family member with symptoms associated with or a diagnosis of COVID-19 should notify their supervisor.
- Employees who are not sick and are at work should clean their hands often with an alcohol-based hand sanitizer, or wash their hands with soap and warm water for at least 20 seconds.
- Employees should consult with their healthcare providers, the Louisiana Department of Health (<http://www.ldh.la.gov/coronavirus>) and the Centers for Disease Control and Prevention (www.cdc.gov/covid19) for information and updates concerning COVID-19.
- United Healthcare has waived all deductibles and co-pays for members who experience symptoms associated with COVID-19 and need testing, provided the members receive testing at a CDC facility. Those facilities can be located on the CDC's website at (www.cdc.gov/covid19) .

The COVID-19 public health emergency is evolving and the GNOEC reserves its right to retract or modify this policy memorandum.