


**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

Policy Memorandum No. 120 (R)

September 7, 2023

TO: All Departments, Boards, Agencies, and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer 

SUBJECT: **INFLUENZA PRECAUTIONARY PROTOCOL FOR CITY HALL
EMPLOYEES**

I. PURPOSE

The Chief Administrative Officer (CAO) is publishing this policy for the City of New Orleans (City) to provide guidance and a protocol of actions to be taken should an employee incur influenza-like symptoms while at the worker's designated job location.

II. INFORMATION

Influenza (flu) is a contagious respiratory illness caused by viruses. It is easily spread among close contacts, particularly if individuals have not been immunized. More severe cases of flu infection can result in hospitalization or death. Some people, such as the elderly, young children, and people with certain health conditions, are at high risk of serious flu complications.

The best way to prevent flu is by getting vaccinated each year.

Flu-like symptoms may include the following:

1. A temperature greater than 100.4 degrees Fahrenheit.
2. Chills and body aches.
3. Upper respiratory symptoms (cough, runny nose, sore throat).
4. Possible vomiting or diarrhea.

III. PROTOCOL FOR EMPLOYEES EXPERIENCING FLU-LIKE SYMPTOMS

An employee may contact their HR representative or supervisor if they experience flu-like symptoms. Any employee who is advised to leave work due to flu-like illness is recommended to stay at home and limit exposure to others.

It is recommended that any employee exhibiting symptoms visit their primary care physician. The employee may be required to provide a physician's note to his or her supervisor prior to returning to work, depending on the duration of absence and severity of illness.

As a precautionary measure, all employees are asked to thoroughly wash hands, sneeze and cough into the inner part of the arm (elbow), and sanitize commonly used office equipment.

Employees with confirmed cases of pandemic influenza, such as H1 N1 or H5 N1 (i.e., strains of flu that causes severe illness and epidemics), will be addressed with respect and leniency regarding sick leave usage, as they may need extended time to recuperate.

IV. HIPAA COMPLIANCE

The City shall not discuss or reveal any employee medical records with anyone other than the individual except in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and associated regulations.

V. INQUIRIES

Questions regarding this memorandum should be directed to the Chief Administrative Office at (504) 658-8600.