



To: Louisville Metro Employees
From: Ernestine Booth-Henry, Director of Human Resources
Date: March 4, 2022
Regarding: COVID – 19 Employee Updates

On Monday, February 28, 2022, Governor Beshear announced that face coverings would no longer be required in state buildings or vehicles. Louisville Metro Government will rescind its policy to mandate face covering in Metro buildings and vehicles. **Effective immediately**, coverings will be optional for all employees.

The decision to wear a face cover is at the discretion of the employee and citizens that may enter our buildings, and we should do our best to respect these decisions. Individuals should not be ridiculed or questioned about their decision.

COVID should still be taken very seriously, and precautions should be taken to safeguard yourself and your peers. All are still encouraged to get vaccinated and stay up to date on COVID boosters. While masks are no longer required, employees who are unvaccinated, at [high risk](#) or have a known exposure to someone who has tested positive, are encouraged to wear them for an additional layer of protection.

The health and safety of our community continues to be a significant concern. We will continue to assess COVID's impact and provide guidance as needed.

Below, please find guidance for specific topics.

1. Face Coverings:

Face covers are no longer required unless working in one of the areas listed below. Employees may still choose to wear face covering as this is a personal preference. **It should not be assumed that an individual wearing a face covering has not been vaccinated.**

- **Healthcare:** All employees working or entering health care settings, participating in home visits, or interacting with the public during an emergency medical response must wear face covering (i.e., LMPD, EMS, Fire, PHW).
- **Corrections:** All Corrections employees and anyone entering the LMDC facilities must wear face covering.
- **Homeless Services:** All employees interacting with our homeless population must wear face covering.

2. Capacity:

No limitations – 100% capacity

3. Telework:

Telework will be administered at the discretion of each department director.



4. Emergency Sick Leave (ESL):

At this time, paid leave is being offered through ESL and QUA. ESL is available to those that have been diagnosed with COVID. QUA is available for those employees experiencing COVID symptoms.

5. Hiring:

In-person interviews may resume; however, social distancing should still be encouraged where possible.

Effective immediately, during the new hire onboarding process employees will be required to provide proof of vaccination (copy of vaccination card) or declination forms.

6. Temperature Screening:

Employees should continue to self-monitor and if sick, **not** report to work.

7. Vaccination:

Employees are strongly encouraged to receive their vaccination and boosters. Information for scheduling a vaccination appointment can be obtained through <https://www.vaccines.gov/>.

Proof should be sent to mybenefits@louisvilleky.gov. For those submitting new proof, two (2) vacation days will be added to accrued vacation time upon receipt. As stated above, all employees will be required to provide either a declination form or copy of vaccination card. **No medical information or questions related to why an employee is declining to receive the vaccination will be asked.**

8. Testing:

Effective Monday, March 7, 2022, testing will be available for Metro employees and their families at Southeast Christian Church located at 920 Blankenbaker Pkwy.