



COVID-19 EMPLOYEE & SUPERVISOR GUIDE Updated November 2023

The health and safety of all employees is our number one priority. The City of Grand Junction COVID-19 Employee & Supervisor Guide is an evolving document based on the latest recommendations by the CDC and State of Colorado.

1. What if I (or my employee) test positive for COVID-19 and/or has symptoms?

Please visit the Centers for Disease Control and Prevention (CDC) and follow the steps as outlined in the [Isolation and Exposure Calculator](#) (select 'Isolation & Exposure' button as shown below). Once the "chatbot" pops up on the right of your screen, continue working through the questions.

About Being Exposed to COVID-19

A screenshot of a web-based tool interface. On the left is a calendar icon. To its right, the text reads "Isolation and Exposure Calculator" followed by "A tool to help you determine if you need to isolate or take other steps to prevent spreading COVID-19." Below this text is a dark teal button with the white text "Isolation & Exposure".

Isolation and Exposure Calculator
A tool to help you determine if you need to isolate or take other steps to prevent spreading COVID-19.

Isolation & Exposure

The CDC developed this tool to assist individuals with determining the steps they need to take should they have COVID-19 or have been directly exposed to someone with COVID-19. The tool provides individuals with COVID-19 who have mild symptoms, or no symptoms, guidance on how long they need to stay home and away from other people (isolate).

2. How are employees paid if they are sick and unable to work?

The State of Colorado's Public Health Emergency leave ended in June 2023. Any employees that are out for any COVID-related illnesses or exposure will need to utilize their accrued PTO. If employees do not have enough PTO available, they may request a PTO Donation using the form located on CityWeb.

3. Can employees telework (work from home)?

If the employee's position allows them to telework, supervisors can authorize the employee to work from home after considering the nature of the employee's duties, the availability of any necessary equipment (personal computer, etc.), and computer and communication connectivity.

Questions? Please contact Human Resources at #970-244-1551 or benefits@gjcity.org.