



DEPARTMENT OF HUMAN RESOURCES

Noel C. Taylor Municipal Building
215 Church Avenue, SW, Room 212
Roanoke, Virginia 24011-1519

Date: September 13, 2021
To: City of Roanoke Employees
From: Angelia Vernon, Director of Human Resources
SUBJECT: COVID-19 Reminders & Vaccination Survey

As we transition into the fall season we want to remind you how important it is to protect yourself to help prevent sickness for you and others. The autumn season is a peak time of year for common viral illnesses. We have learned from the pandemic that prevention is the best way to protect yourself from any transmittable illnesses or infections. All employee safety is important and we want to remind of the importance of taking the following precautions:

- Monitor your health symptoms which include a fever (over 100.4°F), cough, shortness of breath
- If symptoms develop, self- quarantine and call your healthcare provider or Employee Health Clinic
- Practice social distancing
- Wash your hands frequently and avoid touching your face
- If you are not feeling well stay home.
- Wear a mask in common areas and when you cannot maintain 6ft distance and whenever 2 or more are in vehicle.

Employees who require leave due to COVID-19 which is not work related still may use their own Extended Illness Leave, Sick Leave, or other accrued Vacation Leave or Paid Leave, or Holiday Leave. Additionally, the City continues to waive the required use of 24 hours of Paid Leave and 34 hours of Paid Leave for Fire Suppression personnel before accessing Extended Illness.

We encourage you to take all necessary precautions to care for your health and the health of your families. If you have safety concerns for your department, please reach out to your supervisor, department manager or department director for assistance. If you think you have

been exposed to COVID-19 and/or have potential COVID-19 symptoms, please notify your supervisor. Employee also need to reach out to the Employee Health Clinic at 853-2045.

We continue to work with Fire-EMS Emergency Management Office to assist with the coordination of the COVID-19 booster shots for all employees. In an effort to provide COVID-19 booster shots to our employee workforce, we need your assistance and feedback by completing an anonymous survey. Thank you to those who have completed the survey. For those who have not, please log-in to PowerDMS to complete the survey. Upon log-in, you will see the survey on your homepage. The anonymous survey takes less than one minute to complete. If you require assistance with logging-in to PowerDMS, please reach out to DoT at 540-853-2144. If you experience difficulty with completing the survey, please reach out to the Department of Human Resources, Dr. Fatimah King, at 540-853-1423.