An employee says a member of their household has been tested as COVID-19 positive which causes concern among the other employees.

**Employees** who are well but who have a sick household member with COVID-19 should:

- Remain home and quarantine for 14 days from the date of last contact with the COVID-19 positive household member.
- Notify their supervisor. (Employee may be entitled to Emergency Paid Sick Leave.)
- Monitor their health
- Follow [CDC recommended precautions](https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html) and comply with medical orders, including instructions for self-isolation or quarantine.

Should the employee begin to experience symptoms, or test positive for COVID-19, then the **Supervisor** should inform others of the possible exposure.


www.pinellascounty.org/hr/coronavirus
What happens if an employee believes they have had contact with someone who has COVID-19?

The employee should:

• Quarantine for 14 days and follow guidelines.
• Contact their healthcare provider.
• Contact the Florida Department of Health (866) 779-6121 | COVID-19@flhealth.gov to discuss their potential risk factors and obtain direction about any further steps that should be taken.
• Contact their supervisor immediately and advise them of the situation. (Employee may be entitled to Emergency Paid Sick Leave.)
• Not make an announcement of a possible infection to large groups of employees.

If an asymptomatic employee notifies their supervisor that they are required to stay home in quarantine because they were a contact of a confirmed case, the contacts they had at work are considered “contacts of a contact” who, if they have questions about testing or quarantine/self-isolation, should contact their healthcare provider.

Asymptomatic contacts testing negative should self-quarantine for 14 days from their last exposure (i.e., close encounter with confirmed or probable COVID-19 case).
An employee brings a concern to management about another employee appearing to be sick at work.

The employee should:
- Share the information *privately* with their supervisor to avoid causing anxiety among other staff.

The supervisor should:
- Take information regarding what the employee has observed, take concerns seriously and look into the matter.
- Have a conversation with the employee who is suspected of being sick to determine validity of the complaint. During this time, it is permissible to ask the employee if they are experiencing symptoms potentially associated with COVID-19.
  - If the employee is experiencing symptoms consistent with COVID-19, then the employee should be kept away from others and sent home to follow up with their health care provider. (Employee may be entitled to Emergency Paid Sick Leave.)
  - If the employee is not experiencing signs of illness, no action is needed.
- Information should be relayed to the complaining employee that the matter was looked into and has been addressed appropriately.

Source: www.pinellascounty.org/hr/coronavirus
What if an employee begins to experience COVID-19 symptoms while at work?

The **supervisor** should:
- Send them home immediately.
- Deploy disinfectant measures on high touch surfaces.
- Notify Facilities regarding the potential need for a deep cleaning of the employee’s work area.
- Inform others of the possible exposure including only necessary information and maintaining the affected employee’s privacy,

The **employee** should:
- Speak with supervisor or manager in a safe, quiet area, or on the telephone about the situation.
- Not make announcements of a possible infection to large groups of employees.
- Follow supervisor or management’s direction about leaving the worksite and staying at home.
- Call healthcare provider or the Florida Department of Health (FDOH) hotline to discuss situation and obtain medical advice. The FDOH, COVID-19 Call Center is available 24/7 at (866) 779-6121 or email COVID19@flhealth.gov.
- Follow appropriate healthcare provider directions.
- Stay away from others and practice social distancing and good personal hygiene in accordance with current recommendations ([https://floridahealthcovid19.gov](https://floridahealthcovid19.gov)) and healthcare provider’s instructions.
- **Without identifying the symptomatic employee’s name**, notify close contacts of their potential exposure and have them quarantine.
- **If an employee tests positive** for COVID-19, follow procedures for this scenario.
An employee has a suspected but unconfirmed case of COVID-19.

**Supervisors** should:

- Treat the situation as if the suspected case is a confirmed case for purposes of sending home potentially infected employees. *Do not identify* by name the infected employee or you could risk a violation of confidentiality laws.
- Let your affected workers know that an employee has **not** tested positive for the virus but has been exhibiting symptoms.
- Contact building maintenance and request a deep cleaning of your affected workspace(s).

[www.pinellascounty.org/hr/coronavirus](http://www.pinellascounty.org/hr/coronavirus)
What supervisors should do if an employee tests positive.

The **supervisor** should:

- Inform coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality of the employee, including their identity.
- Notify “close contacts” of the employee to quarantine for 14 days from their last day of exposure.
- Close the office (or spaces the infected employee occupied) and have areas cleaned where the employee may have had contact. Notify facilities regarding the potential need for a deep cleaning of the employee’s work area.
- Instruct the employee who tested positive to stay home and consult with their health care provider. The employee should meet criteria to [discontinue home isolation](https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html) before returning to work.

**ADDITIONALLY:**

- Other employees should self-monitor for symptoms (such as fever, cough, or shortness of breath) and contact their healthcare provider with any concerns.
- Employees should speak with management about concerns.
- Employees may seek further guidance by calling the Department of Health.

What employees should do if they test positive for COVID-19:

- Inform their supervisor and not go to work
- Self-isolate at home
- Contact their health care provider
- Contact the Department of Health for guidance
- Apply for Short Term Disability in case they are unable to return to work for a longer period
- Apply for regular FMLA

Can employees use EPSL to care for aging parents until an onsite caregiver can be trained?

If the employee is needed to care for their aging parents due to COVID related concerns, they may use the EPSL.

www.pinellascounty.org/hr/coronavirus
What are the options regarding paid leave?

- **Emergency Paid Sick Leave (EPSL)** – all permanent employees have 80 hours of EPSL to use if unable to work due to COVID-19 illness or childcare issues due to school closures. See the [Families First Coronavirus Response Act FAQs](https://www.pinellascounty.org/hr/coronavirus).

- **Emergency Family & Medical Leave (EFMLA)** – This is an extension of FMLA. See the [Families First Coronavirus Response Act FAQs](https://www.pinellascounty.org/hr/coronavirus).

- **A Friend in Need (AFIN)** - A voluntary program through which an eligible employee may choose to assist eligible fellow employees in times of need by permitting person-to-person leave donation.

- **Administrative leave with pay** – see [Personnel Rule 4](https://www.pinellascounty.org/hr/coronavirus).

- **Leave without pay** – see [Personnel Rule 4](https://www.pinellascounty.org/hr/coronavirus).
What does an employee do if they are out with COVID-19 for more than the 80 hours EPSL?

- Employees should apply for Short Term Disability (STD) with The Standard as soon as they become ill with COVID.
- If they are classified and have a one week waiting period, they can use some of the 80 hours to fund that waiting period, and then use the remaining time or any of their accrued time to supplement the partial pay they will receive on STD.
What documentation is needed from employees regarding a COVID-19-related absence and returning to work?

**Absence**

*Doctor’s notes shall not be required* from employees for absences for flu and flu-like illnesses (including COVID-19). The same applies if an employee stays at home to take care of a household family member who is experiencing COVID-19 or flu-like symptoms or illness.

**Return to Work**


*Before allowing employees to return to the office, check with your Appointing Authority’s requirements for doctor’s notes as they may vary.*

Supervisors must be consistent in how requirements are applied across the board.

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[www.pinellascounty.org/hr/coronavirus](http://www.pinellascounty.org/hr/coronavirus)