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

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

- Remain home
- 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 and the **employees** should self-monitor their health. The supervisor’s disclosure should **only** include necessary information and should maintain the employee’s confidentiality, including identity.


[www.pinellascounty.org/hr/coronavirus](https://www.pinellascounty.org/hr/coronavirus)
What happens if an employee believes they have made contact with someone who has COVID-19?

The **employee** should:

- 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.
An employee brings a concern to management about another employee appearing to be sick at work.

Management should:
• Take information regarding what the employee has observed, take concerns seriously and look into the matter.
• Observe the employee who is suspected of being sick to determine validity of the complaint.
• If the suspected employee is showing symptoms of COVID-19, management should speak to the employee to determine if they are feeling well.
  • If it is determined the employee is not well, they should be sent home by management. (Employee may be entitled to Emergency Paid Sick Leave.)
  • If the employee is not exhibiting signs of illness, no action should be taken.
• Information should be relayed to the complaining employee that the matter was looked into and has been addressed appropriately.

www.pinellascounty.org/hr/coronavirus
What if an employee begins to experience COVID-19 symptoms, i.e. fever, cough, or shortness of breath, while at work?

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.
- 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) and healthcare provider's instructions.
- If employee tests positive for COVID-19, follow procedures for this scenario.

www.pinellascounty.org/hr/coronavirus
An employee has a suspected but unconfirmed case of COVID-19.

**Supervisors** or designee 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).

[Link to Human Resources Flow Charts](www.pinellascounty.org/hr/coronavirus)
What to do if an employee tests positive?

Management should:

• Inform coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality of the employee, including their identity.
• Close the office (or spaces the infected employee occupied) and have areas cleaned where the employee may have had contact.
• The fellow employees should self-monitor for symptoms (i.e., fever, cough, or shortness of breath) and contact their healthcare provider with any concerns.

ADDITIONALLY:

• Employees should speak with management about concerns.
• Employees may seek further guidance by calling the Department of Health.


[www.pinellascounty.org/hr/coronavirus](http://www.pinellascounty.org/hr/coronavirus)
A citizen comes in and mentions that they just returned from an area known to have widespread COVID-19 outbreak.

Supervisors or designee should:
• Politely deal with the customer by saying “We are concerned, given what is going on with the coronavirus. Please take my business card with you outside and call the number indicated for assistance with your service needs.”
• Clean any surface touched by the customer.

ADDITIONALLY:
• Posters should already be placed outside entrance.
• Cleaning should be occurring frequently throughout the day.
• Provide tissues and no-touch disposal receptacles and hand sanitizers for all. Ensure that adequate supplies are maintained.

www.pinellascounty.org/hr/coronavirus