



## Supervisor COVID-19 Toolkit

For general COVID-19 information, please refer to the [Employee FAQs](#).

This toolkit has been recently updated to reflect [CDC recommendations](#) issued on Dec. 27, 2021.

### Vaccination

#### Do we require vaccination?

Pinellas County does not require vaccination; however, we strongly encourage vaccination.

#### Can a supervisor ask an employee if they've been vaccinated for COVID-19?

No. In circumstances that involve an employee disclosing exposure to COVID-19, a supervisor can provide options for the employee by stating both scenarios – if vaccinated or not vaccinated – and an employee should act according to their vaccination status. We will use the honor system and do not require proof of vaccination.

### Face Covering

#### Are employees required to wear masks?

Employees are expected to continue following the CDC guidelines for pandemic safety. The CDC recommends (not requires) that all individuals — including those who are fully vaccinated — wear a face covering in public indoor settings in areas of [high transmission](#). The County is electing to provide interested staff with N95 masks, based on availability, to ensure the highest level of protection. **Supervisors can request PPE (masks, gloves, wipes, and hand sanitizer) using the [Facilities PPE SharePoint site](#).**

### Exposure/Illness

#### What if an employee tests positive for COVID-19?

Everyone, regardless of vaccination status, should:

- Isolate (stay home) for 5 days.
- If they have no symptoms or their symptoms are resolving after 5 days, they can leave their house and continue to wear a mask around others for 5 additional days.
- If they have a fever, continue to stay home until their fever resolves.

*EXAMPLE: If Sue begins experiencing symptoms during work hours, she will be sent home and asked to remain home for 5 days. After her symptoms have resolved on day 6, she can return to work and will have to continue to wear a mask around others for additional 5 days.*

#### What if an employee experiences symptom of COVID-19?

Everyone, regardless of vaccination status, should:

- Immediately quarantine at home until a negative test confirms symptoms are not attributable to COVID-19.
- [Testing](#) is encouraged. If testing does not occur, they can be around others after the following conditions have been met:

- 5 days since symptoms first appeared, or since testing positive if asymptomatic, **and**
- Other symptoms of COVID-19 are improving, **and**
- Wear a [well-fitting mask](#) around others for 5 additional days.

## What if an employee was exposed to someone with COVID-19?

### SCENARIO 1: No Quarantine

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If any employee has been boosted **OR** completed the primary series of Pfizer or Moderna vaccine within the last 6 months, **OR** completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days.
- Test on day 5, if possible.

If they develop symptoms, they need to get a test and stay home.

*EXAMPLE: If John shares that he has been exposed to someone with COVID-19 and was recently vaccinated with a booster shot AND experiences no symptoms, he would have to wear a mask around others for 10 days and test on day 5 of exposure if possible. If John develops symptoms on day 3, he will be sent home and asked to test.*

### SCENARIO 2: Quarantine if Possible

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If an employee completed the primary series of Pfizer or Moderna vaccine over 6 months ago and is not boosted **OR** completed the primary series of J&J over 2 months ago and is not boosted **OR** is unvaccinated

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- If they can't quarantine, they must wear a mask for 10 days.
- Test on day 5 if possible.

If they develop symptoms, they need to get a test and stay home.

*EXAMPLE 1: If Annie shares she has been exposed to someone with COVID-19 and that she got her vaccine in April but hasn't received her booster shot, she would ask to stay home for 5 days and wear a mask for additional 5 days OR she can return to work immediately but would have to wear a mask for 10 days around others and test on day 5. If she develops symptoms, she would stay home.*

## What if an employee has a household member with COVID-19?

If an employee has a household member with COVID-19, whether symptomatic or not, the employee should separate themselves in the home, if possible. The person who is sick should use a separate bedroom and bathroom and stay in their own area, away from others, if possible. The employee should not share personal household items, like cups, towels, and utensils, and try to stay at least 6 feet away from the sick person. They should put on a mask and ask the sick person, if able, to put on a mask before entering the room. They should wear gloves when cleaning up after the sick person and practice good hygiene, including frequent hand washing and disinfecting surfaces and avoid touching your eyes, nose, and mouth.

The contacts of the employee don't need to be notified unless the employee tests positive or develops symptoms.

If the employee has been in close contact with the household member who has COVID-19, please see ***What if an employee was exposed to someone with COVID-19?*** above for further guidance.

## Leave Time

**What leave options are available if an employee asks for time off (for themselves or to care for others) related to COVID-19?**

- *Accrued Annual Leave* – Continue (not required) to use the following to mark COVID-related absences:
  - AL Covid19 (when using Annual Leave for COVID-related absence or due to childcare providers being closed due to Covid-19.
  - LWOP Covid19 (when using Leave Without Pay for COVID-related absence),
- *A Friend in Need (AFIN)* – See [Policy #12](#). This is 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 as defined within the policy. NOTE: A Friend in Need Program is available for an employee who is sick or needs to care for a sick family member but NOT to an employee who needs to take care of well children due to school being closed.
- *Administrative leave with pay* – See [Personnel Rule 4](#) which provides Appointing Authorities the ability to grant administrative leave with pay if such leave is in the best interests of the organization.
- *Leave Without Pay (LWOP)*- See [Personnel Rule 4](#) which provides Appointing Authorities the ability to grant leave without pay after all forms of accumulated or gained leave have been exhausted (with noted exceptions).

**Doctor’s Notes/Documentation**

**Are doctor’s notes required for absences related to COVID-19?**

No. Doctor’s notes *shall not* be required from employees to take leave 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.

**What documentation is needed for return to work?**

Proof of a negative test or a doctor’s note to return to work may be required. Before allowing employees to return to the office, check with your Appointing Authority’s requirements as they may vary. Supervisors must be consistent in how requirements are applied across the board.