

Published by Pinellas County Human Resources. Issues for previous months are found at www.pinellascounty.org/hr/leadership. Any employee may request a new issue be emailed each month by [subscribing to Leadership Notes newsletter](#).

JUNE 2020

Resuming Office Operations

Safety and well-being of employees, their families and customers is always a top priority.

Upon returning to the workplace – changed as it will be – it is important that supervisors let their employees know that you are doing all that you can to make their work environment safe. Informed workers who feel safe at work are less likely to be unnecessarily absent. Here are some tips for managers and supervisors.

1. **Be aware of worker's concerns** about safety, health, pay, leave, and other issues that may arise.
2. **Communicate all the actions being taken.** Employees are going to be fearful. Make sure employees know about the enhanced cleaning protocols (i.e. all buildings deep cleaned prior to June 1, increased daily cleaning). Let them know that Facilities Management is employing tactics to provide optimal indoor air quality. Facilities Management will provide hand sanitation stations in common areas to be used by employees and customers which will be continually replenished.
3. **Encourage safe hygiene and social distancing.** Make sure signs about proper hygiene practices and social distancing expectations are posted. Place limits on the number of people in meetings and in common areas.
4. Make sure your employees are aware of [policies and resources](#).

5. Emphasize to employees that **if they don't feel well, don't come to work.** If employees come to work sick, send them home. Remind them of scheduled leave policy for flu-like symptoms.
6. If your team needs **assistance coping** with COVID-19 and its attendant stresses, consider using the [Critical Incident Services](#) available from Optum. Employees can (individually or in a group) talk with a professional clinician about their reactions (emotional and physical responses) and discuss coping strategies. The clinician will also inform employees of ongoing EAP services including individual counseling sessions.

As always, if you need clarification or assistance, contact Employee Relations at 464-3506 or employee.relations@pinellascounty.org

LINKS

[COVID-19 Resume Office Operations FAQs](#)

[Families First Coronavirus Response Act FAQs](#)

[Coronavirus \(COVID-19\) Resource Guide for Supervisors](#)

[Coronavirus \(COVID-19\) Web Page for County Employees](#)