1. An employee says a member of their household has 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.
- Quarantine guidelines provide options to decrease the quarantine time period in some situations. See guidelines from the CDC.
- Notify their supervisor.
- Monitor their health.
- Follow CDC recommended precautions 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 close contacts of their need to quarantine.
2. An employee believes they have had contact with someone who has COVID-19.

The employee should:

- Consult with 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.
- Not make an announcement of a possible infection to other employees.
- Quarantine guidelines provide options to decrease the quarantine time period in some situations. See guidelines from the CDC. Speak with your director to assess the best guideline for your department.

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.

It is recommended 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). Supervisors should follow guidelines from your Appointing Authority.
3. 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:

- Gather 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 the 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 healthcare provider.
  - If the employee is not experiencing *symptoms* consistent with COVID-19, no action is needed.
- Information should be relayed to the complaining employee that the matter was looked into and has been addressed appropriately.
4. An employee begins to experience COVID-19 symptoms while at work.

The supervisor should:
• Send them home immediately.
• Contact Facilities to request 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. Those with close contact in the 48 hours before the employee began experiencing symptoms until employee leaves should be sent home to quarantine for 2 weeks and monitor their health. Quarantine guidelines provide options to decrease the quarantine time period in some situations. See guidelines from the CDC.
• If the employee has or is suspected to have COVID-19, follow procedures for this scenario.

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 other 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 per current recommendations and healthcare provider’s instructions.
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 coworkers with **close contacts** of the employee from 2 days prior to test date to quarantine for 14 days from their last day of exposure. Quarantine guidelines provide options to decrease the quarantine time period in some situations. See guidelines from the CDC.
- Close the office (or spaces the infected employee occupied).
- Contact Facilities to request a deep cleaning of the employee’s work area.
- Instruct the employee who tested positive to stay home and consult with their healthcare provider. The employee should meet criteria to **discontinue home isolation** 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 at (866) 779-6121.
6. An employee has a suspected but unconfirmed case of COVID-19.

Follow #5 above.
Supervisors should treat suspected cases in the same way as confirmed cases as outlined in #5 above.

7. What an employee should do if they test positive for COVID-19.

- Inform their supervisor and not go to work.
- Self-isolate at home until criteria to discontinue isolation is met.
- Contact their healthcare provider.
- Contact the Department of Health for guidance.
- Apply for both FMLA and Short Term Disability with UnitedHealthcare.
- Classified employees have a one week waiting period for Short Term Disability. They can use any available accrued hours including Annual Leave, Floating Holidays and Personal Days. They can continue to use remaining accrued time to supplement the partial pay they will receive on approved Short Term Disability.

Updated 1/29/21
8. What are the options regarding paid leave?

- **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. Restrictions apply. See [UPB Policy #12](#).
- **Administrative Leave With Pay** – See [Personnel Rule 4](#).
- **Leave Without Pay** – See [Personnel Rule 4](#).
- **Short Term Disability (STD)** – Employees with a diagnosis of COVID-19 may be eligible. Those whose claim is solely due to quarantine or isolation are likely not eligible for benefits.
9. What documentation is needed from employees for return to work from a COVID-19-related absence?

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

Human Resources recommends going by the CDC guidance on [Discontinuation of Isolation for Persons with COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/return-to-work.html) which is updated frequently.

*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.