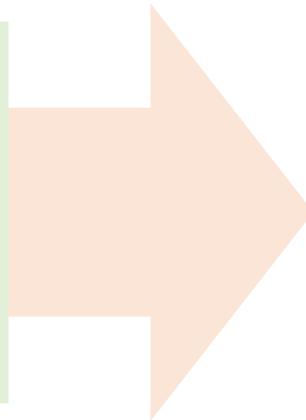


# Supervisor Resources Flow Charts

1.

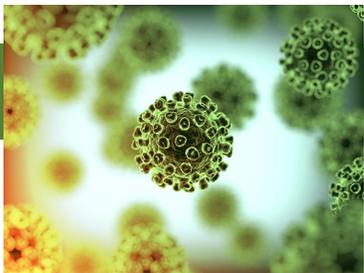
An employee says a member of their household has tested as COVID-19 positive which causes concern among the other employees.



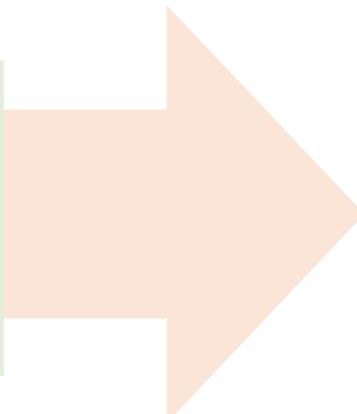
**Employees** who are well but who have a sick household member with COVID-19 should:

- Remain home and quarantine for 14 days from the date of last contact with the COVID-19 positive household member.
- Notify their supervisor. (Employee may be entitled to [Emergency Paid Sick Leave](#).)
- 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 others of the possible exposure.



**2.**  
**An employee believes they have had contact with someone who has COVID-19.**

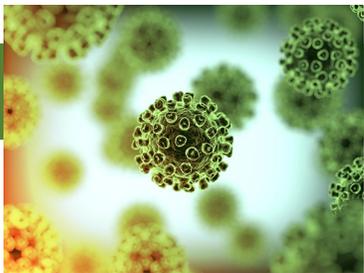


The **employee** should:

- Quarantine for 14 days from last day of [close contact](#) and follow guidelines.
- Contact their healthcare provider.
- Contact the Florida Department of Health (866) 779-6121 | [COVID-19@flhealth.gov](mailto: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 other 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).



**3.**  
**An employee brings a concern to management about another employee appearing to be sick at work.**

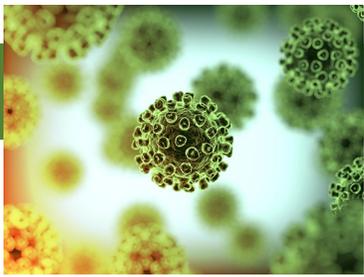


The **employee** should:

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

The **supervisor** should:

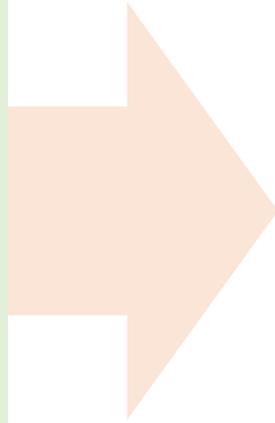
- Gather information regarding what the employee has observed, take concerns seriously, and look into the matter.
- Have a conversation with the employee who is suspected of being sick to determine the validity of the complaint. During this time, it is permissible to ask the employee if they are experiencing 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. (Employee may be entitled to Emergency Paid Sick Leave.) Follow the steps listed in the next scenario.
  - 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.



## Supervisor Resources Flow Charts

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4.  
An employee  
begins to  
experience  
COVID-19  
[symptoms](#)  
while at work.

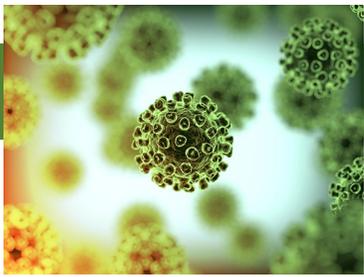


The **supervisor** should:

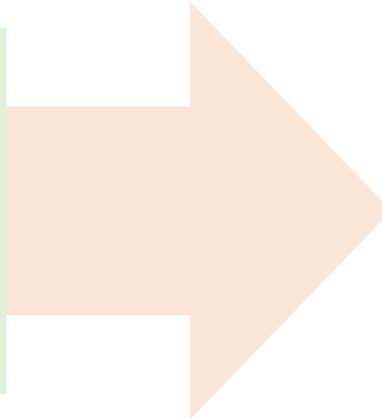
- Send them home immediately.
- Contact Facilities to request a deep cleaning of the employee's work area.
- Inform others of the possible exposure including only necessary information and maintaining the affected employee's privacy. Those with [close contact](#) in the 48 hours before the employee began experiencing symptoms until employee leaves should be sent home to quarantine for 2 weeks and monitor their health.
- If an employee tests positive for 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](mailto: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.



**5.  
What a supervisor  
should do if an  
employee tests  
positive for  
COVID-19.**

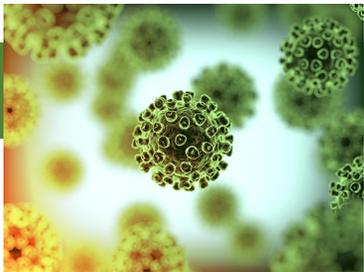


The **supervisor** should:

- 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).
- 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:**

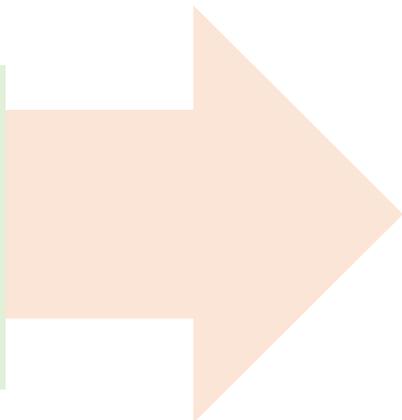
- Other employees should self-monitor for [symptoms](#) (such as fever, cough, or shortness of breath) and contact their healthcare provider with any concerns.
- Employees should speak with management about concerns.
- Employees may seek further guidance by calling the Department of Health at (866) 779-6121.



## Supervisor Resources Flow Charts

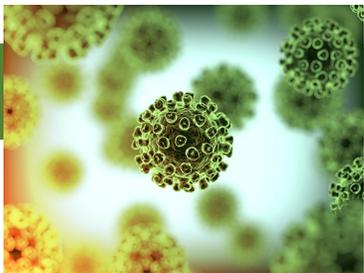
6.

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.



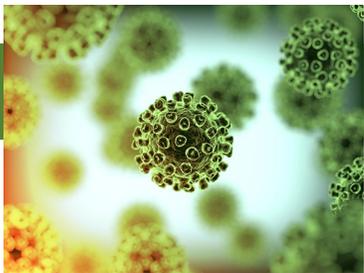
## Supervisor Resources Flow Charts

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

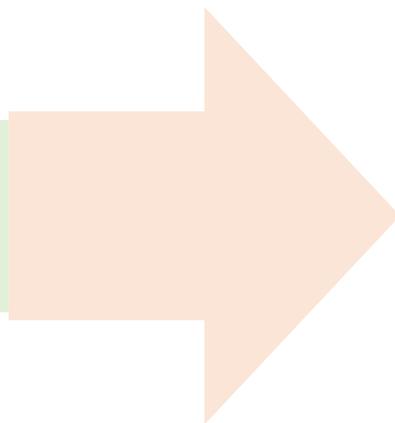
- Inform their supervisor and not go to work.
- Self-isolate at home until criteria to discontinue isolation is met.
- Contact their healthcare provider.
- Contact the Department of Health for guidance.
- Use paid leave time options as needed which may include Emergency Paid Sick Leave, FMLA, and Short Term Disability (see #9 below).

**8.**  
**Can employees use EPSL to care for aging parents until an onsite caregiver can be trained?**

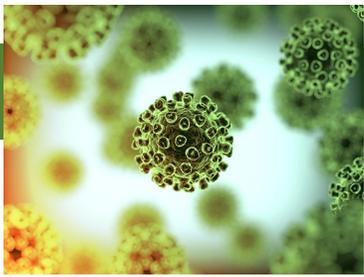
If an employee needs to care for their aging parents due to COVID-related concerns, they may be eligible to use their [Emergency Paid Sick Leave](#).



9.  
What are the options  
regarding paid leave?



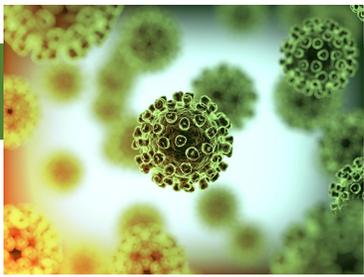
- **Emergency Paid Sick Leave (EPSL)** – all permanent employees have 2 weeks (80 hours prorated for part-time) of EPSL to use if unable to work due to COVID-19 illness or childcare issues due to school closures. See the [Families First Coronavirus Response Act FAQs](#).
- **Emergency Family & Medical Leave (EFMLA)** – This is an extension of FMLA. See the [Families First Coronavirus Response Act FAQs](#).
- **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. See #10 below.



## Supervisor Resources Flow Charts

**10.**  
**What if an employee is out with COVID-19 for more than the 80 hours Emergency Paid Sick Leave (EPSL)?**

- Employees should apply for [Short Term Disability](#) 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 available EPSL hours to fund that waiting period, and then use remaining EPSL hours or any of their accrued time to supplement the partial pay they will receive on approved Short Term Disability.



# Supervisor Resources Flow Charts

11.

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](#) 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.