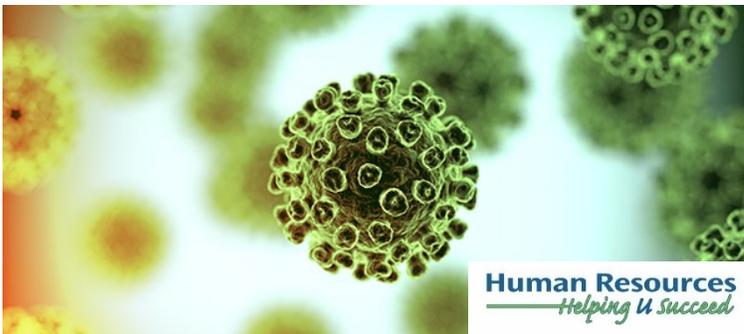


Coronavirus (COVID-19) Supervisor Resource Guide



www.pinellascounty.org/hr/coronavirus

Our priority is the safety and well-being of our employees, their families and customers. If a situation arises, all proper notifications will be given to employees who may have been exposed to someone with COVID-19 consistent with directions and recommendations from the Florida Department of Health.

We are here to help you navigate COVID-19 in the workplace.

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Supervisors

- **Direct employees to resources at www.pinellascounty.org/hr/coronavirus.**
This is a fluid situation, and we recommend frequent references to this site for updated information.
- **[Communicate regularly](#)** with your employees. Be flexible, but consistent. Remain calm and measured.
- Discuss individual issues with your department leadership, Human Resources or the County Attorney's Office, as appropriate.

What can I do as a supervisor for my employees during this time?

You are integral to enforcing proper preventative measures (see CDC recommendations for [handwashing](#) and [employer guidance](#)). Also:

- *It's vital that you provide necessary information, resources, and support to employees who are at work, at home working or sick, or away on leave.*
- Model and enforce appropriate social distancing behaviors and face coverings.
 - The Appointing Authorities determined that face coverings were mandatory for employees and citizens in indoor public and common places inside County government buildings.
 - It's important for you to follow social distancing requirements, wear a face covering, and to have ongoing conversations with your employees.
- To help reduce stress and stay connected, consider allowing employees time to get together briefly (10 or 15 minutes, virtually or with social distancing) to relax, connect, not talk about work, etc.

What if I have additional questions?

Contact Human Resources Employee Relations at employee.relations@pinellascounty.org or (727) 464-3506. All phone lines and emails are continually monitored and responded to as quickly as possible.

Scenarios/Exposure

What protective strategies can employees use now?

Preventative measures, such as:

- Staying home when sick
- Washing hands frequently
- Practicing social distancing
- Wearing a face covering
- Cleaning commonly touched surfaces with disinfectant
- Staying updated on the latest accurate information and recommendations
- Remaining calm

These are the best ways to protect yourself and others.

What happens if an employee is sick at work?

- Send the employee home immediately. The employee should consult with their healthcare provider.
- 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 confidentiality, including identify.
- Those employees with [close contact](#) in the 48 hours before the employee began experiencing symptoms until the employee left the workplace should be sent home to quarantine for 2 weeks and monitor their health.

What if an employee hears about a coworker that may be sick with COVID-19?

If an employee has information about a possible infection, the employee should share the information *privately* with management only so that proper steps can be taken and to avoid causing anxiety among other staff.

What if an employee believes they have been exposed to someone with COVID-19, but the employee is not experiencing related symptoms?

For COVID-19, a close contact is defined as anyone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 48 hours before the person began feeling sick until the time the patient was isolated.

If an employee has had a close contact with someone who has tested positive for COVID-19, they must [quarantine](#) for 14 days and follow guidelines.

- If an asymptomatic employee believes they may have come in contact with an infected person, they should contact their supervisor immediately and advise them of the situation. That employee should also contact the [Florida Department of Health](#) to discuss their potential risk factors and obtain direction about any further steps that should be taken. Employees are discouraged from making announcement of a possible infection to other employees.
- If an asymptomatic employee calls their supervisor and notifies them 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", are not required to be in quarantine and should be permitted to continue to work, following recommendations for social distancing as appropriate.
- If an asymptomatic employee is notified by a local health department that they are a contact of a confirmed case, they will be required to be under mandatory quarantine or precautionary quarantine in their home, depending on if contact was close or proximate respectively, following the guidelines provided by the CDC.

What if an employee has been exposed to a member of their household who may be infected but hasn't been confirmed?

Any household members, assuming both they and the individual under quarantine are asymptomatic, are considered a “contact of a contact” and therefore are not required to be in quarantine. They can go to work or engage in other activities following for social distancing protocols as appropriate. As always, check CDC guidelines.

Telework

Is telecommuting an option?

Telecommuting, video chat meetings, conference calling and the use of technological tools that enable remote work can be great ways to maintain operations while limiting exposure between employees.

Such options may not be feasible for many positions within the County due to the nature of the job or type of work performed.

Whether to allow telecommuting is the decision of each Appointing Authority. As such, Appointing Authorities that want to allow, or require, telecommuting should be clear about expectations for those arrangements and consistently apply appropriate policies in effect. View the [BTS Remote Work Guidance](#) (login to SharePoint required). More resources are available on our [website](#) such as [10 Tips for Working Effectively at Home](#) and [Well-being Ideas for Remote Employees](#).

Absence, Leave and the Families First Coronavirus Act

How should supervisors respond to an employee's request for time off due to COVID-19 or flu-like symptoms or illness?

Employee requests for time off due to COVID-19 or flu-like symptoms or illness should be granted and tracked along with other requests and absences. Any employee displaying flu and flu-like symptoms should not come to work. Per our [current policy](#), this is considered scheduled leave since flu-related absences are currently treated as scheduled leave. With the Families First Act, employees are able to take advantage of the [emergency paid sick leave](#).

Should supervisors require doctor's notes for absences related to COVID-19?

No. In accordance with guidance from the Centers for Disease Control and Prevention (CDC), doctor's notes *shall not* be required from employees 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. Employees may be required to provide a medical note to return to work after taking Emergency Paid Sick Leave or staying home due to COVID-19 symptoms and exposure. *Check with your Appointing Authority about these requirements before allowing employees to return to the office.*

What is the federal Families First Coronavirus Response Act?

This Act is a federal law that, among other things, provides for free COVID-19 testing,

emergency paid sick leave relating to COVID-19, and an expansion of the current Family & Medical Leave Act (FMLA). View the [Families First Coronavirus Response Act FAQs](#).

What are the options regarding paid leave?

Beginning April 1, 2020 through December 31, 2020, for eligible employees:

- *Emergency Paid Sick Leave* – Effective April 1, 2020, this is a new type of leave provided in accordance with federal law. Review the [Families First Coronavirus Response Act FAQs](#) for specific info, but basically this provides all permanent employees with 2 weeks (80 hours prorated for part-time) of Emergency Paid Sick Leave if unable to work due to COVID-19 illness or childcare issues due to school closures.
- *Emergency Family & Medical Leave* – Review the [Families First Coronavirus Response Act FAQs](#) for specific information.
- *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* - See [Personnel Rule 4](#) which provides the option of leave without pay after all forms of accumulated or gained leave have been exhausted (with noted exceptions).

Emergency Paid Sick Leave (EPSL)

What documentation is required when an employee is requesting EPSL?

A doctor's note will not be required for granting requested absences when an employee is using EPSL. An Appointing Authority may require a return to work note from a medical professional before allowing an employee to return to work for COVID-19 related absences such as symptoms and exposure.

If an employee has used their 80 hours of EPSL to care for a family member, and then they test positive for COVID-19, do they get additional leave? What leave should they use?

If employees are sick, they should apply for Short Term Disability and regular FMLA. If approved for STD, they would receive partial pay for STD, and can utilize any other accrued leave to supplement their partial pay to bring them to 100%. If they are not approved for STD, they would be able to utilize any other accrued leave, or if no leave left, they may be eligible for the [A Friend in Need \(AFIN\)](#) program. They can also request unpaid leave through their Appointing Authority.

If an employee has COVID-19 symptoms but tests negative, can they use EPSL?

The [Families First Coronavirus Response Act](#) outlines the six situations where a person may use EPSL.

Would an employee be able to use the EPSL to care for aging parents until the in-home caregiver can be onsite and trained?

If the employee is needed to care for their aging parents due to COVID related concerns, they may use the EPSL.

I have a new employee who has no other leave and has tested positive for COVID-19. Is the 80 hours available?

Yes. All permanent employees received 2 weeks (80 hours prorated for part-time) of Emergency Paid Sick Leave under the Emergency Family & Medical Leave Act Expansion pay which began on April 1, 2020 and expires on December 31, 2020. The time may be used if unable to work due to COVID-19 illness or childcare issues due to school closures. The Appointing Authorities are providing these benefits to employees as outlined in the [Families First FAQs](#).

What if an employee is out with COVID-19 for more than the 80 hours EPSL? When should they notify The Standard for short-term disability benefits?

Employees should apply for [STD](#) 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 some of the 80 hours to fund that waiting period, and then use the remaining time or any of their accrued time to supplement the partial pay they will receive on STD.

Return to Work Documentation

What documentation does Pinellas County require for an employee to return to work after a positive test result?

A proof of negative test or doctor's note to return to work is 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.

An employee got a negative test result and was required to quarantine for 2 more days. Is this an acceptable return to work documentation?

If a doctor has indicated on the note that the employee has tested negative and has two remaining days left to quarantine, then the employee can return on the third day with that note indicating the timeframe.

Traveling

What if my employee travels? Should they self-quarantine?

Employees should speak with their supervisors about accommodations prior to and after their travel plans. It is important to check the Centers for Disease Control and Prevention (CDC) and Florida Department of Health's travel guidance.

Follow the [CDC travel recommendations](#) and [directions from the Florida Department of Health](#) on what to do if an employee has recently traveled and wants to return to work. Please check this information before making a decision as recommendations may change quickly. Consult with Employee Relations at employee.relations@pinellascounty.org or (727) 464-3506 with any questions or concerns.

Temporary Employees

What about temporary employees from Personnel Solutions Plus (PSP)?

Temporary contract workers were notified via PSP about our practices of staying home if sick, using good hygiene and that they will be sent home if sick. You, as a supervisor, should also emphasize these practices to all employees including temporary contract workers. Some PSP employees continue to work – either remotely or in the office. Please contact jobs@pinellascounty.org if you have questions.

Scenario Flowcharts

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 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.

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.
- 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.

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.
- 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.

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.

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.