



## Supervisor COVID-19 Toolkit

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

### 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 now 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, which includes Tampa Bay and all of Florida.

### Exposure/Illness

#### What if an employee thinks or knows they have COVID-19 or begins to experience COVID-19 symptoms while at work?

Regardless of vaccination status, employees who are sick with COVID-19 or flu-like symptoms or illness should be sent home immediately. The employee should consult with their healthcare provider.

When an employee thinks or knows they have COVID-19, they can be around others after the following conditions have been met:

- 10 days since symptoms first appeared, or since testing positive if asymptomatic, **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving

Supervisors should immediately contact Facilities to request a deep cleaning of the employee's work area. Supervisors should also inform coworkers of potential exposure if they had [close contact](#) with the infected employee in the 48 hours before symptoms began (or 48 hours before a positive test result if the infected person had no symptoms). Only necessary information should be shared, being careful to maintain the symptomatic employee's confidentiality, including identity. See [What if an employee thinks they've been exposed to COVID-19?](#) for further guidance.

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

Follow the guidelines provided in: [What if an employee thinks or knows they have COVID-19 or begins to experience COVID-19 symptoms while at work?](#)

If an asymptomatic employee tests positive, they may return to work 10 days after the positive test if they remain asymptomatic, unless otherwise advised by their health care provider.

### **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. Have the person who is sick use a separate bedroom and bathroom and stay in their own area, away from others, if possible. Don't share personal household items, like cups, towels, and utensils, and try to stay at least 6 feet away from the sick person. Put on a mask and ask the sick person, if able, to put on a mask before entering the room. 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 themselves tests positive or develops symptoms. However, the updated guidelines regarding exposure should be followed for the employee, including getting a PCR test 3-5 days from their last exposure if they've been in close contact to the person.

If the employee has been in close contact with the household member who has COVID-19, please see [What if an employee thinks they've been exposed to COVID-19?](#) below for further guidance.

### **What if an employee thinks they've been exposed to COVID-19?**

If an employee thinks they've been exposed to COVID-19, meaning in [close contact](#) (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, the employee should quarantine, unless [fully vaccinated](#). People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have [symptoms](#). However, fully vaccinated people should get tested 3-5 days after their exposure, with a PCR test, even though they don't have symptoms, and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

Supervisors may ask to see the negative test result prior to allowing the person to be unmasked in the workplace before the end of 14 days.

CDC does offer options to shorten quarantine, including stopping quarantine after day 10 without testing, if this is something that your department would like to allow. Opportunities to work from home for business continuity should be considered in these instances for positions that have this option.

If the person tests positive or develops symptoms, they should isolate for 10 days. Please see the next FAQ 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. In accordance with guidance from the Centers for Disease Control and Prevention (CDC), 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.