



COVID-19: EMPLOYEE GUIDANCE

Please Note ANY EMPLOYEE who seeks COVID-19 testing on their own volition regardless of their potential scenerio outlined below, shall remain away from the workplace pending the test results, utilize sick leave or vacation time pending their results (Department Head can approve Remote Work if appropriate) and will follow the test result outcomes below:

COVID-19 Postive Test Results: Scenario #1 applies and employee is to follow the guidelines outlined below.

COVID-19 Negative Test Results: Employee is to contact Marathon Health or their primary health care provider and secure a medical clearance to return to the workplace.

SCENARIO	PUBLIC HEALTH MEASURE	HR MEASURES	WHO IS NOTIFIED?
1: City Employee diagnosed or tests positive with COVID-19.	Employee is to remain away from the workplace until a negative test result is confirmed. Medical care and direction is provided by the employee's primary health care provider, Marathon Health, hospital care or in home self-isolation.	Employees are to use provided sick time (including the additional sick days for COVID related illness provided by the City Manager) or, if available, Emergency Paid Sick Leave during this time. To return to the workplace, the employee shall secure a negative test result, review those results with Marathon Health or the employee's primary health care provider AND secure a Medical Clearance note to be provided to Risk Management in	Employee notifies immediate supervisor, Supervisor notifies Department Head, Department Head notifies Human Resources, Human Resources notifies City Manager's Office and Emergency Operations Manager. Emergency Operations Manager to notify Department of Health. Department Head notifies Facilities Manager in order to request sanitation of work space and/or building(s).

SCENARIO	PUBLIC HEALTH MEASURE	HR MEASURES	WHO IS NOTIFIED?
<p>2: City Employee has exposure to person who has a confirmed case of COVID-19 that meets definition of Close Contact—being within 6 feet for a prolonged period of time (more than a few minutes) or contact with infectious secretions (i.e. from coughing).</p>	<p>Employee contacts Marathon Health or their primary health care provider for medical evaluation and care. This step also includes a 10 day self-quarantine per updated CDC and Florida Dept of Health guidelines.</p>	<p>Employee required to remain away from City facilities for 10 day period, may use sick or vacation leave. A Medical Clearance from Marathon Health or the employee’s primary health care provider must be received before returning to the workplace. The Department may allow Remote Work if appropriate.</p>	<p>Employee notifies immediate supervisor, Supervisor notifies Department Head, Department Head notifies Human Resources, Human Resources notifies City Manager's Office and Emergency Operations Manager. Emergency Operations Manager to notify Department of Health. Department Head notifies Facilities Manager in order to request sanitation of work space and/or building(s).</p>
<p>3: City Employee has exposure to person who has a confirmed case of COVID-19 <u>that does not meet</u> definition of Close Contact—being more than 6 feet away from person or being within 6 feet for a brief period of time i.e. walking by the person or being briefly in the same room AND no exposure to infectious secretions.</p>	<p>Employee contacts Marathon Health or their primary health care provider to verify the exposure is not a close contact. If medical provider verifies exposure was not a close contact, self-quarantine is not required based upon medical determination.</p>	<p>Employee may use sick or vacation leave. A Medical Clearance from Marathon Health or the employee's primary health care provider is required to return to the workplace. The Department may allow Remote Work if appropriate.</p>	<p>Employee notifies immediate supervisor, Supervisor notifies Department Head, Department Head notifies Human Resources, Human Resources notifies City Manager's Office and Emergency Operations Manager. Department Head notifies Facilities Manager in order to request sanitation of work space and/or building(s) if needed.</p>

SCENARIO	PUBLIC HEALTH MEASURE	HR MEASURES	WHO IS NOTIFIED?
<p>4: City Employee has exposure to person who has a suspected but unconfirmed case of COVID-19 that meets definition of Close Contact—being within 6 feet for a prolonged period of time (more than a few minutes) or contact with infectious secretions (i.e. from coughing).</p>	<p>Employee contacts Marathon Health or their primary health care provider for medical evaluation and care which includes up to a 10 day self-quarantine (but can be shortened if the suspected case is not confirmed after test is negative).</p>	<p>Human Resources will require employee to remain away from City facilities until they have secured a Medical Clearance by Marathon Health or their primary health care provider. Employee must use sick or vacation leave during this time. The Department may allow Remote Work if appropriate.</p>	<p>Employee notifies immediate supervisor, Supervisor notifies Department Head, Department Head notifies Human Resources, Human Resources notifies City Manager's Office.</p>
<p>5: City Employee has exposure to person who has a suspected but unconfirmed case of COVID-19 that does not meet definition of Close Contact—being more than 6 feet away from person or being within 6 feet for a brief period of time i.e. walking by the person or being briefly in the same room AND no exposure to infectious secretions.</p>	<p>Employee contacts Marathon Health or their primary health care provider to verify the exposure is not a close contact. If Marathon Health or their primary health care provider verifies exposure was not a close contact, self-quarantine is not required based upon medical determination.</p>	<p>Employee may use sick or vacation leave. A Medical Clearance from Marathon Health or their primary health care provider is required. The Department may allow Remote Work if appropriate.</p>	<p>Employee notifies immediate supervisor, Supervisor notifies Department Head, Department Head notifies Human Resources, Human Resources notifies City Manager's Office.</p>

SCENARIO	PUBLIC HEALTH MEASURE	HR MEASURES	WHO IS NOTIFIED?
<p>6: City Employee has been in close contact with someone who is asymptomatic, but that person has been exposed to a confirmed case of COVID-19.</p>	<p>Employee should self-monitor, limit exposure to others, contact Marathon Health or their primary health care provider if symptoms occur.</p>	<p>Employee may use sick or vacation leave if requested. A Medical Clearance from Marathon Health or their primary health care provider is NOT required. The Department may allow Remote Work if appropriate.</p>	<p>Employee notifies immediate supervisor, Supervisor notifies Department Head.</p>
<p>7: City Employee has no known exposure to COVID-19, but has unconfirmed symptoms or illness.</p>	<p>Employee should see Marathon Health or their primary health care provider as needed.</p>	<p>Department should send employee home if employee is not feeling well. No doctor's note is required for return to work when illness is resolved. The employee can use sick or vacation leave. The Department may allow Remote Work if appropriate. If illness develops into Co-Vid related symptoms, employee must seek medical care to determine if testing is warranted. Employee to inform supervisor of testing and the results</p>	<p>Employee notifies immediate supervisor, Supervisor notifies Department Head, Department Head notifies Human Resources if illness develops into testing phase.</p>

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<p>8: City Employee has no symptoms or illness, but the employee has been in close contact with a person in City facilities with unconfirmed symptoms or illness.</p>	<p>Employee should see Marathon Health or their primary health care provider as needed.</p>	<p>There is no recommendation to avoid the workplace. The Department may allow Remote Work if appropriate. If employee requests time off, allow employee to take vacation leave.</p>	<p>Employee notifies immediate supervisor, Supervisor notifies Department Head.</p>
<p>9: City Employee has a compromised immune system or pre-existing conditions but has had no known contact with COVID-19.</p>	<p>Employee should self-monitor, limit exposure to others, contact Marathon Health or their primary health care provider if symptoms occur.</p>	<p>The Department may allow Remote Work if appropriate and approved. Employee may use sick or vacation leave if requested.</p>	<p>Employee discretion on whether to notify anyone in their chain of command if employee is not requesting any action.</p>

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<p>10: City Employee returns to Florida from CDC determined Hot Spots, international, or a cruise travel.</p>	<p>Employee should self-quarantine for 10 days and monitor health. If employee becomes symptomatic, they should immediately self-isolate and contact County Health Department, Marathon Health or their primary health care provider. The medical questionnaire should be completed and any yes answers presented to medical provider.</p>	<p>Employee required to remain away from City facilities for 10 day period upon return, may use sick or vacation leave. A Medical Clearance is required by Marathon Health or their primary health care provider before returning to the workplace. The Department may allow Remote Work if appropriate.</p>	<p>Employee notifies immediate supervisor, Supervisor notifies Department Head, Department Head notifies Human Resources, Human Resources notifies City Manager's Office.</p>
<p>11: City Employee returns from Domestic travel or travel within Florida's Hot Spots.</p>	<p>The medical questionnaire should be completed and any yes answers presented to medical provider. Medical provider must provide a medical clearance to employee in order to return to workplace.</p>	<p>Employee required to receive medical clearance prior to returning to worksite. The Department may allow Remote Work if appropriate during the time employee is awaiting a medical appointment and clearance.</p>	<p>Employee notifies immediate supervisor, Supervisor notifies Department Head.</p>

SCENARIO	PUBLIC HEALTH MEASURE	HR MEASURES	WHO IS NOTIFIED?
<p>12: City Employee has no symptoms or illness, but the employee has been in close contact with an asymptomatic person who has returned from international travel or a cruise.</p>	<p>There is no recommendation to avoid the workplace or self-quarantine.</p>	<p>The Department may allow Remote Work if appropriate. If employee requests time off, allow employee to take vacation leave.</p>	<p>Employee notifies immediate supervisor, Supervisor notifies Department Head.</p>
<p>13: City Employee has no symptoms or illness, but the employee has been in close contact with an asymptomatic person who has had close contact with someone exposed to a suspected but unconfirmed case.</p>	<p>There is no recommendation to avoid the workplace or self-quarantine.</p>	<p>The Department may allow Remote Work if appropriate. If employee requests time off, allow employee to take vacation leave.</p>	<p>Employee notifies immediate supervisor, Supervisor notifies Department Head.</p>

SCENARIO	PUBLIC HEALTH MEASURE	HR MEASURES	WHO IS NOTIFIED?
14: City Employee has no known contact with COVID-19, but has symptoms or illness, and has been tested for COVID-19, pending results.	Employee contacts Marathon Health or their primary health care provider for medical evaluation and care which includes up to a 10 day self-quarantine (but can be shortened if the employee's test is negative).	Employee required to remain away from City facilities for 10 day period (but can be shortened if the employee's test is negative), may use sick or vacation leave. A Medical Clearance from Marathon Health or their primary health care provider is required before returning to the workplace. The Department may allow Remote Work if appropriate.	Employee notifies immediate supervisor, Supervisor notifies Department Head, Department Head notifies Human Resources, Human Resources notifies City Manager's Office. Department Head notifies Facilities Manager in order to request sanitation of work space and/or building(s) as needed.
15: City Employee is at least 65 years of age.	Employee should self-monitor, limit exposure to others, contact Marathon Health or their primary health care provider if symptoms occur.	The Department may allow Remote Work if appropriate and approved. Employee may use sick or vacation leave if requested.	Employee discretion on whether to notify anyone in their chain of command if employee is not requesting any action.

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<p>16: City Employee's situation and circumstances are not clearly represented in any of the above scenarios.</p>	<p>Employee should contact their Department management and describe the entire situation and circumstances. The Department management will contact Risk Management in Human Resources to review the provided information. The measure taken will be crafted after that communication.</p>	<p>Depending upon the communication, action will be crafted from that contact.</p>	<p>Employee notifies immediate supervisor, Supervisor notifies Department Head. Department head to contact Risk Mangement.</p>