

From: [Danielle Olson](#)
To: [Town Users\(All Users\)](#)
Subject: Important Notice for Calling Out Sick & Return to Work
Date: Monday, March 23, 2020 11:27:38 AM
Importance: High

IMPORTANT NOTICE

As you are aware, the important email notice below was sent and posted to all employees previously. This notice includes:

1. Required notification to HR if an employee contracts or has been exposed to COVID-19.
2. Required notification to HR if an employee travels for personal reasons to a high or medium CDC designated country.
3. Cancellation of any work related travel to conferences.
4. Directing employees to stay home if not well and allowing supervisors to send an employee home if they come to work under certain conditions.

FURTHER:

If an employee calls out sick and is unable to work due to illness, **prior to their return**, they must not exhibit any COVID-19 symptoms, which are:

- Cough;
- Fever (no fever for 24 hours without fever reducing medication);
- difficulty breathing

We have developed a checklist for supervisors to use for the above matters.

Access the checklist here:

<https://www.townofpalmbeach.com/DocumentCenter/View/12371/Supervisor-Checklist>

Supervisors will refer to this checklist if an employee

- Appears sick at work;
- Calls out sick; or
- Takes personal leave (vacation or other)

Your Department Directors have been briefed on the steps that need to be taken outlined on the checklist, especially in the area of sending an employee home from work due to illness.

Do not hesitate to contact me or Kennie Wells in Human Resources if you have any questions regarding these matters.

Danielle Olson, M.A., SPHR, SHRM-SCP
Director of Human Resources

Town of Palm Beach
Human Resources Department
360 S. County Road
Palm Beach, FL 33480
Phone: 561-838-5450
Direct: 561-227-6322
Fax: 561-838-5451
www.townofpalmbeach.com

Supervisor Checklist
Effective March 11, 2020

Due to current conditions surrounding the COVID-19 virus, supervisors shall take the following steps that align with the CDC recommendations found here: <https://www.cdc.gov/coronavirus/2019-nCoV/community/guidance-business-response.html>

Employee Appears Sick at Work	Employee Calls Out	Employee Takes Personal Leave (vacation or other)
Per the CDC, concerning symptoms include: <ul style="list-style-type: none">• Cough• Difficulty Breathing/ Shortness of Breath• Subjective Fever• Sore Throat	Employees who are absent three or more days (3 shifts for Fire Rescue) must receive a medical authorization form from their physician to return to work.	Employees are being directed to notify Human Resources prior to returning to work if they travel internationally for personal reasons. If supervisors become aware an employee has travelled

From: Danielle Olson
Sent: Wednesday, March 11, 2020 11:27 AM
To: Town Users(All Users) <AllTownUsers@townofpalmbeach.com>
Subject: Important Employee Notice
Importance: High

IF YOU SUPERVISE EMPLOYEES WHO DO NOT REGULARLY USE THE TOWN'S EMAIL SYSTEM, PLEASE POST THE CONTENTS OF THIS EMAIL IN A CENTRAL LOCATION.



TOWN OF PALM BEACH ATTENTION ALL EMPLOYEES

The Town continues to monitor the COVID-19 (coronavirus) situation and is taking the appropriate precautions for our employees and the community served. In order to continue these efforts, employees will be expected to do the following:

NOTIFY HR

Immediately notify Human Resources by phone (227-6322) or email (hr@townofpalmbeach.com) if you have or have been exposed to COVID-19 and do not return to the workplace until instructed to do so. The Town will follow CDC guidelines to conduct a risk assessment so that appropriate support and accommodations can be provided.

Your disclosure of such information will be confidential.

TAKING A VACATION?

Employees traveling for personal reasons should check the CDC's Travelers Health Notices prior to departure. Employees who travel internationally must notify Human Resources (227-6322 or hr@townofpalmbeach.com) prior to returning to the workplace. Due to the fluid nature of this situation, on a case by case basis the Town will rely on guidance from the CDC and State of Florida Health Department on the proper steps to be taken to prevent the potential spread of germs.

NOT FEELING WELL?

Employees should stay home if they are not well.

Supervisors, in consultation with the Department Director, may direct any employee to return home if they arrive at work presenting with symptoms the CDC has deemed to be of concern (fever, respiratory symptoms, cough, sneezing).

WORK RELATED CONFERENCE RESTRICTIONS

All new work related travel for conferences will not be approved for the immediate future. If you already have travel plans, please take action to cancel anything scheduled through May 2020.

Released March 11, 2020

Danielle Olson, M.A., SPHR, SHRM-SCP
Director of Human Resources

Town of Palm Beach
Human Resources Department
360 S. County Road
Palm Beach, FL 33480
Phone: 561-838-5450
Direct: 561-227-6322
Fax: 561-838-5451
www.townofpalmbeach.com