

TOWN OF PALM BEACH ATTENTION ALL EMPLOYEES

WORKPLACE STANDARDS FOR COVID-19

While at work within a Town facility or providing Town related services, Town employees are expected to comply with the following workplace standards:

- Refrain from in-person meetings whenever possible, including meal breaks;
- Follow all CDC hand sanitation guidelines;
- Maintain a distance of six feet when coming into contact with others while at work (inclusive of break areas);
- Wear a face mask/covering (either provided by the Town or your own appropriate for the workplace) whenever in the presence of others if a 6ft distance cannot be achieved
(unless a reasonable accommodation has been approved by Human Resources).

Contact Human Resources if you have any questions.

Updated April 29, 2020

NOT FEELING WELL?

Employees should stay home if they are not well. Supervisors 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).

Additionally, absences with COVID-19 related symptoms shall be reported to the Human Resources Director or Assistant Director as testing and/or Federal Emergency Paid Sick Leave benefits may apply.