



TOWN OF PALM BEACH

ATTENTION ALL EMPLOYEES

Released May 15, 2020

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:

NOT FEELING WELL?

Employees should stay home if they are not well.

Whenever an employee calls out sick, supervisors will ask employees if they are exhibiting any of the CDC identified COVID-19 symptoms. If "YES" the employee will be contacted by either the Director or Assistant Director of Human Resources, as certain Federal paid leave and/or testing for COVID-19 may be implemented. Employees may not return to work until clearance from a medical provider is approved.

If the absence is not COVID-19 related, regular sick leave procedures will apply. 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. Medical authorization must be presented to their supervisor, who will make a determination as to whether or not the employee's return to duty is approved.

Per the CDC, concerning symptoms of COVID-19 may include:

- cough
- shortness of breath or difficulty breathing
- fever
- muscle pain
- sore throat
- loss of taste or smell
- chills

TRAVELING OUTSIDE OF FLORIDA?

Employees seeking to travel for personal reasons should check the CDC's Travelers Health Notices and State of Florida Executive Orders prior to departure. Supervisors can ask employees regarding their potential travel to and/or through:

- any destination identified a Level 3 CDC Travel Health Notice requiring self-isolation following travel; and/or
- any destination, or come in contact with anyone who has recently traveled to and/or through the areas, identified by Executive Order of the Governor of the State of Florida as requiring self-isolation.

Leave requests require supervisory approval and may be declined if such leave impairs operations. If leave to/through one of the above areas is approved and self-isolation is required, employees shall notify Human Resources to review return to work procedures.

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. The Town will rely on the most current information available at the time of travel.

NOTIFY HR IF YOU ARE EXPOSED TO OR HAVE COVID-19

If you have contracted or have been exposed to COVID-19 do not return to the workplace until instructed to do so. Immediately notify Human Resources by phone (227-6322) or email (dolson@townofpalmbeach.com). Federal Sick Leave benefits may apply. 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.