Staff Absences During a Pandemic

Overview

Purpose

All employees are expected to report to work, however employees who are sick and/or exhibiting signs associated with a pandemic virus should stay home to protect others from exposure.

Reference

The policies and regulations referenced are:

- Center for Disease Control Guidance

Policy Overview

The following is an overview of the policy:

- If experiencing symptoms, do not come to work
- Self-screen for symptoms
- Connect with your Supervisor prior to your scheduled shift if you are ill or experiencing symptoms

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Staff Absences

If you are sick, stay home

All employees are expected to report to work, however employees who are sick and/or exhibiting signs associated with a pandemic virus should stay home to protect others from exposure.

If you are experiencing symptoms

Your safety, that of your co-workers and the public we serve is paramount, therefore, we need everyone to please take the employee health check process seriously and disclose any symptoms of illness.

If you have ANY symptoms of illness, you should consult with your supervisor or manager and not report to work. Your supervisor or manager can discuss options for leave and where/when possible, options for telecommuting.

Symptoms associated with COVID 19

Staff with any fever and/or respiratory infection symptoms should not come to work.

Staff should self-screen each day for COVID 19 related symptoms, such as:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills, repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Staff Absences

Please connect with your supervisor prior to your scheduled shift as you normally would for illness or a need to be absent from work for any issues associated with a pandemic virus.

Tracking

Strictly for the purposes of recapturing funding, tracking forms for staff absences related to the pandemic virus will be completed by the immediate supervisor and forward to the Administration office.

Tracking information will be documented until further notice.

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COVID 19 Testing	All county employees may be tested for the Coronavirus during work time. Employees should consult with their supervisor prior to leaving work for testing. Employees should report back to work (unless experiencing symptoms or tests positive) within 2 hours of leaving for testing