



## COVID-19 REPORTING TO HR AND SUPERVISOR GUIDELINES

*These guidelines apply to all employees of the Board of County Commissioners. These guidelines are created to provide direction on when and how employees should report medical concerns as related to COVID-19.*

**This protocol applies to all employees regardless of vaccination status. The employee will be given Quarantine guidance by Risk Mgt and/or HR upon reporting.**

*All the below must be reported to HR and your supervisor immediately upon your learning of the situation if during working hours. If after working hours or on the weekend, you must speak to HR and your supervisor or designee prior to reporting to your work location.*

Supervisors should call **352-374-5219** (HR) to report any symptoms or receive guidance on work status.

Employees should call **352-374-5212** (Reporting Voicemail) to report testing, report any exposures, get information on testing options, or report symptoms.

### **Concerning employee's own medical condition. Please report ANY of these conditions.**

1. Employee has no known exposure to COVID-19, but has unconfirmed symptoms or illness.
  - a. Fever of 100.0 or higher
  - b. Persistent Cough or Respiratory issues/trouble breathing/heaviness in chest
  - c. Cold or flu like symptoms
  - d. Gastrointestinal issues of unknown origin of nausea, abdominal pain, vomiting, diarrhea or
2. Employee has no known close contact with COVID-19, but has symptoms or illness, and has been tested for COVID-19, pending results.
3. Any travel outside of the country in the last 14 days

### **Concerning employee's contact with others.**

1. 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 15 minutes) or contact with infectious secretions (i.e. from coughing).
2. 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 15 minutes) or contact with infectious secretions (i.e. from coughing).

Effective 4/21/2020

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Revision Date(s): 7/7/2020,  
9/21/2020, 7/23/2021  
Revision: 4.0