

From: [Carlos A. Gimenez, County Mayor](#)
To: [\(MetroNet\) All Internet Users; \(MetroNet\) All Users](#)
Subject: UPDATED 03.06.20 Corona Virus Employee Travel
Date: Friday, March 6, 2020 3:02:32 PM

Dear Miami-Dade County Employees,

As we continue to monitor the latest information from federal and state health officials, Miami-Dade County remains vigilant about ways to prevent the spread of this new strain of Coronavirus (COVID-19). The following **updated** operating provisions are being implemented to ensure the health and safety of our employees, their families and the community:

Miami-Dade County employees who plan to travel (internationally or otherwise) **must** check the **Centers for Disease Control and Prevention (CDC)** website under **Travelers' Health** at <https://wwwnc.cdc.gov/travel/notices/> to identify which countries or regions are classified as "Level 3" areas. The **CDC recommends that all nonessential travel to these countries or regions be avoided.** This warning indicates that the outbreak is of high risk to travelers and no precautions are available to protect against the identified increased risk.

Miami-Dade County employees **who have traveled to China, Italy, Iran and South Korea** within the last 14 days (or since February 20, 2020) must contact their Departmental Personnel Representative (DPR) immediately upon return to the United States.

- Per CDC guidelines, individuals returning from these countries who have no flu-like symptoms should stay home and monitor their health for 14 days after returning to the United States. During their self-quarantine period, employees will be granted Administrative Leave for their regular schedule. These employees will also be required to be available by phone for consultation during their regular work hours which are being covered by Administrative Leave.
- If an employee has symptoms (fever, cough, difficulty breathing and/or severe illness), the employee must go to the Emergency Room as soon as possible and follow medical instructions. Employees who believe they may have been exposed to COVID-19, should call the Florida Department of Health at [305-324-2400](tel:305-324-2400) prior to traveling to any medical office or facility. Employees will be required to use their sick or other earned leave for their absence from work. A doctor's note releasing the employee from treatment must be obtained by the employee and provided to their supervisor upon return to work.
- For employees who **begin travel on or after March 5, 2020** to an area (international or otherwise) that **is not classified as "Level 3"** at the start of travel but is classified as **"Level 3"** prior to return to the United States, the same procedures discussed above apply.

For employees who **begin travel on or after March 5, 2020** to an area (international or otherwise) which is identified by the CDC as countries/regions to avoid (Level 3), employees should:

- Contact their DPR **before** travel and provide details on their planned travel (to and from dates, location, etc.).
- Contact their DPR upon return to the United States.
- If the employee does not have symptoms, the employee is instructed to stay home for 14 days and monitor their health. Sick leave (or any available personal leave) may be used **or** if applicable, the employee may coordinate with their department to determine if work from home provisions can be arranged.
- If the employee has symptoms (fever, cough, difficulty breathing and/or severe illness), the employee must go to the Emergency Room as soon as possible and follow medical instructions. Employees will be required to use their sick or other earned leave for the absence. A doctor's note releasing the employee from treatment must be obtained by the employee and provided to their supervisor upon return to work.

It is important to understand that guidelines may change depending on guidance provided by the CDC and it is incumbent on employees to keep up to date with CDC guidelines, advisories as well as

Miami-Dade County policies or procedures on current travel provisions.

When traveling in general, it is recommended to wipe down trays, carry personal hand sanitizers and disinfecting wipes, wash hands frequently and avoid touching your eyes, nose, and mouth.

For more information:

Frequently Asked Questions and Answers: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html>

Locations with Confirmed COVID-19 Cases Global Map: <https://www.cdc.gov/coronavirus/2019-ncov/locations-confirmed-cases.html>

Miami-Dade County COVID-19 (Coronavirus):

<https://www.miamidade.gov/global/initiatives/coronavirus/home.page>

We continue to act out of an abundance of caution, based on CDC guidelines, to keep all of our employees and residents safe.

Carlos A. Gimenez, **Mayor**

Miami-Dade County

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Please forward your questions, comments or concerns to: mayor@miamidade.gov