

From: [Webmanager \(MetroNet\)](#)
Subject: Coronavirus COVID-19 Update to All Employees - REVISED
Date: Thursday, March 19, 2020 9:12:11 PM

Dear County Employees,

This email serves as a follow-up to Mayor Carlos A. Gimenez' email to all Miami-Dade County employees dated Monday, March 16, 2020. You are encouraged to visit the Miami-Dade County Employee Portal which has [Frequently Asked Questions \(FAQs\)](#) on topics such as: General Coronavirus COVID-19 questions, Childcare Issues, Sick Leave, Travel, Work from Home Information (Telecommuting), and important Healthcare updates.

After the initial posting of these FAQs earlier this week, an important update was made. Miami- Dade County is waiving the copay for telemedicine visits until further notice. You are highly encouraged to download the app (MDLIVE) today and complete the registration in order to be ready to use this benefit should you or your covered dependent(s) need to consult a board- certified physician at any time of the day or night.

Miami-Dade County continues to act under an abundance of caution and continues to follow the guidance of the Centers for Disease Control and Prevention (CDC) and the Florida Department of Health (FDOH). As such all County employees must adhere to the following guidelines:

- 1) Employees who exhibit flu-like symptoms are directed to stay home. No exceptions. Employees who report to work and are sick, will be sent home on personal leave.
 - Returning to work should occur after the employee is symptom free for 72 hours.
- 2) If an employee has tested positive for COVID-19, the employee must immediately notify his/her supervisor and stay home on personal leave for a minimum of 14 days.
 - Supervisors must identify all possible "close contacts" (contact within six feet) that the employee may have had and in abundance of caution, send the employee(s) home to self-isolate for 14 days on Administrative Leave (Time Reporting Code CV). Self-isolation (home isolation) consists of staying home, taking your temperature twice per day, and wearing a mask if you are around others in the house.
 - Public Safety employees are to follow their departmental medical protocols.

In accordance with the Americans with Disabilities Act's (ADA) confidentiality provisions and pursuant to Health Insurance Portability and Accountability Act (HIPAA), the personal

information and identification of the infected employee must not be disclosed.

If an employee tests positive, it is his/her obligation and responsibility to immediately report the positive test result to his/her supervisor. Employees who test positive must stay home for at least 14 days on personal leave. Employees should follow-up with their primary care physician and not return to work until they are able to discontinue home isolation.

How to discontinue home isolation according to the CDC:

“People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:

If you will not have a test to determine if you are still contagious, you can leave home after these three things have happened:

- 1) You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)

AND

- 2) other symptoms have improved (for example, when your cough or shortness of breath have improved)

AND

- 3) at least 7 days have passed since your symptoms first appeared

If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:

- 1) You no longer have a fever (without the use of medicine that reduces

fevers) AND

- 2) other symptoms have improved (for example, when your cough or shortness of breath have improved)

AND

- 3) you received two negative tests in a row, 24 hours apart. Your doctor will follow [CDC guidelines](#).

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. In most cases, the employee will need to self-monitor, including checking their temperature for fever twice a day and any respiratory symptoms, such as cough and/or shortness of breath. Information on how to conduct a risk assessment can be found at <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

If you have returned from or traveled from China, Italy, Iran, South Korea, Europe, Ireland, United Kingdom and/or Ireland or cruise ship travel within the last 14 days, you must stay home and self-isolate for 14 days.

If any of the above circumstances apply to you, you must act accordingly and immediately. Additionally, any employee or supervisor who becomes aware of an actual or suspected case of exposure to COVID-19 involving another County employee or workplace, the employee must report that information to their supervisor.

Department Directors must immediately report positive COVID-19 test results reported by their employees to the Human Resources Department (notify Erin New, Division Director or me).

If you have an underlying health condition, such as heart, lung, kidney disease; diabetes; and conditions that suppress the immune system, we ask that you notify your supervisor. You are encouraged to stay home on personal leave or if your job duties permit, work from home.

We appreciate your cooperation as we continue to work to ensure all our employees and workplaces are safe as we learn to adapt to the “new normal”.

Please continue to visit the [Coronavirus Employee Portal](#) for updates, practice social distancing, wash hands frequently, and avoid touching your face or mouth. Together, we will get through this.

REVISED 3/19/2020