



Miami-Dade Water & Sewer Department  
**COVID -19 Frequently Asked Questions**

This guidance is based on policies put forth by the Human Resources Department (HRD) on the [County's Coronavirus](#) website, as well as memos provided by HRD and the Mayor's office. As the pandemic evolves, this information is subject to change. If HRD publishes updated policies that conflict with the guidance below, the County's policies should be followed.

Section 1 – Working from Home (WFH)

Section 2 – Health and Safety

Section 3 – Time Reporting Codes (TRC) 2021

Section 4 – Mayor's Memo 12/21/2020 Temporary Personnel Policies Due to COVID-19

**Section 1 – Working from Home (WFH)**

**1.1 Q: Can I work from home?**

A: Employees who can be set up to productively work from home are encouraged to do so. It is up to the Division Head to determine if an employee can WFH, and the Supervisor to set up work schedules and advise employees if/when they need to work from the office. You should contact your supervisor for details.

**1.1 Q: Can I work from home?**

A: Employees who can be set up to productively work from home are encouraged to do so. It is up to the Division Head to determine if an employee can WFH, and the Supervisor to set up work schedules and advise employees if/when they need to work from the office. You should contact your supervisor for details.

**1.2 Q: I am required to quarantine, recovering from COVID, awaiting test results, or waiting to be cleared to return to work by the Departmental Personnel Representative (DPR), can I work from home during this period?**

A: Yes, with the supervisor's approval.

**1.3 Q: I have recovered from COVID-19 and have been cleared to return to work, can I continue working from home?**

A: Yes. Once cleared from COVID-19 you may continue working the WFH schedule previously set up with your supervisor. As mentioned previously in paragraph 1.2, employees who are feeling well enough to do so may continue to work from home if they are able to be productive.

**1.4 Q: I am sick, but well enough to work and am setup to WFH, can I do so?**

A: Yes, with supervisor's approval.

**1.5 Q: My child is attending school virtually or his/her school is closed for in-person learning, can I WFH?**

A: Yes, with supervisor's approval.



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**1.6 Q: I am a high risk for COVID-19 and can productively work from home, can I WFH?**

A: Yes, with supervisor's approval.

**1.7 Q: I am a high risk for COVID-19 and cannot be setup to work from home, what are my options?**

A: You may select to do one of the following:

- Return to your assigned work location.
- Do alternate work if your supervisor can identify work for you to do.
- Use your accrued leave, FMLA, or seek a reasonable accommodation and with the necessary documentation, be placed on medical leave, using your own time.

**1.8 Q: I am NOT high risk. I was set up to work from home and my supervisors says "I'm not meeting my performance measures and productivity requirements." Can I work from home?**

A: Prior to your return to the office, your supervisor will work with you to address issues causing low productivity and help you implement corrections. If you are still unproductive you will be required to return to the office.

**1.9 Q: Am I allowed to work overtime while working from home?**

A: Yes, only after receiving approval from your Assistant Director.

**1.10 Q: Am I allowed to work from home while County offices are closed and collect AD time?**

A: Yes, if you qualify for administrative leave and you've received approval from your Supervisor.

**1.11 Q: Am I allowed to work from home on a County holiday and bank the time?**

A: Yes, only after receiving approval from your Supervisor.

## Section 2 – Health and Safety

**2.1 Q: What health and safety protocols has Water and Sewer Implemented to protect employees.**

A: WASD follows the same protocols as the County, which are based on CDC guidelines, Occupational Safety Health Administration (OSHA), and the Department of Labor Standards. In addition, WASD has written guidelines and policies that must be followed by office and field workers, depending on the job type and location. These [policies and guidelines](#) are published on the WASD WaterHub.

**2.2 Q: I am a field worker, how am I protected while doing my job?**

A: Field employees are encouraged to work in isolation when possible and to practice social distancing when working in groups. The department has setup strict policies that must be followed. These [policies and guidelines](#) are published on the WASD WaterHub.



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**2.3 Q: I would like to get training on addressing COVID-19 in the workplace, can I do so?**

A: Yes, visit the [WASD Course Registration Site](#) or contact the WASD Training Unit to sign up for the COVID-19 training class. The class is mandatory for Supervisors.

**Section 3 – Time Reporting Codes (TRC) 2021**

**3.1 Q: Can I use Families First Coronavirus Relief Act (FFCRA) in 2021?**

A: No, the FFCRA was effective from April 1 through December 31, 2020.

**3.2 Q: I tested positive for COVID-19; it was not work related. I was not identified and reported as a close contact. What TRC do I use?**

A: Accrued Leave

**3.3 Q: I have flu-like symptoms and need to stay home. What TRC do I use?**

A: Accrued Leave

**3.4 Q: I was reported as a Work-Related Close Contact (WRCC). What TRC do I use?**

A: The Department will provide CV leave for the time you were quarantining as a WRCC up to 80 hours.

**3.5 Q: While Quarantining from being a Work-Related Close Contact (WRCC), I test Positive to COVID-19. What TRC do I use?**

A: The Department will provide CV leave for the time you were quarantining as a WRCC and then up to an additional 80 hours while being out for testing positive.

**3.6 Q: I tested positive for COVID-19 and was cleared to return to work. I then became a Work-Related Close Contact (WRCC). What TRC do I use?**

A: A subsequent exposure, even after a previous infection, will be treated as a potential new exposure. You must quarantine for 10 calendar days from the last day of contact with the positive employee. The Department will provide CV leave for the time you were quarantining as a WRCC up to 80 hours.

**3.7 Q: I tested positive for COVID-19 and was cleared to return to work. I then became a Close Contact outside the workplace. What TRC do I use?**

A: A subsequent exposure, even after a previous infection, will be treated as a potential new exposure. You must quarantine for 10 calendar days from the date the household member tested positive. You will be required to use Accrued Leave.



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**3.8 Q: I was a Close Contact outside the workplace or someone in my household tested positive. What TRC do I use?**

A: You must quarantine for 10 calendar days from the date the household member tested positive. You will be required to use Accrued Leave.

**3.9 Q: I have been assigned to work a Special Coronavirus COVID-19 Assignment. What TRC do I use?**

A: FC

**3.10 Q: I am a Non-Job Basis employee. I have exhausted my accrued leave. Can I go into Negative Leave Balance?**

A: No.

**3.11 Q: I am a Job Basis employee. I have exhausted my accrued leave. Can I go into Negative Leave Balance?**

A: Yes, but it will be monitored by the department.

#### **Section 4 – Mayor’s Memo 12/21/2020 Temporary Personnel Policies Due to COVID-19**

##### **4.1 Annual Leave Forfeiture Policy**

County employees that have unused annual leave that is or was subject to forfeiture on anniversary dates between March 12, 2020 and March 11, 2021, shall have the otherwise forfeited hours added to their beginning annual leave balance and will have until their next annual conversion/anniversary date to use those hours. Thereafter, the forfeiture provisions set for in the Miami-Dade County Leave Manual and/or the applicable collective bargaining agreement will apply.

This temporary policy will allow all employees one additional year from their annual conversion/anniversary date to use the unused forfeitable annual leave to recognize the dedication of County employees and the disruption that the current state of emergency caused by the COVID-19 pandemic has caused to the normal use of annual leave. Any annual leave that would have been forfeited absent this temporary policy shall not, however, be available for payout upon separation based on allowable maximum payouts provided by the Miami-Dade County Leave Manual and/or the applicable collective bargaining agreement.

##### **4.2 Health Insurance Eligibility for New Hires**

Since the beginning of the Coronavirus COVID-19 pandemic (March 2020), employees who had not yet met the 60-day eligibility period were granted health insurance from their first day of employment.

##### **4.3 Telemedicine (MDLive Copays)**

Since the beginning of the Coronavirus COVID-19 pandemic (March 2020), copays for telemedicine have been waived.