Guidance on

RETURNING TO WORK

Following COVID -19

Public Health Emergency
On March 13, 2020, as information about COVID-19 began to intensify, the Florida Department of Education ordered all schools closed for an extended Spring Break. At the time, the potential impact of COVID-19 on public health was only just emerging. Our school district followed all requirements from state leaders and recommendations from the Florida Department of Health and the Centers for Disease Control and Prevention (CDC).

The school closure was then extended and on April 18, 2020, Governor DeSantis ordered all schools closed for the remainder of the academic year. We determined that sanitizing schools, establishing meal delivery, distributing student devices, transitioning to online instruction and paying all staff throughout the Stay-at-Home Order were the most important objectives to ensure we cared for our students, families, our staff and the community during this frightening time.

Now, as our state begins to re-open and the Governor has lifted the Stay at Home Order, it is essential that we begin the process of returning staff to work. Similar to the state’s approach, our process will be done in phases. Please understand, this plan is subject to change based on the evolving impact of COVID-19. The safety of our staff and students remains the priority and at each of the three stages of our plan, we will closely monitor information from our local Department of Health and heed the recommendations from the CDC.

We are taking this thoughtful and measured approach so we can ensure a smooth transition back to work. As always, please communicate with your administrator if you have an individual situation that needs to be addressed.

Stay safe and thank you.

John Stratton, Superintendent of Schools

Message from the Superintendent
Overview

STAGE 1
June 1-June 25th
- Buildings will be closed to the public
- Employees return to work (see details on next page)
- Employees continue appropriate social distancing
- Use of Facilities is still suspended
- No work-related travel

STAGE 2
June 29-July 30th  *New fiscal year begins
- Buildings will be open to the public with limited access and appropriate social distancing
- All employees resume full-time schedules on location
- Focus on operational systems in order to be prepared for the start of the school year
- Use of Facilities is still suspended
- Only essential work-related travel permitted

STAGE 3
August 3rd marks the end of summer hours
- Resume normal 8-hour work week of Monday-Friday
- Return of non-12 month staff (dates as per employment contracts)
- Prepare for student return

This page serves as a summary only. Details of each stage are provided in the following pages.

NOTE: All items are subject to change based on local, state, and national orders, and directives from the Florida Department of Education
Stage 1: June 1 – June 25, 2020

- Summer hours begin. Work hours will be Monday – Thursday, 7:00 a.m. to 5:00 p.m. (unless otherwise determined by site administrator due to operational needs)

**On-site/Remote Work**

- If an employee’s job duties cannot be done remotely as determined by the site administrator, they are to report to work to perform their job assignment at their assigned time on June 1, 2020.
- If an employee’s job duties can be done remotely, they should be returned to work in a phase-in approach to help reduce the number of people in the building but will need to be in the office at least 50% of the work week. Each administrator will develop and communicate a schedule for those working remotely.

**Employees 65 years or older, those with serious medical conditions, or other preventative factors**

(see ‘extended leave options’ section of this document and the Human Resources webpage for additional information on extended leave options)

- *Employees who are 65 years of age or older* are not required to report to work.
  - Employees in this category who wish to return to work, should discuss a part-time or full-time schedule with their immediate supervisor.
  - Employees who are 65 or older and cannot return to work, need to provide a completed Executive Order 20-83 Request Form to their administrator who will notify the Human Resources Department. With proper documentation on file, the employee will be excused from work during Stage 1 and will not be charged leave time.
- *Employees who have serious underlying medical conditions and are unable to report to work* are required to provide a completed Executive Order 20-83 Request Form and Certification of Physician or Medical Practitioner Form SO-Per-178. With proper documentation on file, the employee will be excused from work during Stage 1 and will not be charged leave time.
- *Employees not 65+ years of age and those who have no serious underlying medical conditions but are unable or uncomfortable returning to work* must submit appropriate leave documentation to their site administrator. Day to day and extended leave requests will be approved to the extent possible. Leave policies will apply.
- *Employees who refuse to return to report to work* and have not provided the appropriate documentation (appropriate medical documentation or leave requests), will be considered as absent without authority and may be subject to disciplinary action.
**Safety Protocols:**

To help prevent the spread of infection and reduce the potential risk of exposure to employees, the following steps will be taken:

- Request that all employees check their temperature each day and self-monitor symptoms (see ‘employee temperature check/screening’ section for more detail)
- Touchless thermometers have been ordered for schools and departments. These will be available at each site for employee use.
- Employees who have a known fever of 100.4 degrees or greater or have COVID-19 symptoms will be sent home. Leave time will not be charged if the employee is sent home by the administrator. Clearance by a medical health provider may be required before employee can return to work.
- Personal protective equipment (PPE) such as gloves and masks will be available at every site. Wearing of gloves and face coverings while performing regular duties is recommended but is optional. When assisting visitors or in a setting that does not allow for proper social distancing (such as being 6 feet apart during a meeting), employees are required to wear face coverings to reduce exposure to themselves and others. Exceptions: Food preparation staff are required to wear PPE equipment and EST staff are required to wear appropriate PPE when cleaning/disinfecting.
- Employees must adhere to CDC guidance on social distancing, to the extent it is possible
- Employees are reminded to follow CDC guidelines for personal hygiene, hand washing, etc. (see ‘helpful tips’ section for more detail)
- Environmental Service Technicians (custodial staff) have been provided a protocol for cleaning (details provided in ‘cleaning protocol’ section)

**Visitors**

- Campuses and offices remain closed to the public.
  - When possible, limit visitors and conduct business electronically
  - Visitors who must come into the building should do so by appointment only
  - When making the appointment, visitors should be informed that they need to bring their face covering with them and put it on prior to entering the building
  - Visitors will be required to answer screening questions before entering the building (see ‘visitor screening’ protocol section)
- *Use of Facilities* - In order to limit exposure and allow time to clean, disinfect, and maintain our buildings, all *Use of Facilities* remains suspended at this time

**Staff Travel:**

- **Work related** – Out-of-county travel to conferences/professional development will not be permitted
- **Personal travel** - Employees are discouraged from nonessential travel. For employees who have traveled internationally, gone on a cruise, or traveled to a high-risk region with widespread community transmission as identified by CDC within the last 14 days must:
  - Notify their immediate supervisor of such travel who will contact the Director of Student Services for guidance
  - Employee will be required to self-monitor symptoms and provide information to site administrator as directed
  - Employee may be required to self-isolate for a period of time upon returning from travel. Employee will be charged leave time for their absence.
**Stage 2: June 29 – July 30, 2020**

- Summer hours will continue. Work hours will be Monday – Thursday, 7:00 a.m. to 5:00 p.m. (unless otherwise determined by site administrator due to operational needs)
- The 4th of July falls on a Saturday; therefore, the paid holiday will be Friday, July 3rd. Work hours for the week of June 29th will be 8-hour days, Monday – Thursday.

**Return to work**

- All employees return to their regular work location and assignment full-time (exceptions noted below).
- Employees who have serious underlying medical conditions who are unable to report to work are required to submit a Request for Extended Leave and a completed Certification of Physician or Practitioner form. All regular leave policies apply.
- Employees caring for a child(ren) whose primary or secondary school or place of care has been closed, or their child care provider is unavailable due to COVID-19 precautions are required to submit a Request for Emergency Family and Medical Leave Act Expansion form.
- Employees who do not return to work or have not provided the appropriate documentation (medical documentation or extended leave requests), will be considered to have abandoned their position with the district and will be referred to the Office of Professional Standards for termination of employment.

**Safety Protocols**

To help prevent the spread of infection and reduce the potential risk of exposure to employees, the following steps will be taken:

- Request that all employees check their temperature each day and self-monitor symptoms (see ‘employee temperature check/screening’ section for more detail)
- Touchless thermometers have been ordered for schools and departments. These will be available at each site for employee use.
- Employees who have a known fever of 100.4 degrees or greater or have COVID-19 symptoms will be sent home. Clearance by a medical health provider may be required before employee can return to work. Regular leave policies apply.
- Personal protective equipment (PPE) such as gloves and masks will be available at every site. Wearing of gloves and face coverings while performing regular duties is recommended but is optional. When assisting visitors or in a setting that does not allow for proper social distancing (such as being 6 feet apart during a meeting), employees are required to wear face coverings to reduce exposure to themselves and others. Exceptions: Food preparation staff are required to wear PPE equipment and EST staff are required to wear appropriate PPE when cleaning/disinfecting.
- Employees must adhere to CDC guidance on social distancing, to the extent it is possible
- Employees are reminded to follow CDC guidelines for personal hygiene, hand washing, etc. (see ‘helpful tips’ section for more detail)
- Environmental Service Technicians (custodial staff) have been provided a protocol for cleaning (details provided in ‘cleaning protocol’ section)
Visitors

- Campuses and offices will be open to the public on a limited basis.
  - When possible, limit visitors and conduct business electronically
  - Visitors who must come into the building should do so by appointment only
  - When making the appointment, visitors should be informed that they need to bring their face covering with them and put it on prior to entering the building
  - Visitors will be required to answer screening questions before entering the building (see ‘visitor screening’ protocol section)

- Use of Facilities - In order to limit exposure and allow time to clean, disinfect, and maintain our buildings, all Use of Facilities remains suspended at this time

Staff travel:

- Work related – Out-of-county travel to conferences/professional development will only be approved if absolutely necessary. The request requires the approval of the site administrator and the Superintendent or his designee.
- Personal travel - Employees are discouraged from nonessential travel. For employees who have traveled internationally, gone on a cruise, or traveled to a high-risk region with widespread community transmission as identified by CDC within the last 14 days must:
  - Notify their immediate supervisor of such travel who will contact the Director of Student Services for guidance
  - Employee will be required to self-monitor symptoms and provide information to site administrator as directed
  - Employee may be required to self-isolate for a period of time upon returning from travel. Employee will be charged leave time for their absence.
Stage 3: August 3rd and beyond

- Normal operational hours resume.

Employees:

- With the exception of those on approved extended leave, all employees are expected to have returned to work
- Employees who have a self-reported or have a confirmed fever of 100.4 degrees or greater or have COVID-19 symptoms will be sent home. Regular sick leave policies apply. Clearance by a medical health provider may be required before employee can return to work. (see ‘employee temperature check/screening’ for additional detail)

Safety Protocols:

Safety protocols will be reevaluated to determine what will be required as we reopen schools for students.

Visitors:

- Campuses and department locations will open to the public.
  - Additional safety protocols may be necessary at this time
- Use of Facilities requests will be reviewed on a case-by-case basis.

Staff travel:

- **Work related** – Out-of-county travel will be limited and will require the approval of the site administrator and the Superintendent or his designee.
- **Personal travel** - Employees are discouraged from nonessential travel. For employees who have traveled internationally, gone on a cruise, or traveled to a high-risk region with widespread community transmission as identified by CDC within the last 14 days must:
  - Notify their immediate supervisor of such travel who will contact the Director of Student Services for guidance
  - Employee will be required to self-monitor symptoms and provide information to site administrator as directed
  - Employee may be required to self-isolate for a period of time upon returning from travel. Employee will be charged leave time for their absence.
Employee Temperature Checks / Screening

To help prevent the spread of infection and reduce the potential risk of exposure to employees, we ask that all employees check their temperature each day and self-monitor symptoms. Ideally, employees should take their temperature at home before reporting to work. Touchless thermometers have been ordered and will be made available at all sites if an employee elects to take their temperature when arriving to work or throughout the workday.

Symptoms of COVID-19 may include: A fever of 100.4 degrees or greater, cough, shortness of breath or difficulty breathing, chills or repeated shaking with chills, unusual muscle pain, headache, sore throat, new loss of taste or smell

**If an employee experiences symptoms associated with COVID-19, they should not report to work.**

If an employee has had known close contact with a person who is lab confirmed to have COVID-19, they are to immediately notify their supervisor. The supervisor will then notify the Director of Student Services who will work with the local health department to determine the necessary action. The employee should not report to work until hearing further instructions from their supervisor.

If an employee has been diagnosed with COVID-19 and has recovered, the following must occur before returning to work:

- At least 72 hours have passed with no fever, without the use of medications to reduce fever
- Must have improved respiratory symptoms
- At least 14 days have passed since the symptoms first occurred
- Medical release from health care provider and/or documentation of two negative tests in a row, 24 hours apart

If an employee has had symptoms that could be COVID-19 related but did not get evaluated by a medical professional, it is assumed that they have COVID and may not return to work until the following criteria have been met:

- At least 72 hours have passed with no fever, without the use of medications to reduce fever
- Must have improved respiratory symptoms
- At least 14 days have passed since the symptoms first occurred
Helpful Tips for Adhering to Safety Protocols

- Practice social distancing as the virus is most transmissible indoors under close, sustained contact. Try to maintain 6 feet of separation as work duties permit.

- Avoid hugs, handshakes, large gatherings, and close quarters

- Frequently wash hands with soap and water for at least 20 seconds or use hand sanitizer if soap and water are not available

- Avoid touching eyes, nose, and mouth

- Cover your cough or sneeze with your elbow or a tissue and dispose of the tissue

- Monitor your symptoms carefully. If you feel sick, stay home.

- Gloves and single use disposable masks will be provided, but employees may bring and wear their own gloves and face coverings if they choose

- When wearing a mask or gloves, make sure to remove and dispose of them properly and wash your hands immediately after

- Wearing a mask is not a substitute for social distancing. Even if wearing a face covering, you will need to maintain appropriate social distancing to the extent possible.

- Face coverings are not to be shared between individuals

- Touching your face with contaminated hands, whether gloved or not, poses a risk to infection. Wearing gloves does not diminish the need to wash your hands. Gloves and masks are only effective when used in combination with frequent hand-washing.

- Employees should disinfect their own personal workspace, desk, phone, etc. throughout the day, giving special attention to commonly touched surfaces.

- Clean and disinfect frequently touched items and surfaces as much as possible.

- Clean and disinfect common areas and shared electronic equipment regularly.

- If you become sick at work, take your temperature and notify your supervisor immediately.
Cleaning Protocol for Environmental Service Technicians (EST)

General Guidelines

• Wear disposable gloves during such type work as custodial job duties. Carefully remove and discard gloves after use, and immediately wash your hands or use hand sanitizer.
• Limit close contact with others by maintaining a distance of at least 6 feet, when possible.
• Conduct routine laundering of work clothes/uniform. Proper hand hygiene is an important infection control measure. Wash your hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol.

Key times to clean hands in general include:

• Before, during, and after preparing food
• Before eating food
• After using the restroom
• After blowing your nose, coughing, or sneezing
• After contact with animals
• Before and after providing routine care for another person who needs assistance (e.g., a child)

Additional times to clean hands on the job include:

• Before and after work shifts
• Before and after work breaks
• After completing custodial tasks and removing gloves
• After putting on, touching, or removing cloth face coverings
• Avoid touching your eyes, nose, or mouth with unwashed hands.

When cleaning

• Wear disposable gloves and safety glasses for all tasks in the cleaning process, including handling trash.
  o Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  o Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.

• Wash your hands often with soap and water for 20 seconds.
Always wash immediately after removing gloves and after contact with a person who is sick.
Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Cleaning and disinfecting outdoor areas

- Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.
  - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
  - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
  - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

Laundry for clothing, towels, linens and other items

- Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people’s items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using the appropriate district approved cleaner.
- Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- Vacuum as usual

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipe-able cover on electronics.
- Follow manufacturer’s instruction for cleaning and disinfecting.
  - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Routine Cleaning

- All areas occupied by staff need to be disinfected daily multiple times depending on number of occupants.
• Office Areas – Disinfectant and proper PPE can be provided to office occupants with microfiber cloths for each individual to disinfect their area during the day. ESTs will pick up used cloths and replace with clean cloth daily. Training on proper use of any chemical will need to take place by the EST III or EST II for each employee using this service. Disinfecting wipes may also be used in personal areas.

Summer Cleaning

• Schedule work to be performed in unoccupied areas first
• As staff completes the end of the year clean-out, start to schedule work in those areas
• Each school or site will determine a safe schedule, staff requirement for proper distancing and movement for summer cleaning throughout the buildings.
• Wear PPE when necessary for task at hand.
• Any carpet and floor finishing operations should be communicated to Maintenance for proper HVAC operation for adequate dry times.
Visitor Screening

When possible, limit visitors and conduct business electronically. Visitors who must come into the building should do so by appointment only. When making the appointment, visitors should be informed that they need to bring their face covering with them and put it on prior to entering the building.

Prior to entering the building, visitors who require access should be asked the following questions:

1. Have you been diagnosed with COVID-19? _____ Yes or _____ No

2. Are you currently experiencing or have experienced any of the following symptoms within the past 48 hours?
   - Fever _____ Yes or _____ No
   - A combination of these symptoms with or without a fever:
     Persistent cough, shortness of breath or difficulty breathing, chills or repeated shaking with chill, unusual muscle pain, headache, sore throat, or new loss of taste or smell _____ Yes or _____ No

3. Have you had known close contact with a person who has a confirmed or suspected case of COVID-19 within the last 14 days? _____ Yes or _____ No

4. Have you traveled out of the state within the past 14 days? _____ Yes or _____ No

5. Have you traveled internationally, gone on a cruise, or traveled to a high-risk region with widespread community transmission within the past 14 days? _____ Yes or _____ No

If the visitor answers ‘Yes’ to any of the questions, they will not be permitted to access the building.

For questions 1 and 2, if answered ‘Yes’ the visitor will not be permitted access until they supply documentation that they have been cleared by a healthcare provider and it has been at least 14 days from the time symptoms first occurred.

For questions 3, 4, and 5, if answered ‘Yes’ the visitor will not be permitted access until at least 14 days has passed.
Extended Leave Options

Executive Order 20-83, Vulnerable Populations

Employees who are 65 years of age or older or employees who have serious underlying medical conditions may be eligible for extended leave under Executive Order 20-83. The Executive Order is a protective measure for vulnerable populations in order to limit the risk of exposure to COVID-19. This order expires on July 7, 2020.

The State Surgeon General and State Health Officer issued a public health advisory to persons that have a serious underlying medical condition that places them at a high risk of severe illness from COVID-19. Consistent with CDC guidance, such conditions include, but not limited to, chronic lung disease or moderate to severe asthma; serious heart conditions; immunocompromised status, including those in cancer treatment; and severe obesity. The Surgeon General’s advisory urges these persons to stay home and to take such other measures as necessary to limit their risk of exposure to COVID-19.

If an employee who is 65 years of age or older wishes to submit a request for leave under this order, they are required to provide a completed Executive Order 20-83 Request Form to their administrator who will notify the Human Resources Department. These forms can be found on the district’s website on the Human Resources page or through the site timekeeper.

If an employee has a serious underlying medical condition and wishes to submit a request for leave under this order, they are required to provide a completed Executive Order 20-83 Request Form and Certification of Physician or Medical Practitioner Form SO-Per-178 to their administrator who will notify the Human Resources Department. These forms can be found on the district’s website on the Human Resources page or through the site timekeeper.

Family Medical Leave Act, Plus

The act provides paid sick leave for employees impacted by COVID-19 and those serving as caregivers for individuals with COVID-19 through an emergency expansion of the Family Medical Leave Act (FMLA) OR emergency paid sick leave act; a new federal paid sick leave law.

If an employee wishes to submit a request for leave under the FMLA Plus Act, they need to provide appropriate paperwork to determine eligibility. See the Human Resources website for additional criteria and information. Forms can be found on the district’s website on the Human Resources page or through the site timekeeper.
The Hernando County School District is not permitting employees to telework in lieu of taking leave as noted below.

Emergency Sick Leave

**Eligibility Criteria**

*When an employee is:*

1. subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. advised by a health care provider to self-quarantine due to concerns related to COVID–19;
3. experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID–19 concerns;
5. caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID–19 precautions; or
6. experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

*If approved, employee will be notified in writing by Human Resources for up to 10 days of leave at 100% of daily rate of pay.*

Emergency Family & Medical Leave Expansion

**Eligibility Criteria**

*When an employee is:*

1. unable to work due to a need for leave to care for their child, who is under 18 years of age, because:
   a. the child’s elementary or secondary school or place of care has been closed due to a public health emergency or;
   b. the child care provider of such child is unavailable due to a public health emergency.

*A childcare provider is a provider who receives compensation for providing childcare services on a regular basis.*

*If approved, employee will be notified in writing of eligibility for up to 12 weeks of leave. The first 2 weeks are unpaid and up to 10 weeks paid at 2/3 of daily rate of pay.*

*If approved, employee will be notified in writing by Human Resources for up to 10 days of leave at 2/3 of daily rate of pay.*

*If approved, employee will be notified in writing by Human Resources for up to 10 days of leave at 100% of daily rate of pay.*

Please see the Human Resources webpage for additional detail on each of these leave options and the required forms.
Administrator Responsibilities

This list is not all inclusive, but is compiled to assist with ensuring we are prepared for the return of employees and have appropriate measures in place for social distancing and that other health safety protocols are followed.

Last weeks in May:

- Assess workspace areas for 12 month staff returning and determine if adjustments need to be made
- Consider using conference rooms or other areas to spread employees out to allow for proper social distancing
- Determine which job functions can be performed remotely and which functions cannot
- Provide employees with information on the Return to Work Plan
- Consider staggered breaks and lunch times in order to avoid multiple employees leaving and returning at the same time. This can be considered for work hours also if operations allow (i.e. have a shift of employees at 7:00-5:00 and another shift at 7:15-5:15).
- Notify employees who cannot perform their job functions from home to report to work on June 1st
- Develop a work schedule for those employees who can work remotely. The schedule needs to include at least 50% of the time reporting back to their work site location and the remainder of time at home. Communicate the schedule with the employees impacted
- Develop a schedule for administrative coverage throughout the summer and provide it to the Superintendent’s Office.
- Determine what supplies are needed.
  - Do you have a thermometer in the clinic that can be used by employees? Touchless thermometers have been ordered and will be delivered as soon as they arrive.
  - We will provide boxes of gloves and masks. Determine where these will be placed in order to be available for employees. Communicate this information to employees.
  - Check inventory on current cleaning supplies (custodial supplies, soap, hand sanitizer, etc.) and submit requests for additional supplies needed using the regular warehouse order system
- Prepare for your summer staff to return on June 1st.

June and July:

- Discuss appropriate social distancing measures and safety protocols to reinforce details outlined in the Return to Work Plan.
Limit visitors to the building and those that are necessary should be seen by appointment only. Develop a system for scheduling the appointments in order to reduce the number of people in one location. Make copies of the visitor screening form and ensure all employees know this is a requirement for all visitors. This record does not have to be retained, so a laminated copy can be used with a dry erase marker rather than making hard copies. These questions need to be asked before the visitor enters any building.

Ensure that EST’s are properly cleaning high traffic and high touch surfaces several times throughout the day. Encourage all employees to wipe down or disinfect their own personal work space throughout the day.

Make sure proper cleaning is occurring in common areas and shared equipment that is used by multiple employees (ie. kitchens, copy machines).

Deny any Use of Facilities requests.

Monitor PPE supply inventory. If you are getting low on masks or gloves, submit the work order as soon as possible. Do not wait until the box is empty to notify us. These items can be difficult to get and advanced notice is needed.

If an employee is experiencing COVID-19 symptoms at work, send the employee home and contact Jill Kolasa to make her aware. Based on the situation, Jill will provide guidance on when the employee is able to return to work. Make sure to clean and disinfect all areas the employee accessed.

If an employee reports that they have COVID-19 symptoms, have been diagnosed with COVID-19, or have been in close contact with someone who has been diagnosed with COVID-19, contact Jill Kolasa immediately. Jill will work with the health department to determine the necessary action.

Prepare for all staff and students to return in August. Additional information will be communicated through a Return to School plan as more details are available.
Important Information for Health Plan Participants and COVID-19 Testing Resources

For employees covered under any of our Florida Blue Health Insurance Plans:

Rest assured the COVID-19 test and treatment are $0 cost share for our members.

Consult with your doctor over the phone so they can determine next best steps if you’re experiencing mild to severe cough or difficulty breathing, or if you have a combination of at least two of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat and new loss of taste or smell. If your doctor says you need to be tested, we want to make it as simple as possible for you. **Through December 31, the test is $0 for all members, and we're waiving the cost share for all inpatient covered services for the treatment of those with a positive COVID-19 diagnosis.** There are currently no FDA-approved vaccines or medications for the outpatient treatment of COVID-19. However, if FDA-approved vaccines or medications become available, they'll be covered based on your benefit plan.

If you have symptoms and want a COVID-19 test, but do not have a primary care physician, please call us at 1-866-216-6977 (TTY: 1-800-955-8770) for help finding a local doctor.
Florida Blue Virtual Health and Teladoc

Florida Blue Virtual Health

Since in-person visits may lead to possible exposure to COVID-19, you may want to consider a virtual visit for minor illnesses and avoid a trip to the doctor. If you have non-emergency illnesses like a cold, sinus infection, allergy, a rash or upset stomach, visit floridablue.com/virtual-health to learn more about our virtual care options.

Stay connected to your Florida Blue providers.

During this difficult time, you may be able to stay safe at home and schedule a virtual visit for non-emergency care from your Florida Blue primary care doctor, behavioral health provider or specialist. This is especially important for older adults, who may be more prone to getting COVID-19 from those around them. You’ll pay the regular office visit cost share for the virtual visit. You can get the care you need while you stay safe at home. Call your doctor to see if they offer virtual visits.

24/7 virtual visits with Teladoc

As long as COVID-19 is a health concern, most of our members will have $0 cost share for virtual visits with Teladoc.

Before your first Teladoc visit, you’ll need to set up an account and share your medical history. Doing this ahead of time will fast-track visit requests. You can set up your account on Teladoc.com or in the app available in the Apple App or Google Play stores. Care is available in English and Spanish. Call Teladoc at 800-835-2362 if you have questions. Please note: Teladoc cannot refer you for the coronavirus test.