

Manager Information & FAQs regarding COVID-19

This is an uncertain time for many of our employees. Please be as flexible as possible to ensure employee safety. Please take extra care with communication to staff to be as supportive as possible.

1. What should I as a manager be doing?

- Monitor and refer employees to the mySLO information page which is updated with the latest information: <https://myslo/covid19>
- Educate Employees: Ensure your PYC and/or Safety Rep place any posters provided by Public Health or HR in common areas.
- Work with your Departmental contact regarding keeping cleaning supplies in stock.
- Take steps to ensure your workplace is properly sanitized. Please review Workplace Sanitation Guidelines [here](#)
- Encourage sick employees to stay home.
- Review and promote County Safety Guidelines [here](#)

2. If my employee calls in sick, do I need to require a return to work notice?

The County will not require a healthcare provider's note for employees who are sick with acute respiratory illness or flu-like symptoms to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way. Once the employee is no longer experiencing symptoms and has not had a fever for 24 hours they can return to work.

3. What if an employee is sick at work, can I send them home?

Yes, if employees are sick, they should be told to stay home or go home. If an employee refuses to go home, please contact your HR Analyst.

4. Is COVID-19 a covered event under Workers Compensation?

Yes. In general, illnesses or injuries arising out of or in the course of employment are eligible. However, the claim will need to be investigated to determine if the exposure occurred in the course of employment, which may delay resolving the claim. If your employee suspects they may have been exposed, they should contact their healthcare provider and the Public Health Department at 781-5500.

5. What do I do if an employee requests to not work in public-facing positions due to risk of infection?

The County is recommending employees continue their regular duties and to follow normal precautions in accordance with the County's Safety Guidelines. For individual circumstances, please contact your HR Analyst.

6. I have an employee who is 65 or older. Should I send them home?

Based on the County's adoption of Governor Newsom's guideline that people age 65 or older self-isolate, the County highly recommends that employees comply and stay home instead of

reporting to work, through Stage 2 of the [State's Resilience Roadmap](#). You should work with your direct reports to allow tele-work if possible. These individuals can return to work during Stage 3 but should continue physical distancing and minimize exposure. To the extent possible, supervisors should continue to encourage tele-work for employees in high risk groups.

If the employee is designated as an essential worker, they are expected to report to work. If they wish to work despite the guideline, they may report to work. Assist employees to make every effort to limit their exposure by allowing them to work in a private space and follow rigorous handwashing, workspace cleaning, and social distancing practices.

7. An employee would like to, and the department can accommodate, either a tele-work schedule, alternative schedule, or alternative shift (ex. Instead of 8-5 an employee can work 12-8). Can I allow more flexibility than normal to employees?

Please be as flexible as possible as it pertains to tele-work and alternative work schedules. Please work with your Department Head for additional guidance. HR has uploaded content to NeoGov Learn to support both employees and managers with matters that relate to tele-work.

8. I scheduled meetings with my staff before Social Distancing was recommended. Should I cancel all meetings?

If possible, limit non-essential meetings through Stage 2 of the [State's Resilience Roadmap](#). If you are unable to provide 6 feet of distance, allow for meetings to take place by Skype or phone.

9. I am getting questions from Employee Organizations about COVID19. What should I do?

It is important that Employee Organizations are able to communicate consistently with their members. To that end, please feel free to forward inquiries to Tami Douglas-Schatz, Megan Fisher, and Jamie Russell so that they may assist in communicating with the Employee Organizations.

10. I have a temporary employee who has either already worked 960 hours, or is close to going over the 960 hours, but is needed in order to continue to provide mandatory services. Are they able to work more than 960 hours?

As a part of the Emergency Proclamation, we will be waiving the cap of 960 hours for temporary employees. If you anticipate needing a temporary employee beyond 1500 hours, please contact your HR Analyst. This will be in effect for the duration of the Emergency Proclamation.

11. I have interviews set up. Should I cancel the interviews?

The County is adhering to the guidelines currently in place by the CDC and Governor Newsom. If you are unable to provide 6 feet of social distancing for hiring interviews, you will need to postpone or interview by phone, Skype, or another suitable alternative.

Beginning in Stage 3 of the [State's Resilience Roadmap](#), we may be able to resume in-person interviews. Before moving forward with interviews, consult the guidelines of the hiring pause.

12. I have a new employee starting this week. Should I postpone their start date?

Before moving forward with an employee starting, consult the hiring pause guidelines. If the position was on the 20/21 cut list or is a position that would be cut should it remain vacant the offer may need to be rescinded. Please reach out to your HR Analyst to discuss options. Do not rescind any conditional or final job offers without HR consultation.

If it is determined that you can move forward with the employee starting and you can provide the same precautions to the new employee as our existing employees you are able to move forward with the hire. HR suggests contacting the new employee and having a conversation and deciding on a case by case basis whether a start date should be postponed.

13. Who should I ask if I have additional questions?

As always, your first place to get answers should be with your department's senior management team. There is an email address IIC-Support@co.slo.ca.us has been established as a clearing house for questions.

14. I have a probationary employee that is either on leave or performing as a DSW in a capacity different than they were hired. Can I extend their probation?

If you are not able to adequately determine if the probationary employee can perform the job duties associated with their normal permanent job, you can extend their probation per CSC rules up to 1/2 of their original probationary period. Please reach out to your HR analyst to discuss on a case by case basis.

15. I have an employee who has been coding leave or telecommuting due to childcare. Now that childcare can reopen, can I compel them to return to the office?

Although childcare can reopen in Stage 2, it is still up to the individual provider on when/if, and how they will begin to provide childcare services. Some employees may still not be able to place their children into care due to their provider not being open, or an outstanding medical condition. If the employee has the support of the department and can do their job from home, telecommuting is encouraged. If the employee is unable to telecommute, they may use any leave balances they have available and may also be eligible for [Emergency FMLA](#) in order to protect a portion of their pay and benefits due to the COVID19 emergency. More information regarding EFMLA can be found in the "[How will Employees Be Paid](#)" FAQ's.