



CITY OF CRESTVIEW

P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536
HUMAN RESOURCES. (850) 682-1560 EXT. 5458

Memo

To: All Employees
From: Human Resources
Date: 1/12/2022
Re: Illness and Return to Work Policy- Update

Suspected Illness

An employee or employee with a household member with Covid-19 symptoms, fever, cough, and shortness of breath, shall not report to work. The employee should make contact with their healthcare provider or the local health department. The employee is responsible for notifying their supervisors as soon as possible regarding the absence. Those who develop symptoms while at work will be sent home immediately by Human Resources.

Returning to work after confirmed or suspected Covid-19

Employees wishing to return to work after exhibiting the previously mentioned symptoms or a confirmed case of Covid-19 must obtain clearance from Human Resources. Obtaining clearance will include one of the following:

1. Written clearance from a healthcare provider, or
2. Have at least 5 days passed from the onset of symptoms **and** be 24 hours fever free without fever reducing medications and be free of other related symptoms.

If the employee was quarantined due to their symptoms, a negative test results will result in clearance to return to work.

If quarantine was due to household member, the employee must quarantine for 5 days, due to the continuous exposure to a positive individual.

Exceptions include:

1. People who have tested positive for COVID-19 within the past 3 months and recovered do not need to get tested, if a household member is positive, as long as they remain asymptomatic.
**Proof of positive test results must have been provided to Human Resources to be cleared.*
2. Those who are fully vaccinated will only be required to quarantine for 3 days, if the employee is asymptomatic after day 3 they can return to work with a negative test.

No employee shall return to work without first contacting Human Resources. Employees meeting at least one of the criteria may be cleared for work; however, employees should be prepared to provide information detailing how he/she meets the Return to Work Policy requirements.