



---

# MEMORANDUM

---

Date: May 4, 2020

To: The Honorable Chairman and Members  
Pima County Board of Supervisors

From: C.H. Huckelberry   
County Administrator

Re: **Return to Work Guidelines**

Upon the Governor's lifting of the Stay-at-Home Order, permitting essential services to fully operate, all County employees are expected to return to work as instructed by their Appointing Authority. Attached are some recommended return to work strategies that Departments may utilize. Appointing Authorities should keep in mind the mandatory wellness checks and how that may affect staff schedules and allow for staggered start times with the understanding that all Departments are required to maintain adequate staff during normal business hours, i.e. 8:00 a.m. to 5:00 p.m.

## **1. Compromising Medical Conditions**

Employees who have continued concerns of workplace safety due to their own or a family member's compromising medical condition as identified by the CDC, are required to obtain a Medical Provider Attestation in order to remain out of work. (Attached) The Medical Provider Attestation form is located on the COVID-19 Employee Resource page and must be provided to the Human Resources Nurse Liaison. If an employee is out for either of these reasons, they are required to use compensatory time, vacation leave, or sick leave, in that order. If the employee fails to obtain the Medical Provider Attestation form, they will not receive pay and their absence will be considered as an unauthorized absence.

## **2. Telecommuting**

Upon the lifting of the Stay-at-Home Order, all telecommuters are required to return to work and cease telecommuting. Telecommuting will only be permitted for an employee's own compromising medical condition as identified by the CDC and an accompanying Medical Provider Attestation form stating the employee is not permitted in the workplace during the COVID-19 pandemic crisis. If the employee fails to obtain the Medical Provider Attestation form, they will not receive pay and their absence will be considered as an unauthorized absence. As stated previously, telecommuting is only permitted if the employee has available equipment and work functions that can be performed on a telecommuting basis. If the Department does not have a position that allows for telecommuting, the employee may follow option one (1) above.

The Honorable Chair and Members, Pima County Board of Supervisors  
Re: **Return to Work Guidelines**  
May 4, 2020  
Page 2

Appointing Authorities must adhere to the following guidelines:

- For employees that were telecommuting specifically due to the Stay-at-Home Order, telecommuting will no longer be permitted and employees are required to return to work.
- For employees that were telecommuting due to a family household member's compromising medical condition, telecommuting will no longer be permitted. If the employee needs to remain at home for this reason, the employee may follow option one (1) above or return to work.
- For employees that were telecommuting due to a child's school or daycare closure, the employee may either return to work or take Emergency Family and Medical Leave – Expansion Act leave (E-FMLA). Intermittent (E-FMLA) leave is permitted; however, telecommuting is no longer an option.

### **3. Refusal to Return to Work**

Any employees who are concerned to return to work due to safety concerns should talk to their immediate supervisor to see if they fall into one of the above categories. If the employee does not fall into one of the categories outlined above, the Appointing Authority should be consulted to determine whether it is appropriate for the employee to use vacation leave. Where vacation leave is not approved and the employee does not attend work, the employee will not receive pay and their absence will be considered as an unauthorized absence

Please see the Return to Work FAQ's on the intranet COVID-19 employee resource page at <https://intranetest.pima.gov/covid-19-employee-resources/> or the internet COVID-19 employee resource page at <http://www.pima.gov/covid19employees/>.

CHH/anc

Attachments

c: Jan Leshar, Chief Deputy County Administrator  
Carmine DeBonis, Jr., Deputy County Administrator for Public Works  
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,  
Health and Community Services  
Cathy Bohland, Director, Human Resources  
Michelle Campagne, Director, Finance and Risk Management  
Regina Kelly, Director, Grants Management and Innovation Office



## RETURN TO WORK STRATEGIES

*How to gradually and safely return the County's workforce*

<https://intranettest.pima.gov/covid-19-employee-resources/> or <http://www.pima.gov/covid19employees/>

### DO

---

- ✓ Departments may use a phased-in approach specific to a department's business needs
  - *Allowing for at least 7 days between each phase-in is encouraged*
- ✓ Observe strict social distancing guidelines, consider the use of physical barriers, and divide/separate workstations as much as possible
- ✓ Require daily temperature checks for all employees
- ✓ When possible, stagger the work hours for those who work in cubicles for greater social distancing
- ✓ Use virtual meetings
- ✓ Limit contact in the breakroom
- ✓ Routinely disinfect private and common area; assign a staff member to track when this is accomplished
- ✓ Regulate customer flow in compliance with Public Health's guidelines
  - *Require temperature check for public (visitors, customers, vendors, contractors)*
  - *Limit the number of customers in the work area, mark the floor for proper social distancing, etc.*
- ✓ Allow the use of cloth face masks
  - *Masks are optional for most positions - strongly suggested for counter or direct public interaction positions*
  - *Encourage public to wear cloth masks*
- ✓ Encourage good hygiene
  - *Frequently wash hands with soap and water or use hand sanitizer, avoid touching faces, and sneeze or cough into a tissue or the inside of the elbow.*

# RETURN TO WORK STRATEGIES

*How to gradually and safely return the County's workforce.*

<https://intranettest.pima.gov/covid-19-employee-resources/> or <http://www.pima.gov/covid19employees/>

## DON'T

---

- × Return to work while sick
- × Hold large in-person workgroups or gatherings of 10 or more
  - *Includes common areas like break rooms*
- × Allow non-essential travel
- × Allow non-essential vendors into the work environment

## Options

---

Eligible employees can continue to use any remaining Pandemic Outbreak Leave, Emergency Paid Sick Leave, or leave under Expanded FMLA to care for children until they reach their maximum hours, dollar caps or December 31, 2020, whichever comes first.

Returning staff to work on a rotating or part-time schedule based on the business need. Each Department must assess its needs.

If a workplace accommodation is needed, employees should follow the County ADA approval process through Human Resources.

## Lifting of the Stay-at-Home Order

---

When the Governor's Stay-at-Home Order is lifted, employees are expected to return to work as instructed by their Appointing Authorities. For those employees that have their own or a family household member's compromising medical condition as identified by the CDC, a Medical Provider Attestation is required in order for you to remain out of work. This form is on-line on the COVID-19 Employee Resource page.

Individuals who are telecommuting, will be required to return to work immediately. Telecommuting will only be permitted for individuals who have a compromising medical condition as identified by the CDC and a Medical Provider Attestation form stating they are not permitted in the workplace during the COVID-19 pandemic crisis.

If an employee has concerns for their safety, they should consult with their supervisor and where the Appointing Authority agrees, the employee may use vacation leave.



## Medical Provider Attestation of At-Risk Health Condition

Employee Name: \_\_\_\_\_

Employee Contact #: \_\_\_\_\_

Employee Department: \_\_\_\_\_ EIN: \_\_\_\_\_

Patient's Name: \_\_\_\_\_ Patient's Relationship to Employee: \_\_\_\_\_

I attest that the patient has one of the conditions identified by the CDC as being "high risk" for severe illness from COVID-19, and the employee is not permitted in the workplace during the COVID-19 Pandemic crisis.

- Chronic lung disease or moderate to severe asthma
- Serious heart condition
- Immunocompromised
  - o Many conditions including cancer treatment, smoking, bone marrow or organ transplant, immune deficiencies, poorly controlled HIV or AIDS, prolonged use of corticosteroids and other immune weakening medications
- Severe obesity (body mass index [BMI] of 40 or higher)
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease

\_\_\_\_\_  
Healthcare provider signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Healthcare provider printed name

Submit fully completed form to:

HR Nurse Liaison Emily Kruspig  
Secure FAX: **(520) 770-4057**

\_\_\_\_\_  
Healthcare provider phone #

An employee will not be qualified to telecommute based on a household family member's health condition.

\_\_\_\_\_  
Healthcare provider FAX #

v. 05/04/2020