



Florida Department of Health (DOH)

Returning from Telework Plan

The Bureau of Personnel and Human Resource Management has drafted a plan to return the Department of Health to full staffing capacity during the COVID-19 pandemic.

This Plan is a 3-phased approach which will be led by Orders or directives from the Executive Office of the Governor aimed at implementing the Step-by-Step Plan for Re-Opening Florida. The DOH Returning from Telework Plan will be implemented as directed by the State Surgeon General based upon the needs of each individual Division and County Health Department.

General Guidance

DOH should prepare workplaces and consider how to minimize the spread of COVID-19 and lower the impact in the workplace. The following general guidance is recommended throughout each phase of re-opening:

- Practice social distancing, maintaining 6 feet of separation.
- Encourage employees who are in close contact or have a high potential for exposure to COVID-19, to wear masks, cloth face coverings or other Personal Protective Equipment (“PPE”) while inside or within close proximity to members of the public.
- Avoid hugs, handshakes, large gatherings and close quarters.
- Clean and disinfect high-touch, high-traffic surface areas at least daily.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and customers.
- Encourage employees who feel sick to stay home and monitor employees for COVID-19 symptoms.
- Do not allow symptomatic people to physically return to work until they meet CDC criteria to do so or are cleared by a medical provider.
- Screen visitors for signs and symptoms of COVID-19, and risk factors for exposure.
 - Has the visitor come in close contact with someone who tested positive for COVID-19?
 - Has the visitor traveled to a state or country with ongoing widespread transmission?
- Minimize meetings with outside parties and substitute with telephonic or another digital media platform.

Telework

Continuation of telework throughout the Returning from Telework Plan phases 1-2 should be permitted as work duties allow as follows:

- Employees older than 65 years of age
- Employees with a serious underlying medical condition

- Employees caring for their child (under age 18) whose school or place of care is closed, or the childcare provider of such child is unavailable, due to COVID-19 related reasons.
 - Child is defined as a son or daughter, which includes biological, adopted, foster child, stepchild, legal ward or a child for whom you are standing in loco parentis.

Return from Telework Phases

Phase 1:

- Up to 25% of employees return to their assigned location.
- The division director or other delegated authority has complete discretion in selecting which employees will return to work under Phase 1.
- Buildings closed to the public should remain closed.

Phase 2:

- Up to 50% of employees return to their assigned location.
- The division director or other delegated authority has complete discretion in selecting which employees will return to work under Phase 2.
- Buildings Open to Public, while maintaining social distancing.

Phase 3: Between 75% and 100%* of employees return to their assigned location

- The division director or other delegated authority has complete discretion in selecting which employees will return to work under Phase 3.
- Buildings Open to Public, while maintaining social distancing as recommended

*Telework may continue to be permitted for employees caring for their child (under age 18) whose school or place of care is closed, or the childcare provider of such child is unavailable, due to COVID-19 related reasons.