

COUNTY OF SANTA CLARA

Office of the Sheriff

55 West Younger Avenue
San Jose, California 95110-1721
(408) 808-4605



Laurie Smith
Sheriff

MEMORANDUM

TO: All Staff
FROM: COVID-19 Incident Command Center
SUBJECT: ICC Directive 20-45 (Supervisor Guidelines for Sick Calls)
DATE: October 15, 2020

Sheriff's Office Personnel,

When an on-duty employee notifies their supervisor they are not feeling well/exhibiting signs of COVID (see attachment COVID-19 Symptoms Poster), the following steps need to be taken:

- Employee is to be immediately sent home if they have suspected COVID-related symptoms.
- Instructed to contact the HIP COVID Team:
 - M-F, (8am-5pm): **(408) 808-4843**
 - M-F, (6am-8am, 5pm-10pm) and Weekends, (6am-10pm): **(408) 808-4629**
- Advised to contact their Primary Care Physician to be tested for COVID due to being symptomatic.
- Advised to isolate.
- Supervisor is to send an email to the HIP COVID Team at COVIDteam@shf.sccgov.org with the employee's name, employee ID and badge number. This is in case the employee fails to notify HIP themselves.

When an off-duty employee notifies their supervisor they are sick, the following steps need to be taken:

- Direct the employee to immediately contact the HIP COVID Team:
 - M-F, (8am-5pm): **(408) 808-4843**
 - M-F, (6am-8am, 5pm-10pm) and Weekends, (6am-10pm): **(408) 808-4629**
- Supervisor is to send an email to the HIP COVID Team at COVIDteam@shf.sccgov.org with the employee's name, employee ID and badge number. This is in case the employee fails to notify HIP.

After the HIP COVID Team speaks with the employee, the HIP COVID Team will determine which category of sick leave the employee's absence falls under and will send an email to the employee's supervisor notifying them whether the leave is to be classified as regular sick leave or COVID-related Emergency Paid Sick Leave (EPSL).

An employee who is out on COVID-related EPSL will be required to submit a COVID-19 test result and a doctor's note covering the time off of work. If an employee fails to comply with these requirements, the time off work will be classified as regular sick leave in compliance with applicable MOU.

NOTE:

Staff who are notified of a possible or contact exposure by the HIP COVID Team are advised how to proceed, precautions to take, and if they are cleared for work. If a COVID-19 exposed employee is not exhibiting signs of COVID and has not otherwise been advised by the HIP COVID Team, they are clear to report to work; however, if an employee begins to show signs of COVID, please refer to the above steps.