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**CITY OF RIVIERA BEACH**

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**To:** All Staff

**From:** Barbara Orisio, Ed.D. Human Resources Director

**Subject:** COVID POLICY REMINDER

**Date:** June 16, 2022

**Cc:** Jonathan Evans MPA, MBA, ICMA-CM, City Manager

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**COVID POLICY REMINDER**

- HR 22-01 Work Guidelines During a Pandemic State of Emergency (COVID-19) Dated March 1, 2022
- HR 22-02 Paid Time-off (PTO) for Vaccinated Employees Dated March 1, 2022

As you may be aware, there has been an increase in the number of employees reporting testing positive for COVID-19 or coming into close contact with someone who has tested positive for COVID-19. Staff would like to take this opportunity to reaffirm the policy for reporting an illness or exposure to COVID-19, leave, returning to work, and compensation to include a means to receive paid time-off for vaccinations.

**HR 22-01 Work Guidelines during (COVID-19)**  
**REPORTING of a COVID-19 ILLNESS or CONTACT:**

- Employees are encouraged to report to their immediate supervisor that they have tested positive for COVID-19 (Polymerase Chain Reaction (PCR) test is the only test accepted by the City), immediately.
- Employees will be instructed to have a confirmative PCR test, if their COVID-19 home test provides a positive result.
- City COVID Policy will require COVID-19 positive employees to:
  - Leave work, if at work, or stay home.
  - Identify who they have been in contact with at work.

- Follow [CDC guidelines](#) with regard to quarantining and isolating.
- Call in to report that they are ill each day out to their supervisor.
- Employees who have been exposed to a person with COVID-19 will:
  - Report if they are [up-to-date](#) with their COVID-19 vaccinations and have a record of those vaccinations submitted to Steve Shields, Risk Manager, [sshields@rivierabeach.org](mailto:sshields@rivierabeach.org) and Barbara Orisio, Human Resources Director, [borisio@rivierabeach.org](mailto:borisio@rivierabeach.org) .
    - A YES response will require supervisors to verify records with HR/Risk Management.
    - A NO response will require supervisors to treat the employee as if they are unvaccinated; according to the CDC guidelines on [quarantining and isolation](#).
      - Employees who are up-to-date with their vaccinations, may remain at work unless the employee has or develops symptoms related to COVID-19. Symptomatic employees will be required to leave work and get tested. Employees will be required to use their own leave for the absence.

#### LEAVE:

- Employees will report and use their own accrued leave according to the leave policies in employees' Collective Bargaining Agreements and the City's Family Medical Leave Act Policy for absences, whether the absence is for a COVID-19 illness or quarantining.
- Employees are encouraged to report COVID-19 to their supervisor for both for the health, safety and welfare of fellow city employees and the public.

#### RETURN TO WORK

- Employees shall follow the return-to-work procedures outlined in Section 4.0 of the current [Return-to-Work policy](#).
- To return to work, employees must submit a copy of their positive and/or negative COVID-19 test(s) along with the Return-to-Work Questionnaire to HR/Risk at least three (3) days prior to your proposed return to work date.

#### **HR 22-02 Paid Time-off (PTO) for Vaccinated Employees** **PAID TIME-OFF (PTO) for VACCINATED EMPLOYEES:**

**NOTE:** In its efforts to assist employees through the COVID-19 pandemic, the City provided multiple incentives for employees to get vaccinated. Through this memo, the City is providing one (1) last incentive/opportunity to receive one (1) PTO day for each COVID-19 shots and booster received up to a maximum of three (3) days. The following guidelines must be met for eligibility.

- Shots to be considered as eligible for PTO must be listed on the vaccination card(s).  
**COVID-19 Vaccination cards (images) must be submitted to and received by HR/Risk Management no later than 2:00 PM, FRIDAY, JULY 1, 2022.**

- **PTO eligibility will not be afforded to any employee who submits a vaccination card after 2:00 PM, July 1, 2022, regardless of the date of the vaccine. However, the card will be recorded and maintained as an employee record only.**
  - **Employees are encouraged to continue to submit vaccination cards to Steve Shields, Risk Manager, sshields@rivierabeach.org and Barbara Orisio, Human Resources Director, borisio@rivierabeach.org to remain up-to-date with your vaccinations as this can directly impact your ability to work should you be exposed to an individual with COVID-19.**
- HR/Risk Management will verify vaccinations through the City's liaison with Florida Shots. Note: Moderna and Pfizer vaccines require, at minimum, two shots for eligibility and Johnson & Johnson requires one shot to be eligible for PTO days.
- Once all vaccinations are verified, HR will provide Finance a comprehensive list of vaccinated employees and along with their number of eligible PTO days. Finance will credit the PTO hours to employee records by the pay period that ends July 23, 2022, and no later than pay period starting July 31, 2022.
- Falsifying COVID-19 records is a Group 3 violation of the City's Progressive Discipline policy and will result in termination.
- Unused PTO hours will be rolled over at year end.
- PTO hours may be used at the employee's discretion.

Thank you for your dedication and hard work during the COVID-19 pandemic. As we strive to ensure a safe and healthy work environment, we will continue to monitor the number of cases. Should the situation warrant, more stringent safety measures such as the wearing of face masks and social distancing may be returned as part of our daily operations. Until such decisions are made, please be cognizant of your surroundings and practice safe behaviors to protect your personal health and the health of your fellow City