

Return to Work FAQ's

1. If I was sent home and not permitted to work due to the Governor's Stay-at-Home Order, when can I return to work?

You should only return to work when you are directed to do so by your Appointing Authority or their designee.

2. Will I have the same work schedule?

Your Appointing Authority (or designee) will advise you of your work schedule. Departments are required to observe social distancing guidelines, separate workspaces whenever possible, and ensure staff submit to wellness temperature checks. As a result, Departments may require you to attend work at a different start time and/or location.

3. What is a wellness temperature check?

Before an employee is permitted to daily perform work functions, employees are required to have their temperatures taken at a screening site and obtain the screen verification sticker evidencing you are fever-free. Individuals who test 100.4 degrees Fahrenheit or higher are required to wait 15 minutes before re-testing. Immediately upon testing at or above 100.4, the employee should contact their supervisor via phone, text, or email and inform the supervisor they are in the building but are awaiting a re-test. For non-exempt employees, the supervisor must document the time of the phone call so that if the employee is permitted to work, the time the employee placed the phone call will be the time the employee is deemed at work for time card purposes.

4. What if I test at or above 100.4?

If you have a temperature of 100.4 or higher, you are not permitted to attend work. You must contact your supervisor and let them know that you are unable to attend due to an elevated temperature and advise what type of available leave you will take. Options for leave include any available Pandemic Outbreak Leave, Federal Emergency Paid Sick Time (if eligible), compensatory

time, sick leave, vacation leave, or a leave without pay. You are not permitted to return to work until one of the following criteria are met: 1) Fourteen (14) calendar days have elapsed and you are symptom-free; or, 2) you are no longer experiencing symptoms and have a note from a medical provider stating that you may return to work and are not a threat to yourself or others during the COVID-19 pandemic crisis (refer to [BOS D 23.20, Paragraphs C and D](#)).

5. Who will know my temperature?

Your EIN and temperature will be logged into a confidential log. Only the screener entering the information and the screener's Human Resources supervisor will be aware of your temperature reading. The screener is permitted to share your temperature with you as well; however, this should be done privately. Each day, the supervisor of the wellness check program will remove any positive test result and transfer the information to a data file stored in a password-encrypted location in the Human Resources data base. Access to the information is only provided to the supervisor of the wellness check program and the managing supervisor over that Division.

6. Where are the screening locations?

Screening locations exist at the six County downtown facilities, as well as the Office of Emergency Management, Abrams Public Health Center, and the Sheriff's Department. The screenings are typically located in building entrances or lobbies. Some individual Departments are currently conducting their own screenings as trained by Human Resources. Other Departments/sites will be added once we have adequate supplies and trained personnel to conduct the wellness checks.

7. Is the County permitted to take my body temperature?

Yes, the County is authorized to implement temperature screening by Pima County Resolution No. 2020-18 declaring an emergency for the COVID-19 pandemic (March 19, 2020, and as extended), and subsequent Proclamation Section 6 limiting public access to public buildings (March 19, 2020); as well as Board of Supervisors (BOS) Policy D 23.20, *Attendance Policy During Influenza or Other Viral Pandemic Outbreak*. Additionally, the County is following U.S. Equal Employment Opportunity Commission (EEOC) guidance permitting

employers to measure employees' body temperatures (*Pandemic Preparedness in the Work Place, March 19, 2020*).

8. How many times will my body temperature be taken?

Once per day, prior to reporting to your workstation, you are required to have your body temperature taken.

9. Am I still to practice social distancing?

Yes. When you return to work, employees should make every attempt to socially distance at the recommended length of six (6) feet or more. Efforts should be made to not congregate at work areas or break rooms. Meetings of over ten (10) attendees must be handled by Microsoft Teams.

10. Are public members subject to the daily body temperature checks?

Yes. Public members to include visitors, contractors, vendors and customers are required to obtain a screen verification sticker or they will not be permitted to enter the worksite premises.

11. Am I permitted to wear a mask?

Yes. Cloth masks are strongly encouraged and suggested for counter or direct public interaction positions. Departments should also encourage the public with whom you conduct business to wear a mask as well.

12. Does that mean that the County will provide me a mask if I want one?

The County is not providing masks to employees, but recommends their usage in the workplace.

13. What if I have a compromising medical condition, will I be required to return to the workplace?

Employees who have continued concerns of workplace safety due to their own compromising medical condition as identified by the CDC, are required to obtain a Medical Provider Attestation in order to remain out of work. The Medical Provider Attestation form is located on the COVID-19 Employee

Resource page and must be provided to the Human Resources Nurse Liaison, via secured fax at 520-770-4057.

14. What if I do not provide a Medical Provider Attestation for my own compromising medical condition?

If the employee fails to obtain the Medical Provider Attestation form, they will not receive pay and their absence will be considered an unauthorized absence.

15. What if I have a family household member who has a compromising medical condition, will I be required to return to the workplace?

Employees who have continued concerns of workplace safety due to 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. The Medical Provider Attestation form is located on the COVID-19 Employee Resource page and must be provided to the Human Resources Nurse Liaison, via secured fax at 520-770-4057.

16. What if I do not provide a Medical Provider Attestation for my family household members compromising medical condition?

If the employee fails to obtain the Medical Provider Attestation form, they will not receive pay and their absence will be considered an unauthorized absence.

17. If I choose to not return to work due to my own or my family household member's compromising medical condition, what leave banks am I permitted to use?

If you are absent from work due to your own or your family household member's compromising medical condition, you are required to use compensatory time, vacation leave, or sick leave, in that order. However, if you have available Federal Emergency Paid Sick Time or Pandemic Outbreak Leave, these can also be used. See the [Families First Coronavirus Response Act \(FFCRA\) FAQs](#).

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18. Am I permitted to continue to telecommute when the Governor's Stay-at-Home Order is lifted?

It depends on the reason you are telecommuting. Employees that were telecommuting specifically due to the Governor's Stay-at-Home Order will be required to cease telecommuting immediately and return to the worksite.

19. Are any employees permitted to continue telecommuting?

While we are under the Federal or State declaration of an emergency due to the COVID-19 pandemic crisis, only persons who have their own compromising medical condition and provide a completed Medical Provider Attestation form, may be permitted to telecommute. Telecommuting is only available if there is sufficient equipment and the employee is able to perform their job functions while telecommuting.

20. What is the difference between the Federal or State declaration of an emergency due to the COVID-19 pandemic crisis and the Governor's Stay-at-Home Order?

On January 31, 2020, the Secretary of Health and Human Services (HHS) declared a public health emergency in response to COVID-19. On March 12, 2020, the Arizona Governor declared a public health emergency in response to COVID-19. An emergency declaration allows the state to tap into emergency funding and ensure a robust response to COVID-19, by waiving certain rules to protect the health of the public. The Governor's March 30, 2020 Stay-at-Home Order was to slow the spread of the new coronavirus, preventing Arizonans from leaving their residences except for food, medicine and other "essential activities." When the Governor's Stay-at-Home Order is lifted, the Federal and State declaration of an emergency will remain in effect.

21. Am I permitted to telecommute when the Governor's Stay-at-Home Order is lifted, if I have a family household member who has a compromising medical condition?

No. You will not be permitted to telecommute due to a compromising medical condition of your family household member. You may choose to not attend work; however, you are required to obtain the Medical Provider Attestation as outlined in questions 13 through 15 above.

22. Can I choose to telecommute when the Governor's Stay-at-Home Order is lifted, if I have a child whose school or daycare closed due to COVID-19?

No. Telecommuting will not be available for employees who need to care for a child whose school or daycare closed due to COVID-19. However, Emergency Family and Medical Leave Expansion Act (E-FMLA) leave is available for eligible employees. See [FFRCA FAQ's](#).

23. What if I am concerned for my safety and prefer not to return to work?

Employees who prefer not 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

24. Do we know when the Federal or State declaration of emergency due to COVID-19 will be lifted?

The Federal Government released Guidelines – Opening Up America Again and identified three (3) phased openings. At this time, it is unclear how long the declaration of emergency will last or how long it will take to complete the proposed phases.

25. If I refuse to return to work and was previously furloughed, will I continue to remain furloughed and receive unemployment benefits?

Once you are advised to return to work, employees who were previously furloughed due to the Stay-at-Home Order, will no longer remain on furlough and are required to return to work. You may be deemed disqualified or ineligible for unemployment benefits by the Arizona Department of Economic Security because of your refusal to work.

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26. Does the County Pandemic bank go away once the Stay at home order is lifted?

No—the stay-at-home order is separate and apart from the declaration of a pandemic. An employee’s available County-provided Pandemic Outbreak Leave allotment may be used (up to 80 hours depending on employee’s normal schedule) once per pandemic. See [BOS D 23.20](#).

27. What happens if I get Covid-19 in July? Can I use the County Pandemic bank if I haven’t used it yet?

County-provided Pandemic Outbreak Leave is available once per pandemic per employee. If the declaration of a pandemic is still in effect in July, an employee would be able to use their available pandemic leave. See [BOS D 23.20, Paragraph F](#).

28. What happens if I get Covid-19 in July and I am really sick, do I get to use both the County Pandemic and the Federal Emergency Sick leave?

If the employee has both types of leaves available and meets the criteria to use each type of leave, yes. Federal Emergency Paid Sick Time, barring revision by the Federal government, is available through December 31, 2020.

29. What consideration is going to be given to the employees that worked and didn’t touch either of these banks, while other employees were given four (4) weeks of paid leave?

Keep in mind that this is an unprecedented time in our history, and the efforts of our essential employees have been herculean and highly appreciated. Human Resources will recommend to County Administration that this issue be reviewed when we are no longer under a declaration of the COVID-19 pandemic.

30. Once the stay at home order is lifted, is BOS Policy D 23.20 still in effect?

Yes. The stay at home order is separate and apart from the declaration of a pandemic.

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31.If I have the symptoms listed in BOS Policy D 23.20, should I stay home and not come to work for 14 days?

Yes. An employee who is exhibiting the symptoms in [BOS D 23.20](#) should stay out of work for 14 days. If the employee stays out of work for 14 days and is not exhibiting symptoms at that point, the employee may return to work without a doctor's note.

32.Do I need a doctor's note to take the 14 days?

No. If you are experiencing symptoms identified in [BOS D 23.20](#), you do not need a doctor's note. However, if you wish to return to work sooner than the required 14 days, then you will need to provide a doctor's note that is compliant with BOS D 23.20.

33.Who determines when the COVID-19 pandemic crisis is ended?

This can be determined by the Federal or State government, and as concurred by Pima County's Chief Medical Officer. See [BOS D 23.20](#).

34.Will the County provide a Plexiglas barrier to "block" cubicle entry?

The County will not block cubicle entries. If an employee has a specific concern, they should speak to their supervisor to see if there are any solutions that can be created.

35.What is a layoff and how does it differ from a furlough?

A layoff is a termination from County employment of a classified (merit protected) employee due to lack of funds, reduced demand for services, functions or programs, or elimination of a position. See Merit System Rule (MSR) [1.36](#) and [11.4](#). A furlough is not a termination from County employment and the employee may return to work once there is sufficient work to perform.

36.If I am laid off, how will I be notified?

Your Appointing Authority or designee will notify you of a pending layoff not less than thirty (30) calendar days, prior to the effective date of layoff. See

MSR 11.4. In addition, Human Resources will notify you in writing, not less than thirty (30) calendar days, prior to the effective date of layoff.

37. Do I retain any rights if I am laid off from the County?

Yes. You retain pre-layoff reappointment, reemployment and reinstatement rights if you request them.