



Department Heads, Supervisor's and Employees' Guidelines and Reminders **04/01/20** **5:00 pm**

- **Families First Coronavirus Response Act (FFCRA)** goes into effect today! If you think you may qualify and wish to apply for Emergency Paid Sick Leave or Family Medical Leave, please contact your supervisor. Refer to the FFCRA poster attached with this memo for eligibility.
- Essential Functions Worksheets – this would be used in the event of a “total shutdown” or “shelter in place order”. To be essential it must fit the definition. Essential employee defined: An employee who is necessary to continue governmental operations and can't perform that function at home.
- **UPDATED TRAVEL RESTRICTIONS:** Florida Gov. Ron DeSantis, has issued a stay-at-home order for the entire state effective Thursday 04/02/20.
- Blank time sheets were posted on the webpage for anyone that needs to track time from home.
- If you are working a reduced schedule that means you are supposed to be at home when you are not scheduled to work. If you are supposed to be working from home, that means you are at home working, available to complete assigned projects/tasks or available to be called in to work in the office. If it is determined that the employee is non-compliant, they will be counseled. Further violations may result in loss of pay. As stated in the communications on March 30, this decision was made in order to reduce exposure for employees. Employees should not perceive this as a vacation but a business decision made to protect our employees and the public and to comply with orders issued by Governor Ivey and President Trump. We strongly encourage you to stay home to protect your families,

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