

FROM: Christina Conklin, HR Director, Office of Employee Services and Martha Baldwin, Acting Supervisor of Nurses,
Office of Public Health Nursing

Subject: COVID19 related Employee Sick Leave/Call Out Notification to Supervisors and Supervisors Next Steps

10/27/2020

Good Morning,

Please cascade this message to your staff.

In order to clarify communications regarding a potential COVID exposure and protect the safety of employees, refer to the below call flow and the [COVID19 review of symptoms](#). As with any illness, the employee must notify their Supervisor or designee when leaving work or calling out due to illness. Also included is the [August 5th, County guidance](#) that will answer questions related to "Illness Directly Affecting Employees".

After potential COVID 19 exposure, the supervisor must:

- Contact Public Health Nursing, 973-579-0570, x1211. This call may identify the need for additional information and will clarify any needed next steps; note that Public Health Nursing will initiate any next steps.

If the supervisor and/or employee needs guidance regarding COVID 19 federal and state laws eligibility:

- Contact Employee Services, 973-579-0350, Jessica Kapuscinski x 1120, Tami Vandergroef x 1118 or Christina Conklin x1117

As a friendly reminder and in accordance with [County guidance issued on June 25 2020](#) all employees are to wear masks in common areas and when appropriate.

If you should have any questions regarding the above communication, please feel free to reach out to Marty Baldwin ext. 1248 or myself ext. 1117.

Regards,
Christina and Marty



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