

State of Missouri
COVID-19
Frequently Asked Questions in the Workplace
March 12, 2020

Health Related Questions

What should I do if I have a temperature at or above 100.4 degrees? Stay home! Continue to monitor your temperature by checking twice daily. Call your physician if you believe it is appropriate.

What symptoms should I watch for if I think I am sick? Watch for a fever at or above 100.4, coughing and shortness of breath. For more information, visit www.health.mo.gov.

If you are concerned that you might have COVID-19, should you call your doctor or go to the doctor's office? Call your doctor for guidance. Do not risk infecting others.

If I do not know if I have been in contact with someone with COVID-19 but I have all of the symptoms, should I still call my doctor? You should call your doctor if you believe it is appropriate.

Should I be wearing a mask? You should follow your doctor's advice on this issue. The Missouri Department of Health and Senior Services notes that the current recommendations regarding masks are that if you yourself are sick with fever and cough, you can wear a surgical mask to prevent transmission to other people. If you are healthy, there is not thought to be any additional benefit to wearing a mask yourself because the mask is not airtight and does not necessarily prevent breathing in of these viral particles, which are very tiny. It's important to note masks are to prevent particles from leaving the person's nose or mouth; the mask protects the environment from the user. They do nothing to protect the user from particles in the environment.

What should I do if I have a temperature at or above 100.4 degrees? Continue to monitor it by checking twice daily. Call your physician if the fever continues.

Management Related Questions (Please see attached Leave Guidance)

Should I be canceling meetings? Rather than holding a meeting in person, do a teleconference or online meeting.

What is "borrowed leave?" Borrowed leave is leave made available for people who do not have accumulated sick leave. Borrowed leave is only being made available for COVID-19 consistent with the COVID-19 management guidance issued by the Office of Administration on March 12, 2020. (see attached guidance memo)

How much borrowed leave can I take? You can take up to 140 hours of borrowed leave. Again, this is only available in relation to COVID-19 and will not be allowed in any other situation.

What happens if I run out of the authorized amount of paid leave? Contact your HR representative.

If I have accumulated annual leave or comp time, should I use it before using borrowed leave? Yes, it is recommended to use your accumulated annual leave or comp time rather than using borrowed leave.

Can I use comp time instead of sick leave if I need to stay home? Yes. However, it is not mandatory to do so.

Do I have to take borrowed leave? No. You can choose to take leave without pay or if you have annual leave or comp time you may use it.

If I feel fine but a member of my household has a temperature at or above 100.4 degrees or a situation described in categories 2 - 4, can I come to work? No.

Will I have to reimburse borrowed leave? Yes. Sick time (at your normal accrual rate) will be deducted from your sick leave balance each pay period, starting from when you are back to work.

Can I use annual leave if I don't have sick leave and I don't want to borrow leave? Yes. However, it is not mandatory to do so. See sections 2 -5 of attached COVID-19 management guidance memo for details.

Can I take sick or borrowed leave if someone in my household has a temperature at or above 100.4 degrees or a situation described in categories 2 - 4? Yes. See sections 2 -5 of attached COVID-19 management guidance memo for details.

My spouse has appendicitis. Can I take borrowed leave for this? No. Borrowed leave can only be taken for situations described in the attached COVID-19 management guidance memo.

When can a team member return to work if tested positive to COVID-19? A team member who tests positive for COVID-19 may not return to work until they are clear of symptoms and the team member has provided a note from a physician authorizing the team member's return to work. The note must state that the team member has had two negative tests for COVID-19 taken at least 24 hours apart. The physician's note shall be provided to Human Resources.

I've heard about "social distancing." How does this apply to the workplace?

Within the workplace, social distancing can include:

- Avoiding in-person meetings, utilizing email, phone, and teleconferences.
- Meetings that are unavoidable should be short, in large rooms allowing space (3+ feet); no handshakes.
- Define and postpone nonessential gatherings and trainings.
- Limit social congregating in the workplace. (Copiers, water coolers, etc.)
- Prop open doors that are not essential for privacy or access restriction to minimize contact with door handles.
- Provide access to hand sanitizer and disinfecting wipes as possible.

- Encourage team members to keep work areas clean, and to routinely disinfect frequently touched surfaces.
- Encourage/require staff to clean dishes/utensils and not leave anything in break rooms/kitchenettes.

Facilities Questions

What are we doing in regard to disinfectant in the workplace? FMDC has ordered free standing disinfection stations for all state-owned office buildings. As of now, they are expected to arrive in about two weeks due to severe shortages of the product.

What can you do to keep the workplace clean? We all have a role to play in keeping our workplace clean. Team members are encouraged to work together to wipe down hard surfaces such as door handles, countertops, etc. See guidance from the CDC [here](#).

What are we doing in regard to workplace restrooms? FMDC is working with janitorial contractors to take extra precautions when cleaning restrooms in all state-owned office buildings. This includes making sure all soap dispensers are working and stocked with soap, as well as wiping down handles and push bars.