



Employee COVID-19 Update from HRRM

Preventative Tips

Harris County Officials are taking extra precautions to ensure all Harris County employees and constituents are safe during the Coronavirus (COVID-19) pandemic. As we continue to learn more about COVID-19, we urge you to continue to take necessary preventive actions to remain healthy and mitigate the spread of COVID-19 by frequently:

- Practicing social distancing by maintaining a distance of at least 6 feet between you and others; minimizing group gatherings to less than 10 people
- Washing your hands with soap and warm water for at least 20 seconds
- Sanitizing your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol
- Cleaning and disinfecting surfaces
- Avoiding contact with others that may have been exposed to the virus
- Avoiding the touching of your eyes, nose and mouth
- Covering your cough or sneeze with your arm or tissue

Compensatory Time Balance

On March 10, 2020 Harris County Commissioners Court approved an Order granting protection to all employees who have exhausted all other appropriate paid leave to establish up to -80 hours compensatory time due to absences directly related to Coronavirus (COVID-19), including sickness, quarantine, or to care for immediate family members who are sick or quarantined.

- The Order allows employee to accrue a maximum of 80 hours negative compensatory time with the stipulation that the employee will make up the lost hours at a later time but before the pay period ending December 18, 2020.
- Immediate Family Members: spouse, children, stepchildren, foster children or any other ward legally placed by the State of Texas, parent, stepparent, siblings, stepsiblings, grandparent, grandchild, parents of your spouse, and the spouses of your children.

Benefits

CIGNA Enhances COVID-19 Coverage to Office Visit/Telehealth Coverage

COVID-19 diagnostic test, the office visit, and telehealth services now available at no cost to the customer.

Cigna has taken further steps to help customers worried about symptoms or exposure to COVID-19 find greater peace of mind with easier access to screening, testing, telehealth services, and behavioral health support.

Effective immediately, Cigna will waive customers' out-of-pocket costs for COVID-19 testing-related visits with in-network providers, whether at a doctor's office, urgent care clinic, emergency room or via telehealth, through May 31, 2020.

Enhanced Services

Cigna is also making it easier for our participating in-network physicians with virtual care capabilities to help Cigna customers who are chronically ill or immunosuppressed to transition from in-person visits to virtual care through May 31, 2020 using the standard office visit benefit. By expanding this support, Cigna is taking enhanced measures to protect our most vulnerable patients by mitigating exposure risks and alleviating transportation barriers.

The health and safety of all employees is our priority. Employees with health concerns should contact their healthcare provider or they may contact:

-  **AmwellforCigna.com:** 855-667-9722
-  **MDLIVEforCigna.com:** 888-726-3171
-  **Harris Health Ask My Nurse Hotline:** 713-634-1110
-  **Cigna Employee Assistance Program (EAP):** 1-800-244-6224 (Toll Free)

Employee Helpline

A hotline has been established for employees to contact if they have symptoms, feel they been exposed, need general information, or have questions. Employees can contact the Public Health Task Force Employee Hotline at (713) 274-3880 or by email PHTaskForce@eng.hctx.net.

Contact Information

-  Please ensure that your contact information is up to date in order to receive notifications through the Employee Automated Notification system. This information can be updated using the *Automated Notification Information* option found within the *Update My Account Information* menu on the Harris County Employee Information page (<https://www2.harriscountytexas.gov/employee>).
-  Please also ensure that your emergency contact information is accessible and up to date. Emergency contact information can be added and updated using the Personal Details tile found on the STARS Employee Self Service home page. If you do not have access to STARS and need to update your emergency contact information, please contact your immediate supervisor or department's HR liaison to process the update.

Work From Home/Telecommuting

Contact your supervisor or department management for directions regarding your departmental work-from-home policy and/or available telecommuting options.

Frequently Asked Questions

Can I go negative on comp time without using available paid time?

Employees are required to exhaust available comp time and vacation time. Employees must use available paid time before they are able to go negative on comp time.

How do I pay back the negative 80 hours? Is there a time limit?

Employees have until the pay period of December 18, 2020 to make up the negative 80 hours.

What if I need more than 80 hours?

Employees have the ability to use available paid time and are able to only go negative 80 hours of comp time after exhausting applicable paid leave.

I have symptoms, and I'm staying home. Do I need to use my paid leave?

Yes, employees will need to exhaust their available paid time (sick, vacation, compensatory time). Once the available paid time is exhausted, employees are able to go negative 80 hours in their compensatory time.

I have symptoms. How long do I have to stay home?

Employees who are exhibiting symptoms should make contact with their health care provider.

I'm not comfortable working with the public.

Employees who have concerns completing their daily task should make contact with their supervisor.

Will gloves and mask be issued?

In general, no. Employees should follow up with their departments for additional guidance.

I am sick, do I have to come to work?

If you are sick, contact your health care provider and supervisor for additional guidance.

I am not sick, but I am worried about being around other sick people. Do I have to report to work?

You should contact your supervisor regarding available options.

School is closed. Do I have to report to work?

You should contact your supervisor regarding available options.

How do I contact Public Health?

The hotline is 713-274-3880 and is open from 9 a.m. to 7 p.m.

I am not experiencing any COVID-19 symptoms but I am having another medical issue. Do I need to self-quarantine?

You should make contact with your health care provider and follow the instructions they provide.

What if I do not have the time to take off for the 14 day quarantine?

Employees are allowed to accrue a maximum of negative 80 hours of Comp Time with the stipulation that the employee will make up lost hours at a later time, but before the pay period ending December 18, 2020.

What does negative comp time mean?

The use of Comp Time that the employee has not accrued that must be made up at a later time, but before the pay period ending December 18, 2020.

What facilities are testing for COVID-19?

You should contact your health care provider or telemedicine.

I am currently at work experiencing these symptoms. What should I do?

If you are sick or experiencing symptoms you should consult with your supervisor, go home, follow up with your health care provider or telemedicine, and follow the guidance given.