

# RIGHTS & RESPONSIBILITIES AS AN EMPLOYEE

## As an employee, you have the right to:

- A safe and healthy workplace.
- Information your employer has about any exposures you may have had to COVID-19. This does not include the identity of or information on individuals who have tested positive, only if you have been exposed.
- Ask your employer to correct potentially harmful working conditions.
- Not be discriminated against for exercising your health and safety rights.
- Paid or unpaid leave to protect the health and safety of others if you have been exposed to COVID-19, tested positive, or are showing symptoms.
- Not be fired due to your COVID-19 diagnosis or exposure.

## As an employee, you have the responsibility to:

- Read, understand, and comply with all COVID-19 related policies & procedures.
- Report COVID-19 symptoms, diagnoses, or exposures to your employers.
- Avoid unnecessary risks that could expose yourself and/or others to COVID-19.



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# RIGHTS & RESPONSIBILITIES AS AN EMPLOYER

## As an employer, you have the right to:

- Establish policies and procedures related to COVID-19 to protect the health and safety of your employees and customers, as well as prevent interruptions to regular operations.
- Require employees who have been in close contact with someone who tested positive, are showing symptoms, or have tested positive for COVID-19 to stay home.
- Require documentation from the Springfield-Greene County Health Department showing that an employee has been released from quarantine or isolation.
- Implement consequences for employees who engage in activities that violate local ordinances related to COVID-19.

## As an employer, you have the responsibility to:

- Maintain a safe and healthy workplace for your employees.
- Provide information concerning the potential exposure of employees to COVID-19 without revealing any private health information.
- Not discriminate against employees who exercise their right to health and safety.
- Provide paid or unpaid leave to those who have been exposed to COVID-19, show symptoms, or have tested positive.
- Not terminate employees because they have been exposed to or diagnosed with COVID-19.



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