

Please distribute attached message to all employees who do not have access to computers.



Office of *Human Resources*



Coronavirus or Just Sick?

What to Do When Employees Don't Know

What is the definition of COVID-19 exposure?

- The CDC defines exposure as being within approximately six feet of a COVID-19 case for a prolonged period of time, such as attending a gathering, party, concert, or meeting.
- Exposure can occur through close contact while caring for, living with, visiting, or sharing a healthcare waiting area with a COVID-19 case.

I came in contact with someone infected with COVID-19; what should I do?

- If you believe you have been exposed to a confirmed or suspected case of COVID-19, immediately call HHS Disease Control at 240-777-1755 for guidance.
- You should also call your primary care physician (PCP). All three of our County's medical providers offer telemedicine, and you are encouraged to use this service.
- If you do not have a PCP, you can go to an urgent care facility, but you should call ahead to provide them with advance notice so that they can take the necessary precautions to receive you.



I was diagnosed with COVID-19; what should I do?

- Immediately isolate yourself in your home. Stay home until you are fully recovered.

- You can return to work at the conclusion of a COVID-19 illness if *all* of the following conditions are met:
 - You have been cleared by your medical provider.
 - At least 3 days (72 hours) must have passed *since recovery*, meaning:
 - You have been free from fever for at least 3 days (72 hours) without the use of fever-reducing or other symptom-altering medications (e.g., cough suppressants). A fever is defined as 100.4°F [37.8°C] or greater using an oral thermometer.
 - You have experienced improvement in respiratory symptoms (e.g., cough, shortness of breath).
 - At least 7 days have passed since your symptoms first appeared.
- Before you return to work, you must provide OMS with medical documentation from your medical provider indicating clearance to return to work.



If I or a family member are immunosuppressed and cannot be exposed to COVID-19, can I telework or take leave?

- Before you reach out to your supervisor, first contact OMS at 240-777-5118, Monday through Friday between 8 a.m. and 4 p.m. You can also email medicalinfo.oms@montgomerycountymd.gov.
 - You will be required to provide medical documentation to OMS that demonstrates that you or a family member you live with is immunosuppressed.
 - OMS will give you a Health Status Report (HSR) which you should share with your supervisor.
- If you are over the age of 60 with no underlying medical conditions, you do not need to get clearance from OMS.
- Please note that OMS does not approve or provide guidance on telework or leave, nor does OMS answer any questions in regard to telework and/or leave; these questions must be directed to your supervisor.
 - For Situational Telework information, [please see Question 4 in the Telework section of the FAQs.](#)



I am sick but do not have any sick leave left; what should I do?

- If you are sick but have *not* been directed by your healthcare provider to self-quarantine and you have less than 80 hours of total leave balance, you will be advanced 10 days of sick leave.

How do I know if someone who seems sick has COVID-19?

- Only the employee's healthcare provider and HHS Disease Control can make that determination.
- If you feel uncomfortable assisting a customer or working with a colleague who appears to be ill, notify your supervisor.
- Questions related to COVID-19 may be directed to 240-777-1755.

What should I do if I am sick and not diagnosed with COVID-19, and when can I return to work?

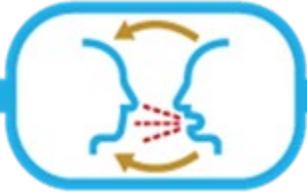
- If you are sick, stay home until you are fully recovered before returning to work. Fully recovered means:
 - You have no symptoms of acute respiratory illness and are free of fever (100.4°F [37.8°C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever reducing or other symptom-altering medicines (e.g., cough suppressants).
- If you have been absent for more than 15 work days, you must provide medical documentation from your medical provider to OMS indicating clearance to return to work.

What should I do if I am directed to self-quarantine?

- If you are told to self-quarantine or self-isolate by your healthcare provider or a state/local public health official, *even if you are not symptomatic*, stay home. Notify your supervisor that you were instructed to self-quarantine by your healthcare provider.
- With regard to sick leave, MCG will ensure that all employees are able to stay at home during the required 14-day period of self-isolation or quarantine.
 - You will be provided with COVID-19 administrative leave for the mandated self-isolation/self-quarantine period of up to 14 calendar days.
 - This means that you will be given up to 10 work days of COVID-19 administrative leave and the time will not be charged to you. Use the pay code ADMIN LEAVE – OTHER with the Reason Code ADMCOVID to record these hours.
- If you are not symptomatic during the period of self-isolation or self-quarantine and telework is feasible, you may coordinate with your supervisor to telework during that period.

I am a supervisor and my employee was sent home sick; what do I do?

- Instruct the employee to follow up with you once he or she has information from their healthcare provider and/or HHS Disease Control.



My coworker was sent home sick; what do I do?

- Contact your healthcare provider and follow their guidance. All three of our County's medical providers offer telemedicine, and you are encouraged to use this service.
- Contact HHS Disease Control at 240-777-1755 if you are concerned that you were exposed to someone diagnosed with COVID-19.

I am a supervisor and my employee was directed to quarantine by their healthcare provider; what needs to be done?

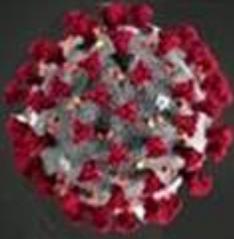
- The employee needs to follow the direction of his or her medical provider. The employee also must submit documentation to OMS.
- Disease Control investigators contact and interview individuals that are reported to have known exposure to COVID-19. They will provide guidance and recommendations for follow-up with the employee's primary care provider.

What if employees indicate that they need to self-quarantine?

- Employees should reach out to their healthcare provider to determine if self-quarantine is necessary based on the exposure.
- If the healthcare provider determines that self-quarantine is appropriate, employees will self-quarantine for the period of time directed by their healthcare provider.
- Prior to returning to work, employees must schedule an appointment with OMS. They must also provide medical documentation from their healthcare provider indicating clearance to return to work. OMS will provide employees with a health status report to submit to their supervisors.

How should employees in self-quarantine or who are immunosuppressed (or whose family member is immunosuppressed) report their time? Also, what pay codes should they use and what type of leave is allowed?

- Employees who are self-quarantined based on the determination of a healthcare provider will use the pay code ADMIN LEAVE – OTHER with the Reason Code ADMCOVID to record these hours.
- Employees who self-quarantine without the direction of a healthcare provider will use their own accrued leave and follow normal departmental procedures for the use of leave.
- Employees who cannot be exposed to COVID-19 because they are immunosuppressed, or have immunosuppressed family members, and who are not in a Telework-eligible position should use their own approved leave (annual, compensatory, sick, personal or PTO).



COVID-19



- For the latest employee information, visit:
www.montgomerycountymd.gov/EmployeeNewsCOVID19
Please note the guidance in this email will be added online as soon as possible.
- For **event-related** timekeeping, visit:
<https://www.montgomerycountymd.gov/mctime/resources.html#Events>
- Need to Telework? [Situational Telework Application](#)