



Critical Stay-At-Home Guidelines **For Employees, Contractors, & Supervisors**

Schools are closed and I need to take care of my children at home. What can I do?

- You can stay home and telework while caring for your children. If it is not possible for you to telework, you can use leave (annual, compensatory, sick, personal or PTO). If you don't have enough leave, you will be advanced leave.
- All employees who have less than 80 hours of total leave balance will be advanced 10 days of sick leave.

I am 60 years or older and concerned about exposure to COVID-19.

- You can stay home and telework if eligible. You can ask your supervisor to move you to a less forward-facing position to ensure social distancing.
- If an accommodation is not possible, you can stay home with approved leave (annual, compensatory, sick, personal or PTO). If you don't have enough leave, you will be advanced leave.
- All employees who have less than 80 hours of total leave balance will be advanced 10 days of sick leave.

I have a health condition (heart, lung disease, diabetes, etc) that puts me at increased risk if I am exposed to COVID-19. Can I stay home?

- You can stay home and telework if eligible. You can also ask your supervisor to move you to a less forward-facing position to ensure social distancing.
- To stay home, you must receive approval from your supervisor and receive OMS verification that you are at risk. If approved, use (annual, compensatory, sick, personal or PTO). If you don't have enough leave, you will be advanced leave.
- All employees who have less than 80 hours of total leave balance will be advanced 10 days of sick leave.

Need more information? Visit: www.montgomerycountymd.gov/EmployeeNewsCOVID19



I live with someone with an underlying health condition (heart, lung disease, diabetes, etc). Can I stay home?

- You can stay home and telework if eligible. You can also ask your supervisor to move you to a less forward-facing position to ensure social distancing.
- To stay home, you must receive approval from your supervisor and receive OMS verification that the person you are living with is at risk. If approved, use leave (annual, compensatory, sick, personal or PTO). If you don't have enough leave, you will be advanced leave.
- All employees who have less than 80 hours of total leave balance will be advanced 10 days of sick leave.



To ensure the safety of our employees and our community,
ALL options must be explored to encourage employees to telework and ensure social distancing.

Supervisory Guidelines

- All employees, including those in probationary status, should participate in Situational Telework as much as possible.
- Supervisors must be flexible and creative on how their employees can maximize telework participation.

Can I send an employee home who appears to exhibit COVID-19 like symptoms?

- Yes, if you believe the employee to be a health hazard to themselves or others, you may send an employee home until they are cleared by a healthcare provider.

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