What to Do If an Employee Becomes Sick or Exposed to COVID-19
Supervisor / Manager / Departmental COVID-19 POC Guidelines

*See https://www.montgomerycountymd.gov/covid19/quarantine.html for the latest COVID-19 quarantine guidelines for general populations from the Montgomery County Department of Health and Human Services (DHHS). These protocols are in line with CDC and Maryland Department of Health (MDH) guidance. (This definition does not apply to health/medical staff and first responders, who must follow their departmental guidance.)*

**LEVEL 1:** An employee is out sick but has not received a positive COVID-19 test result.

- Generally, keep track of how many staff are out sick and look for any trends.
- Encourage social distancing through telework as much as possible and work to limit use of common areas to the extent practicable.
- Encourage continued hand washing for all staff.
- Any employee who has not been directed by a federal, state, local authority or healthcare provider to quarantine/isolate, due to symptoms or exposure, should use their own sick leave.

**LEVEL 2:** An employee has tested positive for COVID-19.

- If you had previously been notified of a positive exposure and have already addressed facilities and social distancing issues with other staff, contact your departmental COVID-19 POC to update them on the status change and seek guidance on next steps.
- Employees who have been directed by a healthcare provider to quarantine due to a positive COVID-19 test result will be placed on administrative leave or may request to telework during the mandatory quarantine/isolation period per CDC guidelines.*

**LEVEL 3:** An employee has been in direct contact with and/or exposed to a positive case of COVID-19.

- If an employee tells you they have been exposed to and/or in direct contact with a positive case of COVID-19:
  - Ask the employee to contact their healthcare provider and departmental COVID-19 POC to update them on the status change and seek guidance on next steps.
  - Departmental Management and COVID-19 POC should provide initial guidance to managers regarding management of affected workspaces. Managers should consider and ensure that the needs for safety and COOP are addressed. These may include:
    - Contact DHHS Disease Control at 240-777-1755.
    - Isolate the direct workspace of the individual (e.g., cubical, vehicle, etc.).
    - Notify DGS of the need for cleaning a potentially contaminated area.
    - Assess whether relocation of operations is necessary based on affected workspace. Contact DHHS, OMS, and OEMHS immediately for guidance. If determined necessary, relocate operations and staff to a safe area so work can continue.
    - Advise directly affected staff of any actions they may need to take.

**Note:** This guidance applies to all on-site employees. Refer to the separate guidance document for contractors, vendors, volunteers, and interns. FOP and IAFF members, consult with your department for internal policy information.
LEVEL 4: An employee has been quarantined and meets the criteria for recovery to return to work.

- Obtain a formal return to work clearance from OMS before permitting the employee to return to work. Until that is received, the person cannot access County facilities.
- Employees who were directed to isolate/quarantine while on telework must receive clearance from OMS before returning to a worksite.
- Notify your departmental COVID-19 POC of the employee’s return to work.

LEVEL 3 (Continued)

- The COVID-19 POC must complete the online OMS COVID-19 Department Reporting System.
  - OMS will communicate directly with the departmental COVID-19 POC on any additional actions needed.
- The POC will ensure that any additional actions received from the OMS are given to the department/manager. If applicable, notify the appropriate union of the steps taken (remember, HIPAA prohibits you from identifying the person to the union absent a signed waiver).
- The department should consider sending a notification to all affected staff, below are two examples. If needed, please contact DHHS Disease Control at 240-777-1755 for guidance on messaging. The overall message should be that MCG is working to protect their safety.
- Employees who have been directed by a healthcare provider to quarantine due to COVID-19 exposure will be placed on administrative leave or may telework if approved during the mandatory quarantine/isolation period per CDC guidelines.*

Sample Employee Message for Office Environments
We have been notified of a positive COVID-19 exposure on the 50th floor. Given that, we are assessing the current situation and will be determining whether alternative operations are necessary within the next 24 hours.
DGS has been cleaning the space and will continue to do such. What this means for you:
- If you have been in our 50th floor space since [Insert Date], you may be contacted by public health. However, given the limited risk of exposure we don’t anticipate many, if any, people being contacted.
- If you have been in the space since [Insert Date], please monitor yourself for symptoms. If you experience any symptoms aligned with COVID-19, please notify your healthcare provider and your supervisor.
- If you have additional questions, please contact your immediate supervisor.

Sample Employee Message for Shops and Depots
- We were notified that a member of our staff has been exposed to and/or in direct contact with a positive case of COVID-19. We have alerted people who may have been exposed and are following HHS Disease Control guidelines. We have also cleaned the areas where the person had contact. At this point, we need each of you to continue to maintain social distance, stay home if you are ill, and alert us of any changes in your health.

RESOURCES
Department of Health and Human Service (DHHS) Disease Control
240-777-1755 / 240-777-4000 (24/7)
Department of General Services (DGS)
240-777-7777
Occupational Medical Services (OMS)
Phone: 240-777-5118
Email: omscovid19info@montgomerycountymd.gov
Fax: 240-777-5132
Office of Emergency Management and Homeland Security (OEMHS)
COOP worksite relocation: 240-277-0544 (Jim McClelland)

* Updated link to DHHS quarantine/isolation guidance for general populations.
What to Do If You Become Sick or Exposed to COVID-19
Employee Guidelines

**LEVEL 1:** I am out sick but have not received a positive COVID-19 test result.

- Notify your supervisor that you are sick and are staying home.
- If you have COVID-like symptoms, you are encouraged to get tested as soon as possible.
- Remain in contact with your healthcare provider if your symptoms change.
- Notify your supervisor if you receive a positive COVID-19 test result.
- Any employee who has not been directed by a healthcare provider to quarantine/isolate should use their own sick leave.

**LEVEL 2:** I have tested positive for COVID-19.

If you receive confirmation of a positive COVID-19 test:
- Follow the guidance given by your healthcare provider.
- Contact your supervisor and provide him or her with an update.
- Follow your supervisor’s guidance regarding your work status and schedule.
- Employees who have been directed by a healthcare provider to quarantine due to a positive COVID-19 test result will be placed on administrative leave or may request to telework during the mandatory quarantine/isolation period per CDC guidelines.*

**LEVEL 3:** I have been in direct contact with and/or exposed to a positive case of COVID-19.

- Contact your healthcare provider and your departmental COVID-19 POC. The COVID-19 POC will ask you questions to assess the situation and provide guidance on appropriate next steps based on the latest quarantine/isolation guidelines.*
- If advised to leave work, notify your supervisor by phone or email, and answer your supervisor’s questions regarding your movements and contact while at work.
- Employees who have been directed by a healthcare provider to quarantine due to COVID-19 exposure will be placed on administrative leave or may telework if approved during the mandatory quarantine/isolation period per CDC guidelines.*

**LEVEL 4:** I have been quarantined and meet the criteria for recovery to return to work.

- Notify your supervisor of your intention to return to work.
- Obtain documentation from your healthcare provider that you have successfully completed/been released from quarantine or isolation.
- Email COVID-19 return to work documentation to OMS at omscovid19info@montgomerycountymd.gov. OMS will provide you, your supervisor, and your COVID-19 POC with an approved Health Status Report (HSR).

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FOP and IAFF members, consult with your department for internal policy information.

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Revision Notes: Updated link to DHHS quarantine/isolation guidance for general populations.