

What to Do If an Employee Becomes Sick or Exposed to COVID-19

Supervisor / Manager / Departmental COVID-19 POC Guidelines

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 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**.

If an employee notifies you that they have tested positive for COVID-19, follow the steps outlined in Level 2.

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** for the duration of their period of quarantine/isolation.

If the notice of the positive test result from the employee is the first you are hearing of this situation, follow the steps outlined in Level 3. The COVID-19 POC will notify OMS of the status change and follow the direction of OMS.

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:

- If the employee has come into the office, ask the employee to go straight home and contact their healthcare provider immediately and then immediately notify your departmental Manager and COVID-19 POC.
- 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.

Continue to next page

**The CDC defines exposure and/or direct contact as being less than six feet from a positive COVID-19 case for at least 15 minutes, regardless of whether masks were worn or not. Exposure and/or direct contact can occur through close contact in any environment.*

(Note that this definition does not apply to health/medical staff and first responders, who must follow their departmental guidance.)

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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 continue to telework if approved**.

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.

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.

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: MedicalInfo.OMS@montgomerycountymd.gov

Fax: 240-777-5132

Office of Emergency Management and Homeland Security (OEMHS)

COOP worksite relocation: 240-277-0544 (Jim McClelland)

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.
- Stay home until you are symptom-free.
- 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 federal, state, local authority or healthcare provider to quarantine/isolate, due to symptoms or exposure, 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** for the duration of their period of quarantine/isolation.

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

- Call DHHS Disease Control immediately at 240-777-1755 and follow their guidance.
- Answer DHHS Disease Control's questions to the extent possible regarding your movements in the office and contact with others (who, for how long and was social distance maintained).
- If advised to leave work, notify your supervisor by phone or email.
- 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 continue to telework if approved**.

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.
- Contact OMS by phone at 240-777-5118 or email at MedicalInfo.OMS@montgomerycountymd.gov to schedule a return to work appointment. **Do not come to the clinic without an appointment.** Provide OMS with a copy of the above documentation indicating you have been cleared to return to work.
- OMS will provide you with an approved Health Status Report (HSR), which you must give to your supervisor. OMS will also provide the HSR to the departmental COVID-19 POC.

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