

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, exposure, or travel, 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 tested positive for COVID-19 will be placed on **administrative leave** for the duration of their period of quarantine/isolation. For employees with an available EPSL balance, the first 80 hours of administrative leave will be coded as EPSL.

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 exposed to and/or in direct contact with a positive case of COVID-19 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.

*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.)

RESOURCES

Department of Health and Human Service (DHHS) Disease Control

240-777-1755 / 240-777-4000 (24/7)

Occupational Medical Services (OMS)

Phone: 240-777-5118

Email: MedicalInfo.OMS@montgomerycountymd.gov

Fax: 240-777-5132

Note: This guidance does not apply to Police or Fire.