

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).

*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.)

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: omscovid19info@montgomerycountymd.gov

Fax: 240-777-5132

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.

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