

MEMORANDUM



TO: County Elected Officials and Department Directors
 FROM: Brittany Fain, Director of Risk, Safety and Emergency Management
 DATE: April 9, 2021
 SUBJECT: COVID-19 Quarantine and Isolation Leave Guidelines

Quarantine and Isolation Leave Guidelines

The following matrix should be used as guidance to determine an employee’s status and leave type usage if remote work is not applicable. Montgomery County reserves the right to use paid administrative leave or unpaid leave as necessary.

All leave and remote work must be approved by the supervisor and/or adhere to established County policy. Use of Long-Term Sick Leave requires medical documentation such as a positive test result, medical evaluation or the results of HR contact tracing.

Situation	Return to Work	Leave Type Options
Employee is symptomatic and COVID test positive (regardless of vaccination status)	At least 10 days after onset of symptoms and 24 hours fever-free and reduction of symptoms	C19, 1 day PPL/ Long Term Sick Leave, PPL, Vacation, Comp Time
Employee is asymptomatic and COVID test positive (regardless of vaccination status)	10 days after positive test	C19, 1 day PPL/ Long Term Sick Leave, PPL, Vacation, Comp Time
Employee is symptomatic with no medical evaluation (regardless of vaccination status)	Contact Supervisor	C19, 1 day PPL/ Long Term Sick Leave, PPL, Vacation, Comp Time
Employee is symptomatic and awaiting COVID test results (regardless of vaccination status)	Contact Supervisor	C19, 1 day PPL/ Long Term Sick Leave, PPL, Vacation, Comp Time
Employee is asymptomatic, awaiting test results (regardless of vaccination status)	Report to work and monitor symptoms per CDC guidelines.	Leave per County policy
Human Resources contacts an employee after contact tracing identifies a potential work exposure	14 Days mandatory quarantine	C19, 1 day PPL/ Long Term Sick Leave, PPL, Vacation, Comp Time
Human Resources contacts a vaccinated employee after contact tracing identifies a potential work exposure	Employee must produce proof of completed full vaccination (2 doses of Pfizer or Moderna, or 1 dose Johnson & Johnson) that occurred greater than 2 weeks prior to potential exposure; Report to work and monitor symptoms per CDC guidelines.	Leave per County policy

An employee's immediate household member tests positive for COVID (regardless of vaccination status)	No mandatory quarantine, monitor for symptoms--14 days <u>optional</u> quarantine if employee chooses (qualifies as FMLA event)	C19, 1 day PPL/ Long Term Sick Leave, PPL, Vacation, Comp Time
An employee identifies a potential exposure to a non-household member who tests positive for COVID (regardless of vaccination status)	Report to work and monitor symptoms per CDC guidelines.	Leave per County policy
An employee identifies a potential exposure to a symptomatic (non-COVID test positive), household or non-household individual	Report to work and monitor symptoms per CDC guidelines	Leave per County policy

The Centers for Disease Control and Prevention (CDC) has issued guidance identifying all government employees as **Critical Infrastructure Employees**. Under this designation, quarantine conditions may be modified.