



MEMORANDUM

TO: County Elected Officials and Department Directors
 FROM: Brittany Fain, Director of Risk, Safety & Emergency Mgt.
 DATE: January 10, 2022
 SUBJECT: Revised 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.

NOTE: Masks are required for all employees at all times when not working independently at their desk regardless of COVID status.

Situation	Return to Work	Leave Type Options
Employee is symptomatic and COVID test positive (regardless of vaccination status)	Stay home for 5 days. If your symptoms are resolving after 5 days, you may return to work (if you have a fever stay home at least until 24 hours after fever resolves).	1 day PPL/ Long Term Sick Leave, PPL, Vacation, Comp Time
Employee is asymptomatic and COVID test positive (regardless of vaccination status)	Stay home for 5 days. If your still asymptomatic after 5 days, you may return to work.	1 day PPL/ Long Term Sick Leave, PPL, Vacation, Comp Time
Employee is symptomatic with no medical evaluation (regardless of vaccination status)	Stay Home and Get Tested	1 day PPL/ Long Term Sick Leave, PPL, Vacation, Comp Time
Employee is symptomatic and awaiting COVID test results (regardless of vaccination status)	Stay home until test results are received. If positive, stay home for 5 days. If you have no symptoms or your symptoms are resolving after 5 days, you may return to work (if you have a fever stay home at least until 24 hours after fever resolves).	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 unvaccinated* or not current on vaccine* employee after contact tracing identifies a potential work exposure	Stay home for 5 days. Test on day 5 if possible.	1 day PPL/ Long Term Sick Leave, PPL, Vacation, Comp Time
Human Resources contacts a currently vaccinated** employee after contact tracing identifies a potential work exposure	Employee must produce proof of completed full vaccination and booster if applicable. 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--5 days <u>optional</u> quarantine if employee chooses (qualifies as FMLA event)	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.

Regarding at-home COVID Tests: Montgomery County continues to follow CDC and Public Health recommendations. If an employee tests positive with an at-home COVID test, they will be expected to isolate following County guidelines for a positive result. Additionally, the employee shall follow-up with a medical provider or laboratory to get a confirmation test. Contact tracing and reporting to Public Health will not be initiated until the positive result has been confirmed via a medical provider or laboratory test.

* *Unvaccinated employee or not current on vaccine:*

- *Has not been vaccinated, or*
- *Completed the Pfizer or Moderna Vaccine over 6 months ago and are not boosted, or*
- *Completed the J & J vaccine over 2 months ago and are not boosted*

** *Currently vaccinated employee:*

- *Has been boosted, or*
- *Completed the primary series of Pfizer or Moderna vaccine within the last 6 months, or*
- *Completed the primary series of J & J vaccine within the last 2 months*