



MEMORANDUM

TO: County Elected Officials and Department Directors
 FROM: Brittany Fain, Director of Risk, Safety & Emergency Mgt.
 DATE: August 17, 2022
 SUBJECT: Revised COVID-19 Quarantine and Leave Guidelines

The following information is to provide instructions to employees who are COVID:

- Positive
- Symptomatic
- Asymptomatic
- Exposed or potentially exposed
- Contact traced

The following matrix should be used as guidance to determine an employee’s status and leave type usage if remote work is not applicable. Current CDC guidelines no longer differentiate between vaccinated and unvaccinated people; therefore, the following is applicable to all. For counting days, Day 0 is the date symptoms begin or a COVID test is taken. Day 1 is the next day. *Please note that the protocols for employees of Stillwater Center necessarily deviate from these guidelines.*

Status or Situation	Return to Work	Leave Type Options
Employee is symptomatic and COVID positive	Stay home for 5 days. After 5 days, if your symptoms are resolving you may return to work. If you have a fever stay home for at least 24 hours after fever resolves. Masking is recommended for 10 days.	1. Follow Sick leave policy. 2. Use accrued paid leave. 3. Approved Leave without Pay
Employee is symptomatic and awaiting COVID test results	Stay home until test results are received. If positive, stay home for 5 days. After 5 days, if you have no symptoms or your symptoms are resolving, you may return to work. If you have a fever stay home for at least 24 hours after fever resolves. Masking is recommended for 10 days.	1. Follow Sick leave policy. 2. Use accrued paid leave. 3. Approved Leave without Pay
Employee is symptomatic with no medical evaluation	Stay home and get tested.	1. Follow Sick leave policy. 2. Use accrued paid leave. 3. Approved Leave without Pay
Employee is asymptomatic and COVID positive	Stay home for 5 days. If you are still asymptomatic after 5 days, you may return to work. Masking is recommended for 10 days.	1. Follow Sick leave policy. 2. Use accrued paid leave. 3. Approved Leave without Pay
Employee is asymptomatic awaiting test results	Report to work and monitor symptoms per CDC guidelines.	Leave is not applicable unless employee becomes symptomatic, or they become COVID positive.

Employee has been exposed to a COVID positive immediate household member (regardless of vaccination status)	Report to work and monitor symptoms per CDC guidelines. Masking is recommended for 10 days.	Leave is not applicable unless employee becomes symptomatic, or they become COVID positive.
Employee has been exposed to a COVID positive non-household member	Report to work and monitor symptoms per CDC guidelines. Masking is recommended for 10 days.	Leave is not applicable unless employee becomes symptomatic, or they become COVID positive.
Employee has been exposed to a symptomatic (not COVID positive) household or non-household member	Report to work and monitor symptoms per CDC guidelines. Masking is recommended for 10 days.	Leave is not applicable unless employee becomes symptomatic, or they become COVID positive.
Human Resources identifies employee through contact tracing as a potential work exposure	Report to work and monitor symptoms per CDC guidelines. Masking is recommended for 10 days.	Leave is not applicable unless employee becomes symptomatic, or they become COVID positive.

Paid and unpaid leave must be utilized in the order established above. 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 from a laboratory or medical provider or a medical evaluation on the third day of absence.

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 quarantine 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.

If you have questions about this information, please contact your Human Resources payroll processor.