What to Do If an Employee Becomes Sick or Exposed to COVID-19

PRINCIPAL/SUPERVISOR/ADMINISTRATOR COVID-19 GUIDELINES (PAGE 1)

**LEVEL 1**
A staff member is out sick and is waiting for COVID-19 test results, or has tested negative for COVID-19

- Advise the staff member to remain home until they have received their COVID test results
- Follow routine cleaning procedures of the spaces the employee worked in
- At this level, other staff at your location do not need to quarantine
- If the staff member tests negative for COVID-19, they should remain home until they are symptom free for 24 hours. They will use their own sick leave

**LEVEL 2**
A staff member has tested positive for COVID-19

- Collect preliminary contact tracing information
  - Last date employee was on site
  - Date symptoms started
  - Date employee tested positive
  - Names of other staff members on-site with the employee positive for COVID-19
- Contact Heather Dublinske to continue the contact tracing process (See FAQ for additional information)
- After speaking with Heather Dublinske, using Template Letter A, inform any employees that were determined to have direct contact* that they need to quarantine for 14 days from the date they were last in contact with the employee positive for COVID-19
- Using Template Letter B, inform staff members who worked on-site and did not have direct contact with the employee positive for COVID-19 (include Security, OCTO, Food Service or other staff members who were on-site, even if they are not permanently assigned to your work location)
- If the staff member has come into a worksite, ask the staff member to leave immediately and to contact their medical provider
- If the staff member has not been at the worksite, advise them to stay home for 14 days and to contact their medical provider.
- At this level, if the exposure/direct contact* did NOT occur at the worksite, other staff members do not need to quarantine (See FAQ for additional information)
- If after testing, the staff member informs you they have tested positive, refer to the process in Level 2
- If after testing, the staff member informs you they have tested negative, they should continue quarantine for the full 14 days from last date of contact with a positive COVID-19 case
- If the staff member does NOT have a COVID test, they can return to work after 14 days if they have not developed symptoms

**LEVEL 3**
A staff member has been in direct contact* and/or exposed to a positive case of COVID-19

- If the staff member notifies you that they have tested positive for COVID-19, follow the steps outlined in Level 2

Leave and Payroll for Employees who have tested positive for COVID-19

- Complete Form 430-1C
- Provide COVID-19 test results
- Submit form and test results to ERSC for the employee to receive pay under the Family First Corona Virus Response Act (FFCRA)

Leave and Payroll for Employees who have been advised to Quarantine

- Complete Form 430-1C
- Write on the Form “Quarantine Per Heather Dublinske”
- Submit Form to ERSC for the employee to receive pay under the FFCRA

Leave and Payroll for Employees who have been advised to Quarantine from a Work Related Exposure

- Complete Form 430-1C
- Write on the Form “Quarantine Per Heather Dublinske”
- Submit Form to ERSC for the employee to receive pay under the FFCRA

Leave and Payroll for Employees who have been advised to Quarantine from a Personal Exposure

- Complete Form 430-1C
- Provide doctor or health department quarantine notice
- Submit Form to ERSC for the employee to receive pay under the FFCRA

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*The CDC and Montgomery County Department of Health and Human Services (DHHS), defines exposure and/or direct contact as being six feet or less from a positive COVID-19 case for 15 minutes or longer, regardless of whether masks were worn or not. Only a positive COVID test or direct contact requires a 14 day quarantine. Employees who have had secondary contact should continue to work and monitor for symptoms.
LEVEL 4
A staff member has completed the 14-day quarantine period (and has been symptom free for 24+ hours)

If the employee WAS positive for COVID-19
- The employee needs to provide the MCPS return to work form (440-40s or 440-40m) or a letter from a medical provider clearing them for in-person work before returning
- They are NOT required to retest or have a negative test result prior to returning to work
- The employee should send the Return to Work form or medical provider letter to ERSC
- The employee should follow all safety measures upon returning to the building (masks, handwashing, physical distancing)

If the employee was NOT positive for COVID-19
- The employee is not required to provide the MCPS return to work form or a letter from a medical provider
- The employee may return to work as normal, as long as they have not developed symptoms during the quarantine period (if symptoms have developed advise the employee to contact their medical provider)
- The employee should follow all safety measures upon returning to the building (masks, handwashing, physical distancing)

If your location is a food site
- Determine if the employee positive for COVID-19 was involved in the preparation and direct distribution or food
  - If yes, notify your DFNS supervisor immediately
  - If there was no direct contact with food distribution, you may continue normal food service to your community, no communication is required

If your location is a daycare or childcare site
- Determine if the employee positive for COVID-19 had direct contact with on-site childcare staff or students
  - If yes, notify the site director immediately
  - If there was no direct contact with childcare, inform the site director when you notify on-site staff using Template Letter B

Communication
- Do not disclose confidential identifying or medical information (name of employee who tested positive, how the employee contracted COVID, etc.) when asking contact tracing questions or informing staff
- See FAQ's for additional information regarding communication