

September 1, 2020

Chief Human Resources and Professional Development Officer

Protocols for When A Staff Member Tests Positive For COVID-19 or Shows Symptoms of COVID-19

TO: All Staff

FROM: David Lerner
Chief Human Resources and Professional Development Officer

The following procedures will be used when a staff member who works on-site tests positive for or shows symptoms of COVID-19.

Scenario 1 – Howard County Health Department (HCHD) Confirms a Positive Case

1. The HCPSS Health Services Office will follow guidance given by the HCHD personnel/contact tracer.
2. The HCPSS Health Services Office will assist the HCHD personnel/contact tracer in identifying close contacts to quarantine for 14 days.
3. If a quarantined staff member's job does not require them to work on-site and they are healthy enough to do their job remotely, there is no need to take leave. If an "Employee is subject to a federal, state or local quarantine or isolation order" or "advised by a health care provider to self-quarantine" or "is experiencing symptoms and seeking a diagnosis" then they qualify for FFCRA Paid Leave and can choose to use FFCRA leave or their own accrued leave.
4. Custodial staff at that location will be notified if there is a need for additional cleaning and disinfecting of the work location. If there is a need to close all or parts of the building, staff at that location and Office of Facilities staff will be notified and staff will also be notified when the building is cleared for re-entry.

Scenario 2 – Staff Member Confirms a Positive Case to a Supervisor

1. Supervisor calls HCPSS Health Services Office to inform that a staff member has tested positive for COVID-like symptoms.
2. The HCPSS Health Services Office will contact HCHD for confirmation. If confirmation is provided, HCPSS will follow guidance given by the HCHD personnel.
3. The HCPSS Health Services Office will assist the HCHD personnel/contact tracer in identifying close contacts to quarantine for 14 days.
4. If confirmation is not able to be confirmed by HCHD at the time of the call:
 - a. The staff member is asked to think of other close contacts from 48 hours from the onset of symptoms (or 48 hours before the positive test if never symptomatic) and share the other HCPSS staff members with the Health Services Office.

- b. Direction is given by the Health Services Office to close contacts to follow up with their Primary Care Physician for the need to test for COVID-19 or another diagnosis and quarantine for 14 days from exposure to other staff member or until they are medically cleared.
5. If any quarantined staff member can do their job via teleworking and they are healthy enough to do their job remotely, there is no need to take leave. If an "Employee is subject to a federal, state or local quarantine or isolation order" or "advised by a health care provider to self-quarantine" or "is experiencing symptoms and seeking a diagnosis" then they qualify for FFCRA Paid Leave and can choose to use FFCRA leave or their own accrued leave.
6. Custodial staff at that location will be notified if there is a need for additional cleaning and disinfecting of the work location. If there is a need to close all or parts of the building, staff at that location and Office of Facilities staff will be notified and staff will also be notified when the building is cleared for re-entry.

Scenario 3 - Staff Member Showing Symptoms

1. Supervisor calls HCPSS Health Services Office to inform them that a staff member has COVID-like symptoms.
2. Supervisor sends the staff member home and advises them to follow up with their Primary Care Physician for the need to test for COVID-19 or another diagnosis.
3. Supervisor asks the staff member to think of other close contacts from 48 hours from the onset of symptoms and shares the other HCPSS staff members with the Health Services Office.
4. Direction is given by the Office of Health Services to close contacts to follow up with their Primary Care Physician for the need to test for COVID-19 or another diagnosis and quarantine for 14 days from exposure to other staff member or until they are medically cleared.
5. If any quarantined staff member can do their job via teleworking and they are healthy enough to do their job remotely, there is no need to take leave. If an "Employee is subject to a federal, state or local quarantine or isolation order" or "advised by a health care provider to self-quarantine" or "is experiencing symptoms and seeking a diagnosis" then they qualify for FFCRA Paid Leave and can choose to use FFCRA leave or their own accrued leave.
6. If a staff member is tested and the test is negative, the close contacts may return to work, and the staff member may return to work when they are free of symptoms.
7. If a staff member is tested and the test is positive, the close contacts need to continue to quarantine for 14 days or until they are medically cleared.
8. Failure to be tested will be handled the same as a positive test where the staff member and close contacts need to continue to quarantine for 14 days or until they are medically cleared.

Please contact Kerrie Wagaman, Coordinator of Health Services, with any questions.