

EMPLOYEE HEALTH GUIDELINES RELATED TO COVID-19

Guidance about COVID-19 is rapidly evolving; **updates shown in bold italics.**

All staff are expected to notify their supervisor as soon as they are made aware that they have tested positive for the virus that causes COVID-19 or that they have been exposed to a person who is confirmed to have COVID-19. Employees must follow the guidance of healthcare providers, **state**, and **local** health departments.

Employees should follow all **current State of Maryland state advisories** including travel, if any are in effect at the time of travel.

Reminder: All employees must sign in each time they enter an HCPS building. An electronic sign-in process is recommended where available.

What to do when:

A. Employee was in **close contact** with someone who has COVID-19-like symptoms or tested positive for COVID-19 outside of work:

The Centers for Disease Control and Prevention (CDC) defines close contact as someone who was within six (6) feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from two (2) days before illness onset (or, for asymptomatic patients, two (2) days prior to test specimen collection) until the time the patient is isolated.

- Do not come to work or go home if at work, contact your supervisor, and contact your healthcare provider. Medical note from your healthcare provider stating the date you can return to work will need to be submitted prior to your physical return to work. A letter from the health department will also be accepted.***

B. Employee has COVID-19-like illness or tests positive for COVID-19:

- Contact the school nurse to discuss isolation and to identify close contacts at school.***
- Contact your supervisor if you physically work at Central Office or the Annexes. Your supervisor will follow the Coronavirus Communication Flowchart. **COVID-19 Information.*****

Self-Checks:

- It is a requirement that every employee complete a self-check, including temperature, before arriving to work.
- If an employee has any COVID-19 symptoms including fever (100° F or greater) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, the employee should stay home, notify their supervisor, and call their doctor.
- If the employee becomes sick during the day, they must inform their supervisor and go home immediately. HCPS communication processes will be enacted, including alerting HR and determining additional precautionary steps for the worksite. Administration will work with the school nurses to initiate isolation/quarantine as appropriate.
- Employees cannot return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

What should an employee do who has chronic medical symptoms that mimic COVID-19-like symptoms?

Harford County Health Department guidance recommends that employees with asthma, allergies, or other chronic conditions that/mirror COVID-19-like symptoms should seek evaluation and treatment from their health care provider. If chronic symptoms continue to exist following treatment, the employee may provide to the **HCPS Medical Case Manager**, a signed note from their physician that documents their specific, detailed diagnosis, baseline health, and triggers. The employee should retain a copy of the physician's note to share only as needed with school nurses or other administrative personnel. If the employee deviates from his/her medical baseline health or has additional COVID-19-like symptoms, the employee must go home or not come to work, contact their supervisor, and contact their healthcare provider.

REMEMBER:

- Maintain social distancing
- Wear a mask
- Wash your hands regularly

Social Distancing and Masks:

All employees must practice social distancing and should maintain 6 feet between employees as work duties permit.

- An employee's mask must cover the nose and mouth. Masks are not a substitute for social distancing.
- If you are alone in your private office/workspace, and are at least 6 feet away from other people, it is not necessary to wear a mask.
- If you leave your desk to walk into an area where you may encounter another person, you must wear a mask. If a person comes into your office area and there is less than 6 feet, all parties must always have their masks on.
- If you work in an area that interfaces with the public, masks must always be worn.
- When in doubt, wear a mask. A cloth mask has been made available for every employee.
- Employees must disinfect their office space after working without a mask.

Cleaning Guidelines:

- Cleaning occurs at regular intervals during the day.
- Employees may assist by disinfecting their personal areas and other communal areas such as door handles, shared equipment, communal work surfaces.
- Employees must disinfect their office space after working without a mask.

Employees may qualify to work from home if one of the following factors apply:

- Employee has been quarantined by the school nurse, and can be productive working virtually as directed by their supervisor. If a substitute is required for a quarantined employee, this can be sought using code "065-Other" (include comment "Classroom COVID Exposure") in SFE.
- As provided in an MOU with HCEA, the teacher is authorized to utilize up to three days for virtual work due to an urgent COVID-19 matter.
- It is professional development day with no in-person essential requirement.
- Employee does not have in-person essential job functions, as identified by HCPS supervisor.
- Employee has received an accommodation to telework under the ADA. If any employee feels that their medical status may require a reasonable ADA accommodation, FMLA, FFRCA, or a leave of absence, please contact benefits@hcps.org.

Questions regarding employee benefits related to COVID-19, including leave, may be directed to Joanna.Hewitt@hcps.org or Lisa.Patterson@hcps.org.

Any questions pertaining to this memo may be directed to the HCPS Medical Case Manager Kathleen.DeHoff@hcps.org.

Updated Information as of November 4, 2020.