



Guidelines for Dealing with COVID-19

The following are general guidelines for supervisors to share with their direct reports related to exposure, quarantine, and return to work procedures for employees affected by COVID-19. Supervisors should notify the Office of Human Resources (HR) of any employee who has been exposed, tested positive, or is subject to quarantine due to the virus. HR will respond to each employee report individually.

College administration continues to collaborate with the Frederick County Health Department to process the latest information related to COVID-19 virus transmission, contact tracing, and our FCC response.

Based on the most current guidance from the Frederick County Health Department and the Centers for Disease Control, this document will be updated as needed and posted on the HR intranet.

If you have symptoms associated with COVID-19, or have been in close contact* to someone who has COVID-19:

- do not report to work
- report this to your immediate supervisor
- consult your doctor or state public health agency on next steps to take
- quarantine at home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

* Close contact, as defined by the Frederick County Health Department, means:

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with someone who has COVID-19
- You shared eating or drinking utensils with someone who has COVID-19
- Someone who has COVID-19 sneezed, coughed, or somehow got respiratory droplets on you

While under quarantine, you should:

- continue to work from home if you are able to and feel well enough to perform your job duties

- use leave or leave without pay if you are unable to work
- follow your doctor's advice regarding the length of quarantine and the need for testing
- before returning to work, employees **must** consult HR

Supervisor Responsibility

Supervisors should notify HR of any employee who has been exposed, tested positive, or is subject to quarantine due to the virus.

Return to Work Guidance

As a general rule, employees should wait to receive their test results and clearance from a healthcare provider or state agency before returning to work.

In absence of guidance from a healthcare provider, or in instances where tests do not come back within 14 days, FCC will follow the CDC guidelines:

- Employees in quarantine, who **have not** exhibited any symptoms of COVID-19, may return to work after 14 days.
- Employees who **have** exhibited symptoms of COVID-19 may return to work once they have been symptom-free for 10 days. Symptom-free is defined as fever-free without the use of fever reducing medications and no respiratory symptoms (i.e. coughing, shortness of breath, etc.).
- Employees who choose to stay home beyond these timelines may use leave or leave without pay until their status is confirmed by test results.

Communication Plan

Upon notification that an employee has a confirmed COVID-19 diagnosis, HR will provide the impacted employee with information on the Family Medical Leave Act (FMLA) and the Families First Coronavirus Response Act (FFCRA). HR will assist the employee as necessary to facilitate the process, ensure the employee has the resources they need, and return the employee back to the workplace when it is safe to do so.

HR will also work with the employee to identify other individuals with whom the employee had direct contact with while they were on College premises, as well as the last day the employee was on College premises. The Vice President of Human Resources, or designee, will notify those identified employees in writing:

- that they may have been in contact with an employee who has a confirmed COVID-19 diagnosis,
- the last day the impacted employee was on College premises, and
- the recommendation to contact their healthcare provider if they begin experiencing symptoms. No identifying information about the employee will be shared in this

communication in accordance with the confidentiality and privacy provisions of the Americans with Disabilities Act (ADA) and College policy.

The College will notify our designated point of contact at the Frederick County Health Department, as required, through an agreed upon process.

Notification and Questions

For questions regarding COVID-related leave, clarification of guidelines, or to report a case of COVID-19 please contact Alicia Hilsher (ahilsher@frederick.edu) or Diana Oliver (doliver@frederick.edu) in HR.

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