

What to do if an Employee has COVID-19 or direct contact with another who has COVID-19

Identification & Notification

If an employee is confirmed to have a COVID-19 infection, the City will immediately work with the employee to identify and notify those who may have been exposed to the virus based on close and prolonged contact with the diagnosed individual, while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

All employees, including vaccinated and boosted employees or those who have recovered from COVID-19 in the last 90 days, who are either exhibiting symptoms of COVID-19 or have been diagnosed with COVID-19 must follow all isolation and quarantine protocols in this policy and must report all first-hand exposures (direct contact with a COVID-19 positive person) to their supervisor.

Employees must check with their supervisor and/or HR to determine their isolation or quarantine requirements.

Definitions

What is “close and prolonged contact”?

“Close and prolonged contact” is as defined by the CDC as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. The determination of close contact should be made irrespective of whether the contact was wearing respiratory PPE such as a face covering or mask.

What is isolation?

Isolation means you stay home and away from others (including household members) for the recommended period of time to avoid spreading illness. Isolation is for those who have tested positive for COVID-19, or who have symptoms of COVID-19, or who are awaiting test results.

What is quarantine?

Quarantine describes when someone who has been exposed to COVID-19 stays home and away from others for the recommended period of time in case they were infected and are contagious. Quarantine becomes isolation if the person later tests positive for COVID-19 or develops symptoms.

What is fully vaccinated?

Someone is fully vaccinated two weeks after their final dose in a primary series of either the Pfizer-BioNTech or Moderna vaccine OR 2 weeks after their 1st dose of the Johnson & Johnson's Janssen vaccine.

What is boosted and up to date?

Someone is boosted right after getting their booster dose of either the Pfizer-BioNTech or Moderna vaccine. Boosters are recommended at least 5 months after the last dose in their primary series of either the Pfizer-BioNTech or Moderna vaccine or at least 2 months after the Johnson & Johnson's Janssen vaccine.

Isolation and Quarantine Protocols

Employees must follow all normal departmental notification procedures if they will be absent.

The department must notify Human Resources in any of the below situations occur. Many of these are FMLA qualifying events on which HR will need to work with the employee.

New CDC and DOH recommendations allow employees to return to work as early as the 6th day following the date of symptom onset, diagnosis of COVID-19, or exposure to another ill person. The City may require employees to wear an N95 or KN95 mask during the 5-day period after return to work and will make approved masks available to employees who need them. Additionally, employees will be required to wear a mask in the workplace at all times during the 5-day period, unless they have been given specific authorization from their supervisor to temporarily remove their mask. Employees wishing to remove their mask while eating and/or drinking may do so in an area designated by their supervisor.

1. **If an employee has been diagnosed with COVID-19**, the employee should immediately enter home isolation and remain under home isolation for 5 days following symptoms onset or test positive or until 24 hours after fever is gone without fever reducing medication and other symptoms have improved, whichever is longer. Employees must continue to consistently wear a well-fitting face mask around others for 5 additional days (through day 10).

Employees with certain medical conditions who may be at a higher risk may isolate for the full 10 days after symptom onset or test positive. An employee can request a 10-day isolation by contacting the HR department.

For calculation of isolation, the date symptoms begin or for asymptomatic cases the date a test sample is collected is considered day 0. If an asymptomatic person develops symptoms after testing positive, the isolation period starts over from when symptoms began.

Employee may use all leave types they have available, and the employee may qualify for Emergency Sick Leave as provided under the Families First Coronavirus Response Act. This is most likely an FMLA qualifying event.

2. **If an employee has had close and prolonged contact with a person who has confirmed COVID-19, and the employee has symptoms of COVID-19 including fever, cough, or shortness of breath,** that employee should begin home isolation immediately.
 - a. If the employee **chooses to take a COVID-19 tests and tests positive** the employee should follow the isolation protocols in #1.
 - b. If the employee **chooses to take a COVID-19 test and tests negative** the employee should follow the isolation protocols in #3.
 - c. If the employee **chooses to not take a COVID-19 test** the employee should follow the isolation protocols in item #3.

Employee may use all leave types available. This is most likely an FMLA qualifying event.

3. **If an employee has had close and prolonged contact with a person who has confirmed COVID-19, but the employee does not have symptoms or has tested negative,** that employee should begin home quarantine immediately and remain under home quarantine for 5 days following last contact with the ill person. Employees must continue to consistently wear a well-fitting face mask around others for 5 additional days (through day 10). That employee should monitor their health for fever, cough, or shortness of breath for 10 days following last contact with the ill person. If symptoms develop, follow protocols in item #2.

Employees do not need to quarantine if:

- They are up to date on COVID-19 vaccines, including booster (if eligible), and vaccination status has been verified by HR.
- They previously tested positive for COVID-19 with a viral test within the previous 90 days and recovered. Test results must have been provided to and verified by HR.

Although the above situations do not require an employee to quarantine, it is recommended by health officials that they get tested for COVID-19 at least 5 days following last contact with the ill person. Those who previously recovered from covid are encouraged to obtain a rapid, not PCR test. If the test is positive, follow isolation protocols in item #1.

Employees with certain medical conditions who may be at a higher risk may quarantine for the full 10 days after a direct exposure. An employee can request a 10-day quarantine by contacting the HR department.

For calculation of quarantine, the last date of contact with the ill person is considered day 0.

Employee may use all leave types they have available. This is not an FMLA qualifying event.

4. **If an employee has any of the symptoms listed below but has had no known exposures to someone with COVID-19**, that employee should immediately enter home isolation until 5 days following the onset of symptoms or 24 hours after the fever is gone without fever reducing medication and other symptoms have improved, whichever is longer. The employee should talk with their medical provider about whether testing is needed based on their symptoms. A negative COVID-19 test may allow the employee to return to work sooner. Employees should notify their supervisor and stay home if they are sick. The employee may use all leave types they have available. This may be an FMLA qualifying event.

- a. Symptom List

- i. Fever of over 100.3 or chills
- ii. Cough
- iii. Shortness of breath or difficulty breathing
- iv. Fatigue
- v. New loss of smell or taste
- vi. Muscle or body aches
- vii. Sore Throat
- viii. Congestion or runny nose
- ix. Nausea or vomiting
- x. Diarrhea
- xi. Headache

For calculation of isolation, the date symptoms began is considered day 0. If an employee later tests positive, they should follow isolation protocols in item #1.

5. **If an employee has had secondary close and prolonged contact with a person who has had primary close and prolonged contact with a confirmed COVID-19 case and neither the employee nor the person they had contact with are showing symptoms, that employee should continue to work as regularly assigned. Should the employee choose to stay home sick leave would not be able to be used.**

For example: If an employee was exposed to their friend and then learned their friend had been directly exposed to someone with COVID-19, the employee would not need to quarantine. This is a secondary exposure. If the employee's friend also tested positive, and the exposure was within contact tracing guidelines, the employee would be subject to quarantine.

Paid Leave

Employees may use paid leave for COVID-19 related illness and absences as follows

- **Vacation, compensatory time, management leave, Kelley hours, holiday hours** (all leave types do not apply to all employees, check with HR if you are unsure of the leave available to you) – may be used per normal and customary use and has the broadest ability to be used. Where possible, employees should follow all established procedures for requesting use and notifying absences.
- **Sick leave** – Available for employees use for all authorized purposes covered under the Washington State sick leave law. Additionally, employees are authorized to use sick leave if their child's place of care or education has been closed, but not by a public official for health reasons. Employees may use sick leave to quarantine under the conditions described in the Isolation Precaution sections of this document, even if they are not exhibiting symptoms.
- **Sick Leave Advancement** – Employees who have exhausted all leave may request to have an advancement of sick leave of up to 40 hours. Employees should request Sick Leave Advancement from their supervisor to begin the approval process.
- **Shared Leave** – Employees may be eligible for shared leave per the shared leave policy. Employees must first apply for leave benefits through the Washington Paid Family & Medical Leave Plan to be eligible for shared leave. Employees with questions should contact Human Resources.

Employees who are FLSA Exempt salaried employees will continue to use exception reporting for absences. If you perform work for at least half of your workday (normally 4 hours) you will be compensated for a full day of work. If you work for less than half day, you will need to use leave to make up the remainder of the unworked time for the day. If you must take a full day off due to any of the reason described above, you should use leave as outlined above.

Employees required to quarantine after travel

Employees who are returning from travel in a country that has a Level 3 Travel Health Notice from the CDC (widespread, ongoing transmission), will be required to home quarantine per protocol 3 (above). For calculation, the date the employee leaves the area with widespread or ongoing community spread is day 0.

The City will review the CDC Travel Health Notice for identified countries.

Employees who are required to quarantine may be required to continue working remotely if it is determined by their supervisor that the employee's duties may be performed remotely.

If the employee's work does not allow them to conduct work remotely, the supervisor shall find alternative portable work where possible for the employee. This includes remote training, reading materials that will enhance the employee's work, research projects, and compilation of information for future projects.

If the employee becomes ill during the quarantine period, the employee shall use leave as outlined in the Paid Leave section of this document.

Employees who are FLSA Exempt salaried employees will continue to use exception reporting for absences. If you perform work for at least half of your workday (normally 4 hours) you will be compensated for a full day of work. If you work for less than half day, you will use accrued leave as outlined above.

FLSA non-exempt hourly employees will be compensated for all hours worked remotely. If the employee does not have enough remote work in the week to equal 40 hours the employee may use accrued leave as outlined above.