

What to do if Employee has Covid-19 or direct Covid-19 contact

Identification & Notification

If an employee is confirmed to have 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).

Isolation Precautions

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 that HR will need to work with the employee on

In any of the instances below, **“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.***

1. **If an employee has been diagnosed with COVID – 19**, the employee should immediately enter home isolation and remain under home isolation precautions for 7 days or until 72 hours after fever is gone and symptoms resolve, whichever is longer. 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 CV19 tests and tests positive** the employee should follow the isolation protocols in #1.
 - b. If the employee **chooses to take a CV19 test and tests negative** the employee should follow the isolation protocols in #3.
 - c. If the employee **chooses to not take a CV19 test** the employee should follow the isolation protocols in item #3.

- d. Employee may use all leave types 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.
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,** that employee should begin home self-quarantine immediately, and remain under home quarantine for 14 days following last contact with the ill person. That employee should monitor their health for fever, cough, or shortness of breath for 14 days following last contact with the ill person. 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 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 stay home and away from others until 7 days after the onset of symptoms or 72 hours after the fever is gone and symptoms get better, whichever is longer. They 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. 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

5. **If an employee has had secondary close and prolonged contact with a person who has had first 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.

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.
- **FFCRA Emergency Sick Leave** – May be used per the FFCRA City Policy.

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 work day (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 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 for 14 days from the time they left the area with widespread or ongoing community spread.

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 work day (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.