

HR Guidance for Exposure to COVID-19 and Leave Time

This guidance document was produced by Ramsey County Human Resources in collaboration with Department of Public Health (Last updated February 7, 2022)

Situation	Process and Actions to Take for Benefit EarningEmployees	Process and Action to take for Non-BenefitEarning Employees	CDC Guidelines for Quarantine and Isolation. <i>(If this guidance differs from the most recent CDC guidance, please talk with your HR Business Partner)</i>
1. You tested positive for COVID-19.	<p>Notify your supervisor to discuss options to do yourwork remotely if you are able.</p> <p>If you are not able to work from home, the followingleave options are available to you:</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none">• Remaining PEPEL leave (up to 80 hours total)• Accrued leave balances (sick, vacation, floatingholiday, holiday reserve, comp time)• Leave Advance up to 80 hours total (sick,vacation)• Unpaid Leave* <p>*If you have experienced complications or hospitalization from a positive COVID diagnosis or havebeen prescribed a regimen of treatment, contact your department’s transactions/payroll contact for FMLA paperwork.</p>	<p>Notify your supervisor to discuss options to do your work remotely if you are able. Follow CDC guidelines.</p> <p>If you are not able to work from home, the following leave options are available to you:</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none">• Remaining PEPEL leave (up to 80 hours total)• Unpaid Leave* <p>*If you have experienced complications or hospitalization from a positive COVID diagnosis or havebeen prescribed a regimen of treatment, contact your department’s transactions/payroll contact for FMLA paperwork.</p>	<p>If you have been diagnosed with COVID-19, you <u>must</u> inform yousupervisor and isolate at home. The isolation period is:</p> <ul style="list-style-type: none">• 5 days from the day you first started experiencing symptoms ifsymptomatic or from the day received a positive test result if asymptomatic;• At least 24 hours with no fever without fever-reducingmediation; AND• Other symptoms of COVID-19 are resolving. Loss of taste and smell may persist for weeks or months after recovery and neednot delay the end of isolation. You must wear a mask upon return. <p>If you developed no symptoms, you may return to work 5 days after you received your positive test. The day you receive the test is considered day zero (0).</p> <p>If you experience severe COVID-19 illness, your provider may recommend isolation for a significant period of time. If this is the case,you will need to submit a doctor’s note to return to work.</p> <p>Questions? Please refer to the Isolation and Quarantine guidance on Ramseynet.</p>

2. You are experiencing symptoms of COVID-19 and seeking a diagnosis from a health care provider.	<p>Stay home if you have symptoms. Notify your supervisor to discuss options to do work remotely.</p> <p>You should stay home until you receive your test results and work from home if you are able.</p> <p>If you are not able to work from home, the following leave options are available to you:</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none">• Remaining PEPEL leave (up to 80 hours total)• Accrued leave balances (sick, vacation, floating holiday, holiday reserve, comp time)• Leave Advance up to 80 hours total (sick, vacation)• Unpaid leave	<p>Stay home and notify your supervisor to discuss options to do your work remotely.</p> <p>You should stay home until you receive your test results and work from home if you are able.</p> <p>If you are not able to work from home, the following leave options are available to you:</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none">• Remaining PEPEL leave (up to 80 hours total)• Unpaid leave	<p>You should isolate at home, get tested, and stay home until you receive your test results. If you have a positive test result, please see #1. If the test result is negative, you may return back to work as long as you have been fever-free for 24 hours and your symptoms have improved.</p> <p>Note: Even if you have had COVID-19 within the past 90 days, you must get tested if you are showing <u>new</u> symptoms.</p> <p>Symptoms include:</p> <ul style="list-style-type: none">• Fever 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• Diarrhea
3. You are exposed to COVID-19 through close contact (within 6 feet or left for 15 min or more) and you are up to date on your vaccination shots including your booster.	<p>Monitor for symptoms. If you begin to exhibit symptoms, see #2.</p> <p>**If you are exposed to COVID-19 as a result of work activities, file a "First Report of Injury" via RamseyNet, or contact your department's benefits representative.</p>	<p>Monitor for symptoms. If you begin to exhibit symptoms, see #2.</p> <p>**If you are exposed to COVID-19 as a result of work activities, file a "First Report of Injury" via RamseyNet, or contact your department's benefits representative.</p>	<p>Monitor for symptoms, you do not need to quarantine. If you were notified that you were exposed as a result of worksite exposure, you must provide an update to your supervisor about the status of your vaccinations and whether you are up-to-date. Being up-to-date means that you received the primary series of vaccines and also a booster shot. RC HR is currently not collecting this information, so the employee must show visible proof to the supervisor to show they do not need to quarantine. If the employee does not provide this information, the employee must follow the guidance in #4 and quarantine.</p>

4. You are exposed to COVID-19 and you are NOT up-to-date on your vaccinations series which includes the booster shot.	<p>Monitor for symptoms and follow quarantine and masking guidance.</p> <p>**If you are exposed to COVID-19 as a result of work activities, file a "First Report of Injury" via RamseyNet, or contact your department's benefits representative.</p> <p>If approved for worker's compensation due to work exposure, you may receive benefits for loss of wages and medical expenses.</p> <p>Notify your supervisor and follow CDC guidelines to self-quarantine and monitor for symptoms. If self-quarantine is needed, work remotely if you can. If you cannot, you may use the following leave options:</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none">• Remaining PEPEL leave (up to 80 hours total)• Accrued leave balances (sick, vacation, floating holiday, holiday reserve, comp time)• Leave Advance up to 80 hours total (sick, vacation)• Unpaid Leave* <p>Please note that a person's medical diagnosis is confidential and should not be shared with coworkers unless the person with a COVID-19 diagnosis shares that information voluntarily. If supervisors learn of this information, they will consult with public health and follow CDC guidelines to notify other staff of possible exposure and the need to quarantine.</p> <p>Employees should not discriminate or harass other employees or members of the public if they learn or suspect that someone has COVID-19.</p>	<p>Monitor for symptoms and follow quarantine and masking guidance.</p> <p>**If you are exposed to COVID-19 as a result of work activities, file a "First Report of Injury" via RamseyNet or contact your department's benefits representative.</p> <p>If approved for worker's compensation due to work exposure, you may receive benefits for loss of wages and medical expenses.</p> <p>Notify your supervisor and follow CDC guidelines to self-quarantine and monitor for symptoms. If self-quarantine is needed, work remotely if you can. If you cannot, you may use the following leave options:</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none">• Remaining PEPEL leave (up to 80 hours total)• Unpaid leave <p>Please note that a person's medical diagnosis is confidential and should not be shared with coworkers unless the person with a COVID-19 diagnosis shares that information voluntarily. If supervisors learn of this information, they will take consult with public health and follow CDC guidelines to notify other staff of possible exposure and need to quarantine.</p> <p>Employees should not discriminate or harass other employees or members of the public if they learn or suspect that someone has COVID-19.</p>	<p>If the exposure was result of close contact (you live in the same household or you were within 6 feet of the person for 15 min or more), and you are NOT up-to-date on your vaccinations, you must quarantine.</p> <p>Being up-to-date means that you have had the primary vaccination series and a booster. Let your supervisor know that you must quarantine according to the guidance.</p> <p>Quarantine for 5 days and monitor for symptoms. If you begin to develop symptoms, follow #2.</p> <p>You can work from home if that is available to you. If you are unable to do so, you should talk with your supervisor about what County Leave Benefits and leave options may be available to you.</p> <p>Exception: If you tested positive for COVID-19 in the past 90 days, you do not have to quarantine.</p> <p>Refer to County Quarantine and Isolation Guidance.</p>
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5. You have a COVID-19 vaccination or booster shot and experience symptoms or a reaction that requires you to miss work.	<p>If you are unable to work due to symptoms you are experiencing from the COVID-19 vaccination, stay home and notify your supervisor.</p> <p>You may have the following leave options available to you:</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none">• Remaining PEPEL leave (up to 80 hours total)• Accrued leave balances (sick, vacation, floating holiday, holiday reserve, comp time)• Leave Advance up to 80 hours total (sick, vacation)• Unpaid leave	<p>If you are unable to work due to symptoms you are experiencing from the COVID-19 vaccination, stay home and notify your supervisor.</p> <p>You may have the following leave options available to you:</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none">• Remaining PEPEL leave (up to 80 hours)<ul style="list-style-type: none">○ Time Reporting Code: 361• Unpaid leave	<p>Employees may need a day or two to rest after the COVID-19 vaccination. Not all employees will experience symptoms, but some may experience fatigue, headache or other minor symptoms. Those experiencing a more serious reaction (which is rare) may need to take additional time off.</p>
If you have a question that is not covered in this guide, please contact your HR Business Partner or your supervisor.			