

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 September 8, 2021)

Situation	Process and Actions to Take for Benefit Earning Employees	Process and Action to take for Non-Benefit Earning Employees	CDC Guidelines
<p>1. You have been diagnosed with COVID-19.</p>	<p>Notify your supervisor to discuss options to do your work remotely. 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) • 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 have experienced complications or hospitalization from a positive COVID diagnosis or have been 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. 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 have been 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 you supervisor and isolate at home. The isolation period is:</p> <ul style="list-style-type: none"> • 10 days from the day you first started experiencing symptoms if symptomatic or from the day received a positive test result if asymptomatic; • At least 24 hours with no fever without fever-reducing medication; AND • Other symptoms of COVID-19 are improving (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation. <p>If you developed no symptoms, you may return to work 10 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 longer period. In this case, you will need to submit a doctor's note to return to work.</p>
<p>2. You have been advised by a healthcare provider to self-quarantine because you are high risk for COVID-19.</p>	<p>Notify your supervisor to discuss options to do your work remotely. 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) • 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 have experienced complications or hospitalization from a positive COVID diagnosis or have been prescribed a regimen of treatment, contact your</p>	<p>Notify your supervisor to discuss options to do your work remotely. 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 have been prescribed a regimen of treatment, contact your department's transactions/payroll contact for FMLA paperwork.</p>	<p>If a health care provider directs you to self-quarantine because you are high risk for complications due to COVID-19, follow the health care provider's orders to quarantine and do not physically return to your workspace until your health care provider clears you to do so.</p> <p>High risk individuals may include those with:</p> <ul style="list-style-type: none"> • Cancer • Chronic kidney disease • COPD (chronic obstructive pulmonary disease) • Down Syndrome • Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies • Immunocompromised state (weakened immune system) from solid organ transplant • Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)

	department's transactions/payroll contact for FMLA paperwork.		<ul style="list-style-type: none"> • Severe Obesity (BMI ≥ 40 kg/m²) • Pregnancy • Sickle cell disease • Smoking • Type 2 diabetes mellitus
3. You are experiencing symptoms of COVID-19 and seeking a diagnosis from a health care provider.	<p>Notify your supervisor to discuss options to do your work remotely. Follow CDC guidelines.</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>Notify your supervisor to discuss options to do your work remotely. Follow CDC guidelines.</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 new 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
4. You are caring for an individual who has been exposed and must quarantine. (For example, your child's school has	<p>Notify your supervisor to discuss options to do your work remotely. 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) • Accrued leave balances (sick, vacation, floating holiday, holiday reserve, comp time) • Leave Advance up to 80 hours total (sick, vacation) 	<p>Notify your supervisor to discuss options to do your work remotely. 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>You may use time to care for your loved one. If you have close contact with the individual that has been exposed to COVID-19, monitor for symptoms.</p> <p>If you become symptomatic, follow #1 and #3 for additional guidance.</p> <p>Note: You do not have to quarantine if:</p> <ul style="list-style-type: none"> • You have been fully vaccinated (if you received a two-shot series, you received both shots, or you have received one dose of the J&J/Janssen vaccine) more than 14 days ago.

asked the child to quarantine).	<ul style="list-style-type: none"> Unpaid leave 		<ul style="list-style-type: none"> You have had COVID-19 within the past 90 days, you will not have to quarantine or retest as long as you do not experience new symptoms.
<p>5. You are caring for your child whose school or place of care is closed (or child-care provider is unavailable) for reasons related to COVID-19.</p>	<p>Notify your supervisor to discuss options to do your work remotely.</p> <p>If you are not able to work from home, the following leave options may apply 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 (sick, vacation) Unpaid leave <p>Employees looking for resources can email COVIDChildcareNeeds@CO.RAMSEY.MN.US with questions or visit the state’s website at https://mn.gov/childcare/.</p>	<p>Notify your supervisor to discuss options to do your work remotely.</p> <p>If you are not able to work from home, the following leave options may apply 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, floating holiday reserve, comp time) Leave Advance up to 80 hours (sick, vacation) Unpaid leave <p>Employees looking for resources can email COVIDChildcareNeeds@CO.RAMSEY.MN.US with questions or visit the state’s website at https://mn.gov/childcare/.</p>	Not Applicable
<p>6. You learn that you have been exposed to COVID-19 either at work or you were exposed to COVID-19 through a close contact outside of work (meaning within 6 feet of an individual diagnosed with COVID-19 for 15</p>	<p>This information may be shared with you from the Department of Health, or your supervisor or manager.</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) 	<p>This information may be shared with you from the Department of Health, or your supervisor or manager.</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</p>	<p>If there was an exposure, you will be informed by the Department of Health, Ramsey County’s Department of Public Health or your supervisor or manager, or potentially your coworker.</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), you will be directed to quarantine for 10 days and to work from home if possible while quarantining. 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>If you test 3-5 days after exposure, you may return to work after 7 days with a negative test result. The date of exposure is considered day zero. If you are not directed to quarantine because it was a low risk exposure, monitor for symptoms for 14 days.</p> <p>If you become symptomatic, please get tested and follow guidance in #1 and #3.</p> <p>Note: You do not have to quarantine if:</p>

<p>minutes or more)</p>	<ul style="list-style-type: none"> 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>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>	<ul style="list-style-type: none"> You have been fully vaccinated (if you received a two-shot series, you received both shots, or you have received one dose of the J&J/Janssen vaccine) more than 14 days ago. You have had COVID-19 within the past 90 days, you will not have to quarantine or retest as long as you do not experience new symptoms. <p>-----</p> <p>**For departments working in critical care sectors, such as law enforcement and health care, your department may follow additional federal or state guidelines. Please contact your department for their safety plan. In these cases, if you had a close contact exposure and remain asymptomatic, you can work, but you MUST:</p> <ol style="list-style-type: none"> 1) Monitor your temperature before coming to work; 2) Wear a face mask at all times; and 3) Social distance (maintain 6 feet between you and another individual, where possible) <p>DO NOT:</p> <ol style="list-style-type: none"> 1) Stay at work if you become sick; 2) Share headsets or other objects used near face; 3) Congregate in the breakroom or other workspaces <p>If you become symptomatic, refer to #1 and #3 above.</p>
<p>7. You have been possibly exposed to COVID-19 due to travel or exposure to someone with COVID-19 who is <u>not</u> a close contact (meaning, you do not live with the person who is diagnosed) and will</p>	<p>Notify your supervisor to discuss options to do your work remotely. Follow the CDC guidelines for quarantine.</p> <p>If work from home is not possible, 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>Notify your supervisor to discuss options to do your work remotely. Follow the CDC guidelines for quarantine.</p> <p>If work from home is not possible, 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"> o Time Reporting Code: 361 Unpaid leave 	<p>International Travel/Cruises: Employee should quarantine at home for 10 days after returning home if they do not get tested or may test between 3-5 days after returning from travel. Employees may return to work after receiving a negative test result. The day an employee returns home from travel is considered day zero (0).</p> <p>Domestic Travel: The Minnesota Department of Health strongly discourages travel. If you traveled domestically, you may have been exposed to COVID-19. Even with no symptoms, you can spread the virus to others. To protect others from getting sick, you must follow all work safety protocols: Wear a mask, socially distance, wash hands often and monitor for symptoms. If you become symptomatic, stay home, get tested and follow guidance in #1 and #3 where necessary.</p> <p>Departments may set their own guidance in their safety plans and choose to ask employees to work from home until they receive a negative test result or for 10 days after returning from travel. Employees should get tested 3-5 days after return from travel. The day</p>

<p>need to follow CDC guidelines to self-quarantine.</p>			<p>they returned from travel is considered day zero (0). Contact your supervisor to learn what your department’s safety plan is.</p> <p>If you know that you were exposed to COVID-19, (for example, you traveled to take care of a family member with COVID-19 or you had a travel companion test positive for COVID-19), you must let your supervisor know and follow the guidance for quarantining in #6 or if you become symptomatic, refer to #1 and #3.</p> <p>Note: You do not have to quarantine if:</p> <ul style="list-style-type: none"> • You have been fully vaccinated (if you received a two-shot series, you received both shots, or you have received one dose of the J&J/Janssen vaccine) more than 14 days ago. • You have had COVID-19 within the past 90 days, you will not have to quarantine or retest as long as you do not experience new symptoms.
<p>8. You have a COVID-19 vaccination and experience symptoms or a reaction that requires you to miss work</p>	<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>
<p>9. You don’t want to come to work because you are afraid of catching COVID-19, but you do not fall into the high-risk</p>	<p>Contact your supervisor to discuss options to do your work remotely.</p> <p>If you can work remotely and it has been approved by your supervisor, employees are encouraged to work remotely.</p> <p>If work from home is not an option, you may have the following leave options available to you:</p> <p>County Leave Benefits:</p>	<p>Contact your supervisor to discuss options to do your work remotely.</p> <p>If you can work remotely and it has been approved by your supervisor, employees are encouraged to work remotely.</p> <p>If this is not possible in your position, discuss with your supervisor the options available to you.</p> <p>Any time not worked will be unpaid.</p>	<p>You are encouraged to take precautions which minimizes your risk of infection such as wearing a mask, social distancing (staying 6 feet part from others where possible), hand washing, and cleaning of your workspaces. Consult with your supervisor if you have concerns.</p>

category defined by the CDC.	<ul style="list-style-type: none"> • Accrued leave balances (vacation, floating holiday, holiday reserve, comp time) • Leave Advance up to 80 hours total (sick, vacation) • Unpaid leave 		
10. You are subject to a federal, state, or local quarantine order. *Note: This is rare.	<p><i>All Ramsey County Employees are deemed essential, therefore employees cannot take leave as a result of Governor Walz's Stay-at-Home orders</i></p> <p>Contact your supervisor to discuss options to do your work remotely.</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 (sick, vacation) • Unpaid leave 	<p><i>All Ramsey County Employees are deemed essential, therefore employees cannot take leave as a result of Governor Walz's Stay-at-Home orders</i></p> <p>Contact your supervisor to discuss options to do your work remotely.</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 may report to work when the quarantine order ends.</p>
If you have a question that is not covered in this guide, please contact your HR Generalist or your supervisor.			