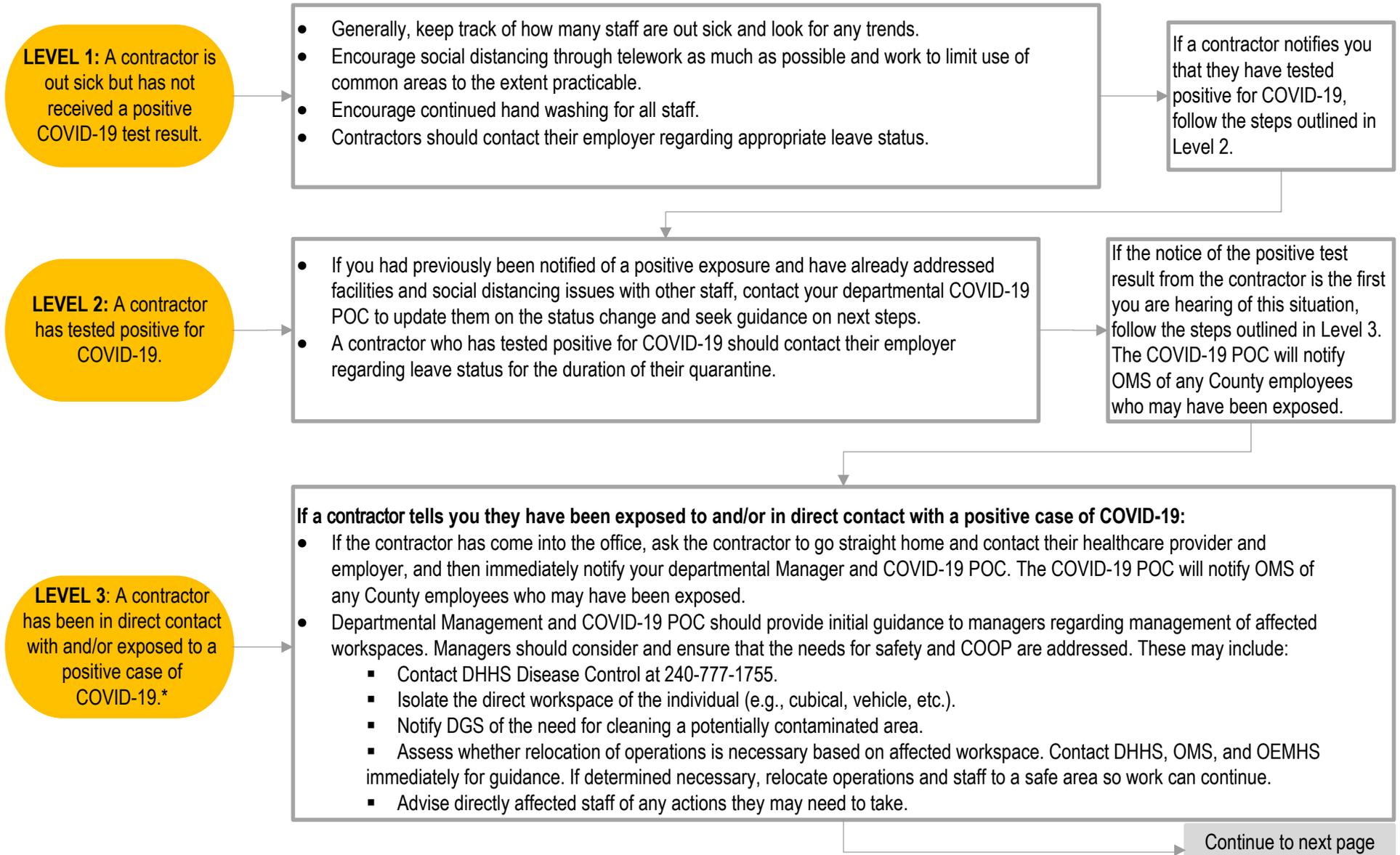


# What to Do If a Contractor Becomes Sick or Exposed to COVID-19

## Supervisor / Manager / Departmental COVID-19 POC Guidelines

**Note:** This guidance applies to all on-site contractors, vendors, volunteers, and interns. Refer to the separate guidance document for guidelines regarding County employees.



*\*The CDC defines exposure and/or direct contact as being less than six feet from a positive COVID-19 case for at least 15 minutes, regardless of whether masks were worn or not. Exposure and/or direct contact can occur through close contact in any environment.*

*(Note that this definition does not apply to health/medical staff and first responders, who must follow their departmental guidance.)*

### LEVEL 3 (Continued)

- The COVID-19 POC must complete the online OMS COVID-19 Department Reporting System as it pertains to County employees.
  - OMS will communicate directly with the departmental COVID-19 POC on any additional actions needed.
- The POC will ensure that any additional actions received from the OMS are given to the department/manager. If applicable, notify the appropriate union of the steps taken (remember, HIPAA prohibits you from identifying the person to the union absent a signed waiver).
- The department should consider sending a notification to all affected staff; below are two examples. If needed, please contact DHHS Disease Control at 240-777-1755 for guidance on messaging. The overall message should be MCG is working to protect their safety.
- Contractors who have been exposed to and/or in direct contact with a positive case of COVID-19 should contact their employer regarding leave status for the duration of their quarantine.

#### Sample Contractor Message for Office Environments

We have been notified of a positive COVID-19 exposure on the 50th floor. Given that, we are assessing the current situation and will be determining whether alternative operations are necessary within the next 24 hours. DGS has been cleaning the space and will continue to do such. What this means for you:

- If you have been in our 50th floor space since [Insert Date], you may be contacted by public health. However, given the limited risk of exposure we don't anticipate many, if any, people being contacted.
- If you have been in the space since [Insert Date], please monitor yourself for symptoms. If you experience any symptoms aligned with COVID-19, please notify your healthcare provider and your supervisor.
- If you have additional questions, please contact your immediate supervisor.

#### Sample Contractor Message for Shops and Depots

We were notified that a member of our staff has been exposed to and/or in direct contact with a positive case of COVID-19. We have alerted people who may have been exposed and are following HHS Disease Control guidelines. We have also cleaned the areas where the person had contact. At this point, we need each of you to continue to maintain social distance, stay home if you are ill, and alert us of any changes in your health.

**LEVEL 4:** A contractor has been quarantined and meets the criteria for recovery to return to work.

- Obtain a formal return to work clearance from the contractor's employer before permitting the contractor to return to work. Until that is received, the contractor cannot access County facilities.
- Contractors who were directed to isolate/quarantine while on telework must receive clearance from their employer before returning to a worksite.
- Notify your departmental COVID-19 POC of the contractor's return to work.

#### RESOURCES

**Department of Health and Human Service (DHHS) Disease Control**

240-777-1755 / 240-777-4000 (24/7)

**Department of General Services (DGS)**

240-777-7777

**Occupational Medical Services (OMS)**

Phone: 240-777-5118

Email: [MedicalInfo.OMS@montgomerycountymd.gov](mailto:MedicalInfo.OMS@montgomerycountymd.gov)

Fax: 240-777-5132

**Office of Emergency Management and Homeland Security (OEMHS)**

COOP worksite relocation: 240-277-0544 (Jim McClelland)

**Attention County Managers/Supervisors: Share these guidelines with your department contract administrator(s).**



# What to Do If You Become Sick or Exposed to COVID-19

## Contractor Guidelines

**LEVEL 1:** I am out sick but have not received a positive COVID-19 test result.

- Notify your County point of contact (POC) and your employer that you are sick and are staying home.
- Stay home until you are symptom-free.
- Remain in contact with your healthcare provider if your symptoms change.
- Notify your County POC and your employer if you receive a positive COVID-19 test result.
- Contact your employer regarding your leave status.

**LEVEL 2:** I have tested positive for COVID-19.

**If you receive confirmation of a positive COVID-19 test:**

- Follow the guidance given by your healthcare provider.
- Contact your County POC and your employer to provide them with an update.
- Follow your employer's guidance regarding your work status and schedule.
- Contact your employer regarding your leave status for the duration of your period of quarantine/isolation.

**LEVEL 3:** I have been in direct contact with and/or exposed to a positive case of COVID-19.\*

- Call DHHS Disease Control immediately at 240-777-1755 and follow their guidance.
- Answer DHHS Disease Control's questions to the extent possible regarding your movements in the office and contact with others (who, for how long and was social distance maintained).
- If advised to leave work, notify your employer and County POC by phone or email.
- Answer your employer and County POC's questions regarding your movements and contact while at work.
- Contact your employer regarding your leave status.

**LEVEL 4:** I have been quarantined and meet the criteria for recovery to return to work.

- Notify your employer and your County POC of your intention to return to work.
- Submit documentation from your healthcare provider to your employer demonstrating that you have successfully completed/been released from quarantine or isolation and cleared to return to work.
- Your employer will provide your County POC with documentation indicating you have been cleared to return to work.

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(Note that this definition does not apply to health/medical staff and first responders, who must follow their departmental guidance.)

### RESOURCES

Department of Health and Human Service (DHHS) Disease Control

240-777-1755 / 240-777-4000 (24/7)

**Note:** This guidance applies to all on-site contractors, vendors, volunteers, and interns. County employees should refer to the separate employee guidelines.

