



Anne Arundel County Department of Health COVID-19 (Coronavirus) Guidance for Employees who are Ill, Become Ill or Have Close Contact with Someone who may have COVID-19

The Centers for Disease Control and Prevention (CDC) and the Anne Arundel County Department of Health (AACDOH) will provide updated guidance as needed and as additional information becomes available. Please continue to check the [CDC](#) and [AACDOH](#) websites routinely for updated guidance.

The best way to prevent illness is to be up-to-date on COVID-19 vaccinations and to avoid being exposed to this virus. Follow your agency's workplace recommendations for preventing the spread of respiratory diseases in order to reduce your risk of exposure COVID-19.

Symptoms of COVID-19

- Cough
- Shortness of breath
- Difficulty breathing
- New loss of taste or smell
- Fever of 100.4°F
- Chills or shaking chills
- Muscle or body aches
- Sore throat
- Headache
- Nausea or vomiting
- Diarrhea
- Fatigue
- Congestion or runny nose

DEFINITIONS

Booster Dose/Boosted. A subsequent dose of vaccine administered to enhance or restore protection by the primary vaccination which might have waned over time. All persons 12 years of age and older should receive a booster dose of COVID-19 vaccine, even if they were <12 years of age at the time of the primary series.

Calculating Quarantine. The date of last exposure is considered day 0. Day one is the first full day after the last contact with a person who has COVID-19.

Calculating Isolation. Day 0 is the first day of symptoms or day when the test was done for a positive viral test in an asymptomatic individual. Day one 1 is the first full day after symptoms developed or the test specimen was collected.

Clinical Diagnosis of COVID-19. Healthcare providers should make a presumptive clinical diagnosis of COVID-19 in patients with compatible symptoms and no clear alternate diagnosis, especially if they have high risk exposures. The patient should be given isolation orders and instructions without waiting for laboratory confirmation.

Close Contact. Have been within 6 feet of a person with COVID-19 (laboratory-confirmed or a clinical diagnosis) for a cumulative 15 minutes in a 24hr period, regardless of whether face coverings are being worn or other physical barrier, starting **48 hours prior to:**

- a. Symptom development
- b. Test date for asymptomatic cases.

Contacts of Contacts. Not considered close contacts of the initial case. Considered low risk for exposure unless the contact becomes COVID-19 positive.

High Priority. Priority populations include individuals aged 65 years and older, those with a comorbidity as well as individuals living or working in a high-risk setting (nursing homes, assisted living, group homes).

Household Contact. Anyone who lives, or lived temporarily with the COVID-19 case for at least one night in the same room or household during positive cases infectious period. These persons should be reported as close contacts.

Isolation. Used to separate someone *infected* with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. Individuals in isolation should stay home from work, school and activities. In the home, anyone sick or infected should separate themselves from others by staying in a specific ‘sick room’ or area and use a separate bathroom (if available).

Laboratory-Confirmed Case. A person who has tested positive for the COVID-19 virus, regardless of symptoms, using a laboratory test. This can be through PCR or a rapid test (antigen). Antibody testing is NOT considered confirmatory of an infectious case.

Physical Distance. Maintaining at least 6 feet of physical distance between people, combined with other layered prevention strategies, to reduce transmission risk.

Primary Series. Two-dose series of an mRNA COVID-19 vaccine (Pfizer-BioNTech and Moderna) or a single dose of Janssen vaccine. Pfizer-BioNTech COVID-19 Vaccine is FDA-authorized for use in persons 5 years of age and older and is administered as a primary series of 2 doses 21 days apart. Moderna COVID-19 Vaccine is FDA-authorized for use in persons 18 years of age and older and is administered as a primary series of 2 doses 28 days apart. Janssen COVID-19 Vaccine is FDA-authorized for use in persons 18 years and older and is administered as a single dose for primary vaccination.

Quarantine. Used to keep someone who might have been *exposed* to COVID-19 away from others.

Up-to-Date on COVID-19 Vaccinations. Person has received an [additional dose](#) if immunocompromised or has received a [booster dose](#) at regular time points as recommended. Individuals who are [moderately or severely immunocompromised](#) should get an additional primary shot and a booster shot. Getting a second booster shot is not necessary to be considered up to date at this time. Ensure you are optimally protected against COVID-19 by [getting vaccinated](#) and staying up to date with [booster shots](#).

Well-fitted mask. A mask that fits snugly against the face. Masks should not have any gaps which can let air with respiratory droplets leak in and out around the edges of the mask. A mask should have layers to keep respiratory droplets in and others’ out. A mask with layers will stop more respiratory droplets getting inside the mask or escaping from your mask if you are sick.

SCENARIOS

What to do if you develop symptoms of COVID-19 regardless of vaccination status

- Contact your immediate supervisor and stay home from work.
- If you are at work and you become ill, immediately isolate yourself away from others and go home if safe to do so.
- Self-monitor your symptoms.
- People with symptoms of COVID-19 should get tested immediately regardless of vaccination status. Testing is available through pharmacies and other medical providers throughout the community or through the Anne Arundel County Department of Health at multiple locations, Monday through Friday. Employees can call 410-222-7256 for further information or visit www.aahealth.org. Rapid at-home test kits can also be used for testing.
- Call your health care provider for guidance or if you don't have a provider, call the Department of Health.
- If your symptoms worsen, such as increased shortness of breath, chest pain or fevers lasting more than 3 days, follow up with your provider or go to your nearest Emergency Room.

What to do as a supervisor if one of your staff develops symptoms of COVID-19

- Have your staff stay at home.
- If they are at the work site and become ill, immediately isolate them away from other employees regardless of vaccination status and send them home if it is safe to do so.
- Develop a list of close contacts.
- Clean the spaces where the positive case occurred.

What to do as a supervisor if one of your staff has a confirmed case of COVID-19, regardless of symptoms and vaccination status

- The Maryland Department of Health or the local health department may contact the positive individual via call/text with quarantine and isolation guidelines. Priority will be given to individuals and their contacts who are considered high priority.
- Develop a list of close contacts in the workplace. Close contacts may be elicited during the contact tracing process, especially if they are considered high priority.
- Think about the questions below:
 - Do employees wear well-fitting masks all of the time while at work?
 - Are employees screened prior to starting work?
 - Do employees eat together?
 - Do employees share a break room?
 - What are the cleaning procedures in place?
- [Clean and disinfect](#) using [EPA registered products](#) effective against the COVID-19 virus.
- Release limited information about a confirmed case and avoid any identifying information (name, gender, work site, role, position, etc). You may communicate that:
 - An employee was diagnosed with COVID-19 but offers no identifying information.
 - Isolation is required for anyone with a confirmed diagnosis of COVID-19.
 - You cannot comment on specific individuals to protect their privacy.
 - Remind people to maintain social distancing and infection control procedures.
 - Encourage people to contact their healthcare provider for possible evaluation and testing. Testing is available through the Anne Arundel County Department of Health at multiple locations, Monday through Friday. Employees can call 410-222-7256 for further information or visit www.aahealth.org.
 - Encourage employees to be up-to-date on their COVID-19 vaccinations.
- Staff can return to work once released from isolation per CDC recommendations.

Isolation recommendations for individuals who test positive for COVID-19, regardless of vaccination status

- Stay home for five days. This means staying in one room of their home, practicing physical distancing from household members and pets, using a different bathroom if possible, improving ventilation and not sharing personal household items, like cups, towels and utensils.
- Continue to wear a well-fitting mask around others for five additional days (day 6 through day 10). If unable to wear a mask when around others, you should continue to quarantine for 10 days.
- **Ending Isolation and Returning to Work**
 - If you had symptoms - after five full days if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
 - If you did not have symptoms - Five full days after your positive test.
- If symptoms have not resolved or improved, continue to stay home until you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). Continue to wear a well-fitting mask. Communicate with your supervisor the status of symptoms and contact your healthcare provider if you have any questions.
- Do not travel until 10 days after symptoms started or after a positive test.
- Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.

Isolation recommendations for individuals who test positive for COVID-19, regardless of vaccination status, who were severely ill with COVID-19 or have a weakened immune system (immunocompromised).

- Must isolate for at least 10 days and up to 20 days.
- Should consult with their healthcare provider before ending isolation.
- Should also discuss with their healthcare provider about the potential for reduced immune responses to COVID-19 vaccine and the need to continue to follow current prevention measures (including wearing a well-fitting mask, staying 6 feet apart from others they don't live with, and avoiding crowds and poorly ventilated indoor spaces) to protect themselves.

Quarantine recommendations for close contacts (within 6 feet for a cumulative 15 minutes or more) with a laboratory confirmed case of COVID-19 who are up-to-date on COVID-19 vaccination or had confirmed COVID-19 within the last 90 days (you tested positive using a viral test).

- **Recommendations:**
 - Do not have to quarantine.
 - Wear a well-fitting mask around others and continue to monitor for symptoms for 10 days from the date of last close contact with the positive person (date of last close contact is considered day 0).
 - Even if you don't develop symptoms, get tested at least five days after the last close contact with the positive person unless you tested positive within the previous 90 days.
 - If the close contact develops symptoms within the 10 days, they should get a COVID test and stay home.
 - If the close contact tests positive, they should isolate immediately.

Quarantine recommendations for close contacts (within six feet for a cumulative 15 minutes or more) with a laboratory confirmed case of COVID-19 who are NOT up-to-date on COVID-19 vaccinations:

○ **Recommendations:**

- Stay home for at least five days after the last close contact with the positive person. The date of exposure is considered day 0. Wear a well-fitting mask when around others in your home.
- Self-monitor for symptoms for the full 10 days.
- If the close contact develops symptoms within the 10 days, they should isolate immediately and get a COVID-19 test. Continue to stay home until the test results are received. Wear a well-fitted mask around others.
- If they do not develop symptoms, get tested at least five days after the last close contact with the positive case.
 - If negative, can leave home, but continue to wear a well-fitting mask around others for five additional days (At least 10 days after the last close contact with the positive person).
 - If positive, you should isolate immediately for at least five days from the date of the positive test (if no symptoms) or if you do develop symptoms, isolate for five days from the date symptoms began.
 - If unable to get a test five days after last exposure and there are no COVID symptoms, you can leave your home after day five but need to wear a well-fitting mask for 10 days when around others.
- Stay away from the people you live with, especially those who are at higher risk of getting sick, as well as others outside of your home throughout the full 10 days after the last close contact. This means staying in one room of their home, practicing social distancing, using a different bathroom if possible.
- If unable to quarantine, wear a mask for 10 days while home and in public.
- If unable to wear a mask when around others, you should continue to quarantine for 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- Do not travel during the five-day quarantine period. Get tested at least five days after the last close contact with the positive person and make sure your test result is negative and you remain without symptoms before traveling. If you don't get tested, delay travel until 10 days after last exposure. If you must travel before the 10 days, wear a well-fitting mask when you are around others for the entire 10 days. If you are unable to wear a mask, you should not travel during the 10 days.
- Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.

Contact of a Contact regardless of vaccination status and no symptoms of COVID-19

- Not at increased risk for exposure to COVID-19.
- No work or activity restrictions necessary.

General Prevention Recommendations for COVID-19

The most effective steps individuals can take to reduce the spread of the COVID-19 virus, including variants, include:

- Getting vaccinated and staying up-to-date on vaccinations. Vaccines are safe, free and effective.
- Testing if you have symptoms and isolating if positive.
- Continue to wear a mask in indoor public settings if you are over the age of two and are not fully vaccinated. People who have a medical condition or are taking medications that weaken their immune system may not be fully protected even if they are up to date with their COVID-19 vaccines and should continue to take all precautions recommended for those who are not fully vaccinated including wearing a well-fitted mask.
- Maintain social distance of at least six feet at all times.
- Frequently and thoroughly wash your hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol.
- Avoid touching your eyes, nose and mouth.
- Practice proper respiratory etiquette, including coughing and sneezing into the back of your elbow or into a tissue. Immediately throw away the tissue and wash your hands.

COVID-19 Health Line – [410-222-7256](tel:410-222-7256)
Monday – Friday 8:00 a.m. – 4:00 p.m.
or email covid19info@aacounty.org

Additional Information:

CDC Resources

- [Workplaces and Businesses: Plan, Prepare, and Respond](#)
- [Post-Vaccination Considerations for Workplaces](#)
- [Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace](#)
- [Stay Up to Date with your COVID-19 Vaccinations](#)
- [Isolation and Quarantine](#)
- [Improve How Your Mask Protects You](#)
- [COVID-19 Frequently Asked Questions and Answers](#)
- [CDC's Handwashing Guide- Clean Hands Save Lives](#)
- Signage:
 - [Wash Hands](#)
 - [If you are Sick, Do Not Enter](#)