



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 get vaccinated and boosted with an authorized COVID-19 vaccine 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

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

- Contact your immediate supervisor.
- 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. Close contact is defined as anyone that came within 6ft of the individual for a cumulative 15 minutes or more regardless of whether face coverings are being worn or other physical barrier two days prior to symptom onset or for asymptomatic people two days before test specimen collection.
- Clean the spaces occupied by the symptomatic employee.

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.
- Develop a list of close contacts in the workplace. Close contact is defined as anyone that came within 6ft of the individual for a cumulative 15 minutes or more regardless of whether face coverings are being worn or other physical barrier two days prior to symptom onset or for asymptomatic people two days before test specimen collection.
- Think about the questions below:
 - Do employees wear masks all of the time while at work?
 - Are employees screened prior to starting work?
 - Do employees and the public share a bathroom?
 - 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 offer no identifying information.
 - Isolation is required for anyone with a confirmed diagnosis of COVID-19.
 - The Department of Health will contact anyone who may have had an exposure.
 - 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 Saturday. Employees can call 410-222-7256 for further information or visit www.aahealth.org.
- 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 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house. You may return to work at this time.
- Continue to wear a mask around others for 5 additional days (10 days total).
- If symptoms have not resolved or improved, continue to stay home until symptoms resolve or start to improve. Communicate with your supervisor the status of symptoms.

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 boosted, completed the primary series of Pfizer or Moderna within the last 6 months or completed the primary series of J&J vaccine within the last two months

- Should be tested on day 5, if possible, following a known exposure to someone with suspected or confirmed COVID-19.
- Wear a mask in public indoor settings and continue to monitor for symptoms for 10 days.
- They do not need to be excluded from work.
- 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 6 feet for a cumulative 15 minutes or more) with a laboratory confirmed case of COVID-19 who are unvaccinated, not boosted or partially vaccinated (1 dose only of 2 dose series)

- Close contact should stay home for 5 days from their last potential exposure to COVID-19. This means staying in one room of their home, practicing social distancing, using a different bathroom if possible, and wearing a mask if they are unable to stay away from others in their home.
- Continue to wear a mask around others for 5 additional days.
- If unable to quarantine, wear a mask for 10 days.
- Test on day 5 if possible.
- Self-monitor for symptoms for the full 10 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.

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 getting a booster if you are eligible. Vaccines are safe, free and effective.
- Testing if you have symptoms and isolating if positive.
- Wearing a mask indoors in public settings. Face masks are required in some health care facilities and on public transportation. Masks are the best way to slow the spread when around others outside your household. The two biggest risks are social gatherings and public dining, which bring people together who are not usually together. Keep your bubble of contacts as small as possible and do not let your guard down.
- Maintaining social distancing as much as possible, preferably at least 6 feet.
- Improving ventilation by opening windows and avoiding poorly ventilated or crowded spaces.
- Frequently and thoroughly washing your hands with soap and water for 20 seconds or using alcohol-based hand sanitizer containing at least 60% alcohol.
- Practicing proper respiratory etiquette, including coughing and sneezing into the back of your elbow or into a tissue. Immediately throwing away the tissue and washing your hands.

COVID-19 Health Line – [410-222-7256](tel:410-222-7256)

Monday – Friday 8:00 a.m. – 4:00 p.m.

Saturday 10:00 a.m. – 2:00 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](#)
- [Interim Public Health Recommendations for Fully Vaccinated People](#)

- [Interim Guidance for SARS-CoV-2 Testing in Non-Healthcare Workplaces](#)
- [Isolation and Quarantine](#)
- [Contact Tracing](#)
- [COVID-19 Frequently Asked Questions and Answers](#)
- [What to do if you are sick with COVID-19](#)
- [CDC's Handwashing Guide- Clean Hands Save Lives](#)
- Signage:
 - [Social Distancing](#)
 - [Wash Hands](#)
 - [If you are Sick, Do Not Enter](#)