

Quarantine and Return to Work Policy

I. PURPOSE

The purpose of this policy is to describe the procedures for quarantining/isolating and returning to work during the COVID-19 pandemic.

II. SCOPE

This policy applies to all faculty and staff.

III. DEFINITIONS

- A. Close Contacts: Due to the nature of the ever-changing CDC guidelines, please review current definitions [here](#).
- B. Quarantine: The separation of someone exposed to a COVID-positive individual from those who are not sick or exposed if the exposed person becomes ill or tests positive for COVID-19.
- C. Isolation: The separation of someone who is ill with or has tested positive for COVID-19 from people who are not sick.
- D. Fully Vaccinated: An individual has received both doses of a two-dose COVID-19 vaccine or one dose of a single-dose vaccine and at least 14 days have passed since the individual's final dose of COVID-19 vaccine.

IV. WHEN TO QUARANTINE OR ISOLATE

A. Travel

Employees traveling must adhere to CDC and local state health department guidelines regarding quarantine or isolation after travel.

B. Quarantine

Any employee who was in Close Contact with an individual who has tested positive for COVID-19 must quarantine. Individuals who are fully vaccinated or who have had COVID-19 in the three months prior to exposure do not need to quarantine; documentation is required. The period of quarantine is in accordance with current CDC guidance found [here](#).

C. Isolation

Any employee who is experiencing symptoms of COVID-19, or who has received a positive COVID-19 test regardless of symptoms, must isolate. A current list of COVID-19 symptoms may be found [here](#). The period of isolation is in accordance with current CDC guidance found [here](#).

D. Employees Developing Symptoms During the Workday

Employees who develop any COVID-19 symptoms during the workday must immediately separate from coworkers, contact their supervisor, go home, and whenever reasonably possible, be allowed to work from home. Access to the employee's workspace/personal use items (phone, computer) should be restricted until they are cleaned. FMS shall be contacted to discuss appropriate cleaning procedures.

E. Reporting Close Contacts

Employees who test positive for COVID-19 must report the names of other Goucher community members (e.g., employees, students, contractors) who could qualify as Close Contacts to the Office of Human Resources so that quarantining and testing of these individuals can be completed.

V. REPORTING REQUIREMENTS, AVAILABLE WORK OPTIONS AND ENFORCEMENT

- A. Employees should report illnesses via <https://www.goucher.edu/experience/living-well/student-healthcenter/coronavirus-information/report-an-illness>.
- B. Employees may telework and/or use available paid sick and vacation leave during time off for reasons listed above. Faculty may telework and/or use leave via the Faculty Leave Policy during time off for reasons listed above.
- C. Employees who are unable to work remotely, and are preventatively quarantined, may use COVID leave. Employees who are ill, and are unable to work remotely, may use available paid sick and vacation leave during time off.
- D. Staff who have questions about designating the appropriate leave code in UKG (UltiPro), should contact Payroll.
- E. Violations of these standards may result in personnel action/discipline.

VI. RESPONSIBLE DEPARTMENTS

[Office of Human Resources](#)

VII. QUESTIONS/RESPONSIBLE OFFICIAL

The Associate Vice President for Human Resources is responsible for questions regarding this recommendation.