

Quarantine and Return to Work Policy

I. PURPOSE

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

II. SCOPE

This policy applies to faculty and staff.

III. RETURN TO WORK PROTOCOLS

Employees travelling must adhere to CDC and local state health department guidelines regarding quarantine or isolation after travel. Specifically, employees will be required to present a negative test result to the Office of Human Resources or quarantine for 10 days prior to working on campus following out-of-state travel, with the exception of employees who commute to campus from out-of-state within the region (Delaware, Pennsylvania, Virginia, Washington, DC).

COVID-19 + Symptomatic

For Persons with COVID-19 Who Have Symptoms and Are Under Home Isolation:

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation and return to work under the following conditions:

1. At least 3 days (72 hours) have passed *since recovery*—defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
2. At least 10 days have passed *since symptoms* first appeared.

COVID-19 + Asymptomatic

For Persons Who Have NOT had COVID-19 Symptoms but Tested Positive and are Under Isolation:

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

1. At least 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.
2. If they develop symptoms, then the symptom-based strategy should be used.

Symptomatic, Untested

Employees who have any symptom of COVID-19 but have not tested positive for COVID-19 may not return to the workplace until they are fever free (temperature below 100.5 without the use of antipyretics) for 3 days, have no active cough, and 10 days have passed since symptoms first appeared OR until they have one negative test for COVID-19.

Exposed, Asymptomatic

Employees who share a home with or care for someone who has tested positive for COVID-19 or have come in close contact with someone who has tested positive for COVID-19, must self-quarantine.

Per current CDC guidance, asymptomatic persons can end quarantine either after 7 days or 10 days following the last exposure to a COVID case, depending on whether a PCR COVID test is performed, as follows:

1. After Day 7 with a Negative PCR Test (Note: The specimen may be collected and tested within 48 hours before the time of planned quarantine discontinuation (i.e., the specimen must be collected on or after Day 5), but quarantine cannot be discontinued earlier than after Day 7):

When diagnostic testing resources are sufficient and available, quarantine can end after Day 7:

- i. If no symptoms were reported during daily monitoring; AND
- ii. If a diagnostic specimen tests negative.

2. After Day 10 Without a Test:

Quarantine can end after Day 10 without testing if no symptoms have been reported during daily monitoring.

When these criteria are met and quarantine ends, self monitoring and meticulous mask use must continue for 14 days from date of last exposure.

Additional Considerations

- Employees who feel ill or develop any COVID-19 symptoms during the workday must immediately separate from coworkers, contact their supervisor, go home, and, whenever 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 should be contacted to discuss appropriate cleaning procedures.

- Employees who share a home with someone who has any COVID-19 symptom or have come in close contact with someone who has any COVID-19 symptom, may continue working unless they develop any COVID-19 symptom and/or they or the close contact tests positive for COVID-19.
- Employees who tested positive must report the names of other Goucher community members (employees, students, contractors, etc.) who could qualify as close contacts to the Office of Human Resources so that quarantining and testing of these individuals can be completed.

“Close contacts” are defined by the CDC as persons within 6 feet of the infected person for a cumulative* total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset, or for asymptomatic patients, 2 days prior to specimen collection. * Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).

IV. REPORTING REQUIREMENTS, AVAILABLE WORK OPTIONS AND ENFORCEMENT

- A. Employees should report illness 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 tested positive, 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 UltiPro, should contact Payroll.
- E. Violations of these standards may result in personnel action/discipline.

V. SUPPORT AND RATIONALE FOR RECOMMENDATION

- A. Centers for Disease Control, [Considerations for Institutions of Higher Education](#) [Retrieved May 29, 2020]
- B. Order Of The Governor Of The State Of Maryland, Number 20-04-15-01, Requiring Use Of Face Coverings Under Certain Circumstances And Requiring Implementation Of Certain Physical Distancing Measures <https://governor.maryland.gov/wp-content/uploads/2020/04/Masks-andPhysical-Distancing-4.15.20.pdf> [Retrieved May 7, 2020]
- C. ACHA Guidelines, Considerations for Reopening Institutions of Higher Education in the COVID-19 Era [Retrieved May 7, 2020], <https://www.acha.org/COVID-19>.

- D. Centers for Disease Control, [Discontinuation of Isolation for Persons with COVID -19 Not in Healthcare Settings](#) [updated May 29, 2020].
- E. Centers for Disease Control, Contact Tracing for COVID-19
<https://www.cdc.gov/coronavirus/2019ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>
- F. Centers for Disease Control, When to Quarantine <https://www.cdc.gov/coronavirus/2019-ncov/ifyou-are-sick/quarantine.html>. [retrieved October 30, 2020]
- G. Centers for Disease Control, Appendix A, Glossary of Key Terms
<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracingplan/appendix.html#contact> [retrieved October 30, 2020]
- H. Centers for Disease Control, Detailed Quarantine Guidelines <https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-brief-options-to-reduce-quarantine.html> [retrieved 12/17/2020]

VI. RESPONSIBLE DEPARTMENTS

[Office of Human Resources](#)

VII. CONTACT

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