

# EMPLOYEE HEALTH GUIDELINES

Employees will adhere to the following guidelines when physically working in HCPS buildings.

## Health Guidelines

- It is a requirement that every employee complete a self-check, including temperature, before arriving to work.
- If an employee has COVID-19 symptoms, the employee should stay home, notify their supervisor, and call their doctor.

Symptoms of COVID-19-like illness include:

- Fever ( $\geq 100^\circ$  F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

- If an employee becomes sick during the day, they must inform the school nurse or their supervisor and go home immediately. HCPS communication processes will be enacted, including alerting HR and determining additional precautionary steps for the worksite.
- Employees cannot return to work until the criteria to **discontinue home isolation** are met, in consultation with healthcare providers and state and local health departments.
- Employees will notify the school nurse or their supervisor as soon as they are aware that they have tested positive for the virus that causes COVID-19 or they have developed COVID-19-like illness within 48 hours of being on an HCPS property. HR must provide return to work clearance.
- If an employee was in close contact with someone who tested positive for COVID-19 or who has COVID-19-like illness, they must not come to work, must contact their supervisor or school nurse, and must quarantine as directed. HR must provide return to work clearance

## Safety Guidelines

### HCPS COVID-19 Safety Guidelines, as of October 12, 2020

- Employees must sign-in to any HCPS building that they visit or work, and attest to health status upon entering. This may be electronic or paper sign-in.
- Employees are required to follow State of Maryland travel advisories, if any, and will affirm their compliance on the HCPS daily sign-in.
- Employees are expected to make every effort to stay socially distant, wear masks appropriately over mouth and nose, wear masks that fit snugly against the sides of the face, wash hands frequently, reduce touching shared surfaces and equipment, and disinfect areas they have worked or touched.
- Masks may be removed in limited spaces such as a private office or workspace alone, or to eat when minimally 6-feet away from others. A mask must be worn at all times when out of private work areas, when traversing HCPS property, and when interfacing with others.
- All employees seeking an extra barrier may request a face shield from their supervisor, but it must be worn in conjunction with a fabric face covering or mask.

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# EMPLOYEE HEALTH GUIDELINES, CONT.

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## Employee Benefits and Requests for Accommodation

- Employees should reference the [HCPS Leave Benefit Programs Reference Guide](#) for more information regarding employee benefits related to COVID-19, including leave. Questions may be directed to [benefits@hcps.org](mailto:benefits@hcps.org).
- If any employee feels that their medical status may require an [ADA accommodation, FMLA, FFCRA, or a leave of absence](#), please contact [benefits@hcps.org](mailto:benefits@hcps.org). [American with Disabilities Act \(ADA\) Communication Tool: COVID-19](#).
- If an employee has questions about employee COVID-19 guidelines, direct questions to Medical Case Manager, [Kathleen.DeHoff@hcps.org](mailto:Kathleen.DeHoff@hcps.org)

## *Americans with Disabilities Act (ADA)*

- *If any employee feels that their medical status may require an ADA accommodation, FMLA, FFCRA, or a leave of absence, please contact [benefits@hcps.org](mailto:benefits@hcps.org).*

