

Administrative Procedure 294

SUBJECT: COVID-19 Viral Testing and Contact Tracing Policy for County Employees

PURPOSE: To establish and communicate a policy for COVID-19 viral testing, quarantine/isolation of Prince George's County government employees.

SCOPE: This outlines the County's policy for COVID-19 viral testing and contact tracing of County employees.

AUTHORITY: Code of Maryland Regulations, Sec. 10.06.01.06

RESPONSIBILITY:

1. The Health Officer is responsible for overseeing all requirements for testing, isolation, quarantine and preventive/protective measures for County employees.
2. The Appointing Authorities are responsible for communicating and enforcing testing and isolation/quarantine requirements as directed by the Health Officer.
3. All employees who are directed to be tested for COVID-19 and/or directed to quarantine or isolate by the Health Officer must comply and adhere to the instructions provided to them.

GENERAL STATEMENT: In accordance with the Prince George's County Council Resolution CR-137-2021, establishing a Continued Declaration of a Local State of Emergency for Prince George's County, Maryland and in order to control and medically contain 2019 Novel Coronavirus (SARS-CoV-2) and the disease that it causes – Coronavirus Disease 2019 (COVID-19) and its variants, and to ensure continuity of county government operations, the Health Officer has established a modified COVID-19 Viral Testing and Contact Tracing Policy for County Employees.

DEFINITIONS:

COVID-19 (CORONAVIRUS) – An illness caused by the virus, 2019 Novel Coronavirus (SARS-CoV-2) that is spread from person to person.

RAPID COVID-19 TEST - Also called an antigen test, detects proteins from the virus which causes COVID-19. Rapid tests allow public health to detect disease sooner, decrease spread faster and start contact tracing earlier, as results are available as soon as 15 minutes after administering the test.

PCR COVID-19 TEST- Also called a molecular test or polymerase chain reaction test, detects genetic material specific to the virus that causes COVID-19. It is a viral test that checks samples from your respiratory system, such as a swab from the inside of your nose, to tell you if you currently have an infection with SARS-CoV-2, the virus that causes COVID-19. PCR testing is considered the "gold standard" in COVID-19 detection and is often more accurate than a rapid test, especially in individuals without symptoms; however, results are not available as quickly as they are available for Rapid COVID-19 tests.

CONTACT TRACING - Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have been infected with an infectious disease (cases); and identifying the people they came in contact with (contacts), to interrupt disease spread. More specifically, for COVID-19 this generally involves the following:

- Interviewing people with COVID-19 to identify everyone they had close contact with during the time they may have been infectious
- Advising individuals who test positive regarding the need for isolation during their infectious period
- Notifying contacts of their potential exposure
- Determining if contacts are recommended to quarantine
- Referring contacts for testing
- Monitoring contacts for [signs and symptoms of COVID-19](#)
- Connecting positive cases and contacts with services they might need during the self-isolation/quarantine period

A positive individual's identity is never shared with the people he/she may have potentially exposed.

SYMPTOMATIC- Someone who is experiencing symptoms of COVID-19.

ASYMPTOMATIC- Someone who is not experiencing any symptoms of COVID-19, whether they have tested positive for COVID-19 or not.

COVID-19 EXPOSURE/CONTACT- A person is considered to have been exposed or in close contact to a positive or highly probable COVID-19 case if he/she were within 6 ft. of the individual for 15 minutes or more over a 24-hour period (for example, 3 individual, 5-minute exposures for a total of 15 minutes) and not wearing proper personal protective equipment for their profession or circumstance.

COVID-19 SYMPTOMS- People w/COVID-19 may experience any of the following symptoms:

- Fever 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

QUARANTINE - Used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from the Health Department. In general, a person who is suspected to have been exposed to COVID-19 is required to quarantine for 5 days after his/her last contact with a positive individual, unless you have received a COVID-19 Booster or have been [fully vaccinated](#) within 6 months. People who have received the COVID-19 Booster, or who have been fully vaccinated within 6 months do NOT need to quarantine after contact with someone who had COVID-19 unless they have [symptoms](#). However, they should be tested 5 days after their last

exposure if possible, even if they don't have symptoms and wear a mask at all times for 10 days.

ISOLATION: Used to separate people infected with the virus (those who are sick with COVID-19) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others and follow the directions provided by the Health Department. In the home, anyone sick or infected (without symptoms) should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

VACCINE- A product that stimulates a person's immune system to produce immunity to a specific disease, protecting the person from that disease.

COVID-19 VACCINE- A product that stimulates a person's immune system to produce immunity to COVID-19, an illness caused by the virus, 2019 Novel Coronavirus (SARS-CoV-2) that is spread from person to person.

VACCINATION- The administration of a vaccine, usually by injection.

VACCINATED- A person is considered to be fully vaccinated (for COVID-19) when they have completed a series of a COVID-19 vaccine that has been authorized for emergency use or fully authorized for use by the Federal Drug Administration (FDA), including but not limited to:

1. A single-dose vaccine, or
2. All doses in a multi-dose series.

PLEASE NOTE: Individuals with a condition or who are taking medication that weakens the immune system may NOT be fully protected even if fully vaccinated. It is important such individuals consult their healthcare provider. Even after vaccination, such individuals may need to continue taking all [precautions](#).

COVID-19 BOOSTER – A COVID booster shot is an additional dose of a COVID-19 vaccine given after the protection provided by the original shot(s) has begun to decrease over time. Typically, you would get a booster after the immunity from the initial dose(s) naturally starts to wane. The booster is designed to help people maintain their level of immunity for longer.

The CDC recommends a COVID-19 booster if you are:

- 18 or older and received the Janssen/Johnson & Johnson vaccine at least two months ago.
- 18 or older and received both required doses of the Moderna vaccine at least six months ago
- 16 or older and received both required doses of the Pfizer-BioNTech vaccine at least six months ago. The Pfizer-BioNTech vaccine is the only vaccine and booster authorized for individuals ages 16 and 17.

BOOSTED: Individuals who have received the COVID-19 booster shot.

UNVACCINATED- Individuals who have not received the COVID-19 vaccine, or who are not fully vaccinated for COVID-19.

TESTING POLICY: County employees who develop symptoms of COVID-19 will be required to be tested for the virus. In addition, employees who are asymptomatic and determined to have

been exposed to a positive, confirmed case of COVID-19 will be directed to test on Day 5 (after their last exposure) by the Health Department's CVDC Program. See Attachment A – COVID Protocols for County Government

Any employee who is directed by the Health Department/CVDC to be tested for the virus must adhere to the following:

1. If the employee self-tests, is tested by his/her physician, or by another entity, and receives positive COVID-19 rapid test results or PCR results, the employee will be required to notify his/her immediate supervisor and/or the agency's Human Resource Liaison/HRL (to call out from work) and call the Health Department's Communicable and Vector-borne Disease Control (CVDC) staff at (240) 484-0276 (if during normal business hours - 8:00 am to 4:30pm, Monday through Friday) immediately upon receiving his/her results, for the purposes of contact tracing. **The employee MUST identify as a Prince George's County employee and provide the following information:**
 - a. Full Name
 - b. Name of County Agency/Employer
 - c. Best Contact Information
 - d. Test Results (Positive)
 - e. Test Date (the date the test was taken)

The employee will be required to isolate and follow instructions provided by the Health Department. The employee **will not be permitted to return to work until cleared by the CVDC Program. CVDC will provide notification to the employee's agency HR Liaison, Risk Manager, and/or supervisor that the employee is cleared to return to work.**

2. If the employee is tested by the Health Department, and tests positive for COVID-19, the employee will receive instructions from the Health Department for isolation. The employee should contact his/her immediate supervisor and the agency Human Resource Liaison (to call out from work). **The employee will not be permitted to return to work until being cleared by the CVDC Program. CVDC will provide notification to the employee's agency HR Liaison, Risk Manager, and/or supervisor that the employee is cleared to return to work.**
3. If the employee self-tests or is tested by his/her physician, or another entity and the rapid test result is invalid, the individual will need to report to one of the county's testing locations to be tested. The employee must also notify the supervisor and HR liaison that an alternative test is required.
4. If the employee receives negative results, they should be reported immediately to the CVDC Program so the employee can be assessed and cleared to report to work.

The employee will not be permitted to report to work before receiving a valid test result and being cleared by the CVDC Program. CVDC will provide notification to the employee's agency HR Liaison, Risk Manager, and/or supervisor that the employee is cleared to return to work.

REPORTING TEST RESULTS OUTSIDE OF NORMAL BUSINESS HOURS, INCLUDING EVENINGS, WEEKENDS AND HOLIDAYS: To report positive, inconclusive/invalid, or negative and symptomatic COVID-19 testing results to the CVDC Program outside of CVDC's normal hours of operation of 8:00am to 4:30pm, Monday through Friday, please use the CVDC's 24-hr on call number: (240) 508-5774. This includes evenings, weekends and holidays. The employee **MUST** identify as a Prince George's County employee and provide the following information:

- a) Full Name
- b) Name of County Agency/Employer
- c) Best Contact Information
- d) Test Results (Positive, Inconclusive/invalid or Negative but Symptomatic)
- e) Test Date (date the test was taken)

If at any time an employee is unable to call in to the CVDC Program to report positive, inconclusive/invalid, or negative (only if symptomatic) results, the employee may use the email address Health-CVDC@co.pg.md.us. **The employee MUST identify as a Prince George's County employee and provide the required information indicated above (items a through e). The CVDC will make an assessment , based on test results and symptoms (if any) to determine whether an employee will be cleared for work.**

CONTACT TRACING (ISOLATION & QUARANTINE) POLICY: Contact Tracing for employees will be conducted by the County's Communicable and Vector-borne Disease Control (CVDC) staff. These efforts will begin within 24 to 48 hours of the receipt of a positive or inconclusive/invalid COVID-19 test result. If an employee who is not a resident of Prince George's County chooses to be tested elsewhere, lab results may be sent to his/her local health department; therefore, it is critical that the employee contacts the Prince George's County Health Department's Communicable and Vector-borne Disease Control (CVDC) Staff at (240) 484-0276 as instructed in the Testing Policy Section immediately (if during normal business hours – 8:00am to 4:30pm, Monday through Friday) and uploads his/her positive or inconclusive/invalid results as specified by the Office of Human Resources Management (OHRM) so that the employee's close contacts within the workplace and the County can be notified as soon as possible. **It is also important that employees who are symptomatic and receive negative Rapid COVID-19 test results report to their immediate supervisor and/or the agency's Human Resource Liaison/HRL (to call out from work) and the CVDC Program to receive instructions for obtaining an alternative test.** If reporting test results outside of CVDC's normal operating hours, please use the 24-hour on call number (240) 508-5774 or the email: Health-CVDC@co.pg.md.us and provide the required information (items a through e) indicated in the Testing Policy section. **At no time will the Health Department reveal the identity of a positive individual while conducting contact tracing.** The following outlines the general guidelines for isolation and quarantine for close contacts of a confirmed COVID-19 case.

CLOSE CONTACT (ASYMPTOMATIC - NOT BOOSTED, FULLY VACCINATED OVER 6 MONTHS OR 2 MONTHS AGO OR UNVACCINATED): If an employee is determined by the Health Department to have been in close contact to a positive COVID-19 case and is asymptomatic (not experiencing any COVID-19 symptoms), AND is unvaccinated, not boosted

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or was not fully vaccinated within the last 6 months with Pfizer or Moderna, or within the last 2 months with the J&J vaccine, the employee is required to quarantine and test on Day 5 (Day 0 = Date of Last Known Exposure). If the test is negative, the employee may return to work on Day 6 with clearance from the Health Department’s CVDC Program. CVDC will provide notification to the employee’s agency HR Liaison, Risk Manager, and/or supervisor that the employee is cleared to return to work. If the test is positive, the employee must follow protocol for Employees Who Test Positive for COVID-19 (See Attachment A – COVID Protocols for County Government)

CLOSE CONTACT (ASYMPTOMATIC – BOOSTED OR FULLY VACCINATED WITHIN LAST 6 MONTHS OR 2 MONTHS): If an employee is determined by the Health Department to have been in close contact to a positive COVID-19 case and is asymptomatic (not experiencing any COVID-19 symptoms) AND is boosted or was fully vaccinated within the last 6 months for Pfizer or Moderna or within the last 2 months for the J&J vaccine, the employee is not required to quarantine. The employee may work and monitor for symptoms, but must test on Day 5 (Day 0 = Date of Last Known Exposure). If test is negative, the employee may continue to work. If test is positive, employee must follow protocol for Employees Who Test Positive for COVID-19 (See Attachment A – COVID Protocols for County Government)

If symptoms develop, employee must follow protocol for Employees Who Are Experiencing COVID-19 Symptoms (See Attachment A – COVID Protocols for County Government)

RETURN TO WORK: Once an employee has completed the required isolation, quarantine and/or testing instructions as directed by the Health Department’s CVDC Program, it will be determined by CVDC staff whether the employee can be cleared to return to work. CVDC will provide notification to the employee’s agency HR Liaison, Risk Manager, and/or supervisor that the employee is cleared to return to work.

COMPLIANCE: Failure to comply with this policy may result in disciplinary action.

EFFECTIVE: This procedure supercedes Administrative Procedure 294 issued October 27,2021

January 10, 2022
Date: _____



Tara H. Jackson, Chief Administrative Officer

COVID PROTOCOLS FOR COUNTY GOVERNMENT

EMPLOYEES WHO TEST POSITIVE FOR COVID-19

VACCINATION STATUS	PROTOCOL
ALL EMPLOYEES (SYMPTOMATIC OR ASYMPTOMATIC), REGARDLESS OF VACCINATION STATUS	<p>Employee must stay home for 5 days from start of symptoms OR if no symptoms, from date positive test is performed*</p> <p>*Day 0= Date Positive Test is Performed OR Start of Symptoms, Whichever Is Last</p> <ul style="list-style-type: none"> • If symptoms are resolving after 5 days, may return to work on Day 6 (must be fever-free for 24 hours without fever-reducing medicine) with clearance from the Health Department CVDC Program.

** Immune-Compromised, Symptomatic Individuals may have to isolate longer. Having a weakened immune system can make an individual more likely to get severely ill from COVID-19.

EMPLOYEES EXPERIENCING SYMPTOMS OF COVID-19, REGARDLESS OF KNOWN EXPOSURE

VACCINATION STATUS	PROTOCOL
ALL EMPLOYEES, REGARDLESS OF VACCINATION STATUS	<p>Employees who begin to experience COVID-19 symptoms should NOT report to work. Employee must notify supervisor, get tested, and stay home. If already at work, employee must notify supervisor, leave work to get tested immediately, and isolate at home.</p> <ul style="list-style-type: none"> • If test is POSITIVE - Employee must follow protocols for “Employees Who Test Positive for COVID-19” • If test is NEGATIVE – Employee will not be permitted to return to work before Day 6 (from start of symptoms)* Employee must have resolving symptoms and no fever for 24 hours without fever-reducing medicine. The Health Department CVDC Program must provide clearance for return to work. <i>For questions, please contact the Health Department CVDC Program.</i> *Day 0= Date of the Start of Symptoms

COVID PROTOCOLS FOR COUNTY GOVERNMENT

ASYMPTOMATIC EMPLOYEES WHO HAVE BEEN EXPOSED TO A COVID-19 POSITIVE PERSON

VACCINATION STATUS	PROTOCOL
<p>EMPLOYEE HAS Received a Booster Dose</p> <p>OR Completed the Primary Series of:</p> <ul style="list-style-type: none"> • Pfizer or Moderna Vaccine within the Last 6 Months • J & J Vaccine within the Last 2 Months 	<p>Employee may report to work and monitor for symptoms AND Employee must be tested on Day 5.*</p> <ul style="list-style-type: none"> • If Test is NEGATIVE, employee may continue to work. • If Test is POSITIVE, employee must follow protocol for “Employees Who Test Positive for COVID-19” <p>*Day 0 = Date of Last Known Exposure <i>If symptoms develop, employee must follow protocols for “Employees Who Are Experiencing COVID-19 Symptoms.”</i></p>
<p>EMPLOYEE Has NOT Received a Booster Dose</p> <p>OR Has Completed the Primary Series of:</p> <ul style="list-style-type: none"> • Pfizer or Moderna Vaccine over 6 Months Ago • J & J Vaccine over 2 Months Ago <p>OR Is Unvaccinated</p>	<p>Employee must quarantine for 5 days, beginning on the last known day of exposure AND must Test on Day 5*</p> <p>*Day 0 = Date of Last Known Exposure</p> <ul style="list-style-type: none"> • If Test is NEGATIVE, employee may report to work on Day 6 with clearance from the Health Department CVDC Program. • If Test is POSITIVE, employee must follow protocol for “Employees Who Test Positive for COVID-19”