

HR Guidance for Exposure to COVID-19 and Leave Time

This guidance document was produced by Ramsey County Human Resources in collaboration with Department of Public Health (April 13, 2020)

Situation	Process and Actions to Take for Benefit Earning Employees	Process and Action to take for Non-Benefit Earning Employees	CDC Guidelines (Updated April 13, 2020)
<p>1. (NEW) You are subject to a federal, state, or local quarantine order.</p> <p><i>*Note: All Ramsey County Employees are deemed essential, employees cannot take leave as a result of Governor Walz's Stay-at-Home order issued through May 4.</i></p>	<p>If you are not able to work from home, the following leave options are available to you:</p> <p>Federal Leave Benefits:</p> <ul style="list-style-type: none"> • Emergency Paid Sick Leave Act (EPSLA) <ul style="list-style-type: none"> ○ Duration of Leave: <ul style="list-style-type: none"> ▪ Full time: up to 80 hours ▪ Part time: average hours worked over a two-week period. ○ Calculation of pay: Employees receive their regular rate of pay, capped at \$5,110 (over 2 weeks). <p>To apply for EPSLA, complete a Request Form.</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none"> • PEPEL leave (up to 80 hours total) • Accrued leave balances (sick, vacation, floating holiday, floating holiday reserve, comp time) • Leave Advance up to 80 hours (sick, vacation) • Unpaid leave 	<p>If you are not able to work from home, the following leave options are available to you:</p> <p>Federal Leave Benefits:</p> <ul style="list-style-type: none"> • Emergency Paid Sick Leave Act (EPSLA) <ul style="list-style-type: none"> ○ Duration of Leave: <ul style="list-style-type: none"> ▪ Full time: up to 80 hours ▪ Part time: average hours worked over a two-week period. ○ Calculation of pay: Employees receive their regular rate of pay, capped at \$5,110 (over 2 weeks). <p>To apply for EPSLA, complete a Request Form.</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none"> • PEPEL leave (up to 80 hours total) • Unpaid Leave 	<p>N/A</p>
<p>2. (NEW) You have been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.</p>	<p>If you are not able to work from home, the following leave options are available to you:</p> <p>Federal Leave Benefits:</p> <ul style="list-style-type: none"> • Emergency Paid Sick Leave Act (EPSLA) <ul style="list-style-type: none"> ○ Duration of Leave: <ul style="list-style-type: none"> ▪ Full time: up to 80 hours ▪ Part time: average hours worked over a two-week period. ○ Calculation of pay: Employees receive their regular rate of pay, capped at \$5,110 (over 2 weeks). <p>To apply for EPSLA, complete a Request Form.</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none"> • PEPEL leave (up to 80 hours total) 	<p>If you are not able to work from home, the following leave options are available to you:</p> <p>Federal Leave Benefits:</p> <ul style="list-style-type: none"> • Emergency Paid Sick Leave Act (EPSLA) <ul style="list-style-type: none"> ○ Duration of Leave: <ul style="list-style-type: none"> ▪ Full time: up to 80 hours ▪ Part time: average hours worked over a two-week period. ○ Calculation of pay: Employees receive their regular rate of pay, capped at \$5,110 (over 2 weeks). <p>To apply for EPSLA, complete a Request Form.</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none"> • PEPEL leave (up to 80 hours total) 	<p>A health care provider may direct you to self-quarantine because you are high risk or because of other concerns such as you have been in close contact with or have a high-risk exposure to someone with COVID-19.</p> <p>Follow the health care provider's orders to quarantine and do not physically return to your workspace until your health care provider clears you to do so.</p>

	<ul style="list-style-type: none"> • Accrued leave balances (sick, vacation, floating holiday, floating holiday reserve, comp time) • Leave Advance up to 80 hours total (sick, vacation) • Unpaid Leave 	<ul style="list-style-type: none"> • Unpaid Leave 	
<p>3. (NEW) You are experiencing symptoms and seeking a diagnosis from a health care provider.</p>	<p>If you are not able to work from home, the following leave options are available to you:</p> <p>Federal Leave Benefits:</p> <ul style="list-style-type: none"> • Emergency Paid Sick Leave Act (EPSLA) <ul style="list-style-type: none"> ○ Duration of Leave: <ul style="list-style-type: none"> ▪ Full time: up to 80 hours ▪ Part time: average hours worked over a two-week period. ○ Calculation of pay: Employees receive their regular rate of pay, capped at \$5,110 (over 2 weeks). <p>To apply for EPSLA, complete a Request Form.</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none"> • PEPEL leave (up to 80 hours total) • Accrued leave balances (sick, vacation, floating holiday, floating holiday reserve, comp time) • Leave Advance up to 80 hours total (sick, vacation) • Unpaid leave 	<p>If you are not able to work from home, the following leave options are available to you:</p> <p>Federal Leave Benefits:</p> <ul style="list-style-type: none"> • Emergency Paid Sick Leave Act (EPSLA) <ul style="list-style-type: none"> ○ Duration of Leave: <ul style="list-style-type: none"> ▪ Full time: up to 80 hours ▪ Part time: average hours worked over a two-week period. ○ Calculation of pay: Employees receive their regular rate of pay, capped at \$5,110 (over 2 weeks). <p>To apply for EPSLA, complete a Request Form.</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none"> • PEPEL leave (up to 80 hours total) • Unpaid leave 	<p>You should isolate at home until health care provider approves your return to work (if tested); OR if you were directed to care for yourself at home, you may discontinue home isolation under the following conditions:</p> <ul style="list-style-type: none"> • At least 3 days (72 hours) have passed since the fever has ended without the use of fever-reducing medication and improvement in respiratory symptoms (e.g. cough, shortness of breath); AND • At least 7 days have passed since symptoms first appeared.
<p>4. (NEW) Are caring for an individual who is subject to a quarantine or isolation order or has been advised by a healthcare provider to self-quarantine as described above</p>	<p>If you are not able to work from home, the following leave options are available to you:</p> <p>Federal Leave Benefits:</p> <ul style="list-style-type: none"> • Emergency Paid Sick Leave Act (EPSLA) <ul style="list-style-type: none"> ○ Duration of Leave: <ul style="list-style-type: none"> ▪ Full time: up to 80 hours ▪ Part time: average hours worked over a two-week period. ○ Calculation of pay: Employees receive 2/3 of their regular rate of pay, capped at \$2,000 (over 2 weeks). <p>To apply for EPSLA, complete a Request Form.</p>	<p>If you are not able to work from home, the following leave options are available to you:</p> <p>Federal Leave Benefits:</p> <ul style="list-style-type: none"> • Emergency Paid Sick Leave Act (EPSLA) <ul style="list-style-type: none"> ○ Duration of Leave: <ul style="list-style-type: none"> ▪ Full time: up to 80 hours ▪ Part time: average hours worked over a two-week period. ○ Calculation of pay: Employees receive 2/3 of their regular rate of pay, capped at \$2,000 (over 2 weeks). <p>To apply for EPSLA, complete a Request Form.</p>	<p>If you have close contact with the individual, quarantine for 14 days and monitor for symptoms by:</p> <ul style="list-style-type: none"> • Checking your temperature twice a day; • Stay away from people who are high risk. <p>If you develop symptoms, you should isolate at home until health care provider approves return to work (if tested); OR if employee was directed to care for themselves at home, they may discontinue home isolation under the following conditions:</p> <ul style="list-style-type: none"> • At least 3 days (72 hours) have passed since the fever has ended without the use of fever-reducing medication and improvement in respiratory symptoms (e.g. cough, shortness of breath); AND • At least 7 days have passed since symptoms first appeared.

	<p>County Leave Benefits:</p> <ul style="list-style-type: none"> • PEPEL leave (up to 80 hours total) • Accrued leave balances (sick, vacation, floating holiday, floating holiday reserve, comp time) • Leave Advance up to 80 hours total (sick, vacation) • Unpaid leave 	<p>County Leave Benefits:</p> <ul style="list-style-type: none"> • PEPEL leave (up to 80 hours total) • Unpaid leave 	
<p>5. (NEW) You are caring for your child whose school or place of care is closed (or child-care provider is unavailable) for reasons related to COVID-19.</p>	<p>If you are not able to work from home, the following leave options may apply to you:</p> <p>Federal Leave Benefits:</p> <ul style="list-style-type: none"> • Emergency Paid Sick Leave Act (EPSLA) <ul style="list-style-type: none"> ○ Duration of Leave: <ul style="list-style-type: none"> ▪ Full time: up to 80 hours, followed by up to 400 hours of Emergency Family Medical Leave Expansion Act (EFMLEA) leave. ▪ Part time: average hours worked over a twelve-week period. ○ Calculation of pay: Employees receive 2/3 of their regular rate of pay, capped at \$2,000 (over 2 weeks); or \$12,000 (over 12 weeks). ○ Employees must have been employed for 30 days to be eligible for EFMLEA; except that employees at RSCO, ADC, JDC, ECC, ME, RCCF, LOR, RCCC and Detox are not eligible for EFMLEA. <p>To apply for EPSLA/EFMLEA, complete a Request Form and give it to your supervisor.</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none"> • PEPEL leave (up to 80 hours total) • Accrued leave balances (sick, vacation, floating holiday, floating holiday reserve, comp time) • Leave Advance up to 80 hours (sick, vacation) • Unpaid leave 	<p>If you are not able to work from home, the following leave options may apply to you:</p> <p>Federal Leave Benefits:</p> <ul style="list-style-type: none"> • Emergency Paid Sick Leave Act (EPSLA) <ul style="list-style-type: none"> ○ Duration of Leave: <ul style="list-style-type: none"> ▪ Full time: up to 80 hours, followed by up to 400 hours of Emergency Family Medical Leave Expansion Act (EFMLEA) leave. ▪ Part time: average hours worked over a twelve-week period. ○ Calculation of pay: Employees receive 2/3 of their regular rate of pay, capped at \$2,000 (over 2 weeks); or \$12,000 (over 12 weeks). ○ Employees must have been employed for 30 days to be eligible for EFMLEA; except that employees at RSCO, ADC, JDC, ECC, ME, RCCF, LOR, RCCC and Detox are not eligible for EFMLEA. <p>To apply for EPSLA/EFMLEA, complete a Request Form and give it to your supervisor.</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none"> • PEPEL leave (up to 80 hours total) • Accrued leave balances (sick, vacation, floating holiday, floating holiday reserve, comp time) • Leave Advance up to 80 hours (sick, vacation) • Unpaid leave 	<p>As an employee of Ramsey County, you may be able to obtain free childcare through their school districts for school age children, ages 5+; or may be able to obtain care through a local YMCA for children under 5. (Emergency workers have priority.) Employees looking for resources can email COVIDChildcareNeeds@CO.RAMSEY.MN.US with questions or visit the state’s website at https://mn.gov/childcare/.</p> <p>FFCRA allows for employers to exempt emergency and healthcare providers from both EPSLA and EFMLEA. Ramsey County has chosen to exempt emergency and healthcare workers from this provision- EFMLEA - only. (EPSLA is available). This includes all employees who work at the Ramsey County Sheriff Office (RCSO), Adult Detention Center (ADC), Juvenile Detention Center (JDC), Emergency Communication Center (ECC), Medical Examiner (ME), Ramsey County Correctional Facility (RCCF), Lake Owasso Residence (LOR), Ramsey County Care Center (RCCC) and DETOX.</p>
<p>6. (REVISED) You learn that you have been exposed to confirmed or</p>	<p>This information may be shared with you from the Department of Health, or your supervisor or manager.</p>	<p>This information may be shared with you from the Department of Health, or your supervisor or manager.</p>	<p>If there was an exposure, you will be informed by the Department of Health, Ramsey County’s Department of Public Health or your supervisor or manager.</p>

<p>presumptive COVID-19 at work by a client or coworker.</p>	<p>**If you are exposed to COVID-19 as a result of work activities, please file a "First Report of Injury" via RamseyNet, or contact your department's benefits representative.</p> <p>Notify your supervisor and follow CDC guidelines to self-quarantine and monitor for symptoms. If self-quarantine is needed, work remotely if you can. If you cannot, you may use the following leave options:</p> <ul style="list-style-type: none"> • See #2 or #3 above. <p>If approved for worker's compensation, you may receive benefits for loss of wages and medical expenses.</p> <p>**Please note that a person's medical diagnosis is confidential and should not be shared with coworkers unless the person with a COVID-19 diagnosis shares that information voluntarily. If supervisors learn of this information, they will consult with public health and follow CDC guidelines to notify other staff of possible exposure and the need to quarantine.</p> <p>***Employees should not discriminate or harass other employees or members of the public if they learn or suspect that someone has COVID-19.</p>	<p>**If you are exposed to COVID-19 as a result of work activities, please file a "First Report of Injury" via RamseyNet or contact your department's benefits representative.</p> <p>Notify your supervisor and follow CDC guidelines to self-quarantine and monitor for symptoms. If self-quarantine is needed, work remotely if you can. If you cannot, you may use the following leave options:</p> <ul style="list-style-type: none"> • See #2 or #3 above. <p>If approved for worker's compensation, you may receive benefits for loss of wages and medical expenses.</p> <p>**Please note that a person's medical diagnosis is confidential and should not be shared with coworkers unless the person with a COVID-19 diagnosis shares that information voluntarily. If supervisors learn of this information, they will take consult with public health and follow CDC guidelines to notify other staff of possible exposure and need to quarantine.</p> <p>***Employees should not discriminate or harass other employees or members of the public if they learn or suspect that someone has COVID-19.</p>	<p>If you are asked to quarantine, see #2 above.</p> <p>If you are not directed to quarantine, work from home if possible and monitor for symptoms for 14 days. If you cannot work from home, and you are asymptomatic, you can work, but you MUST:</p> <ol style="list-style-type: none"> 1) Monitor your temperature before coming to work; 2) Wear a face mask at all times; and 3) Social distance (maintain 6 feet between you and another individual, where possible) <p>Do NOT:</p> <ol style="list-style-type: none"> 1) Stay at work if you become sick; 2) Share headsets or other objects used near face; 3) Congregate in the breakroom or other workspaces <p>If you become symptomatic, refer to #3 above.</p>
<p>7. (REVISED) You live with a household member with a confirmed or presumptive diagnosis of COVID-19 and will need to follow CDC guidelines to self-quarantine.</p>	<p>If you are not able to work from home, the following leave options are available to you:</p> <ul style="list-style-type: none"> • See #4 if you are taking care of the individual; or #2 if you are asked to quarantine by a health care provider. • If neither of those apply, then use the following: <p>County Leave Benefits:</p> <ul style="list-style-type: none"> • PEPEL leave (up to 80 hours total) • Accrued leave balances (sick, vacation, floating holiday, floating holiday reserve, comp time) • Leave Advance up to 80 hours total (sick, vacation) 	<p>If you are not able to work from home, the following leave options are available to you:</p> <ul style="list-style-type: none"> • See #4 if you are taking care of the individual; or #2 if you are asked to quarantine by a health care provider. • If neither of those apply, then use the following leave: <p>County Leave Benefits:</p> <ul style="list-style-type: none"> • PEPEL leave (up to 80 hours total, prorated) • Unpaid leave 	<p>If you are asked to quarantine by your health care provider, see #2 above.</p> <p>If you are not directed to quarantine and you cannot work from home and monitor for symptoms for 14 days after the last exposure, you can work, but you MUST:</p> <ol style="list-style-type: none"> 1) Monitor your temperature before coming to work; 2) Wear a face mask at all times; and 3) Social distance (maintain 6 feet between you and another individual, where possible) <p>Do NOT:</p> <ol style="list-style-type: none"> 1) Stay at work if you become sick; 2) Share headsets or other objects used near face; 3) Congregate in the breakroom or other workspaces <p>If you become symptomatic, refer to #3 above.</p>

<p>8. (REVISED) You have been possibly exposed to COVID-19 due to travel or exposure to someone with confirmed COVID-19 and will need to follow CDC guidelines to self-quarantine.</p>	<ul style="list-style-type: none"> Unpaid leave <p>Notify your supervisor to discuss options to do your work remotely. Follow the CDC guidelines for quarantine. If work from home is not possible, you may have the following leave options available to you:</p> <p>Federal Leave Benefits:</p> <ul style="list-style-type: none"> See #2 or #3 or #4 where applicable. If the federal leave benefits do not apply, then use your county benefits. <p>If federal leave applies, submit the Request Form.</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none"> PEPEL leave (up to 80 hours total) Accrued leave balances (sick, vacation, floating holiday, floating holiday reserve, comp time) Leave Advance up to 80 hours total (sick, vacation) Unpaid leave 	<p>Notify your supervisor to discuss options to do your work remotely. Follow the CDC guidelines for quarantine. If work from home is not possible, you may have the following leave options available to you:</p> <p>Federal Leave Benefits:</p> <ul style="list-style-type: none"> See #2 or #3 or #4 where applicable. If the federal leave benefits do not apply, then use your county benefits. <p>If federal leave applies, submit the Request Form to your supervisor.</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none"> PEPEL leave (up to 80 hours) <ul style="list-style-type: none"> Time Reporting Code: 361 Unpaid leave 	<p>International Travel: Employee should quarantine at home for 14 days after returning home regardless of whether they are symptomatic or not.</p> <p>Cruises: If you returned from a cruise, you must quarantine for 14 days and monitor for symptoms.</p> <p>Domestic Travel: If you are able to work from home, you may be asked to self-quarantine for 14 days especially if you took care of someone with COVID-19, spent time traveling with someone who has COVID-19 or acquired COVID-19 within a few days of returning home. Please inform your supervisor.</p> <p>If symptomatic, please refer to #3.</p>
<p>9. (REVISED) You are defined by the CDC as being high-risk for COVID-19 or live with someone who is high risk for COVID-19.</p>	<p>If your health care provider has ordered you to quarantine, see #2. Otherwise, notify your supervisor. If you can work remotely and it has been approved by your supervisor, you are encouraged to work remotely.</p> <p>If work from home is not an option, you may use the following leave:</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none"> PEPEL leave (up to 80 hours total) Accrued leave balances (sick, vacation, floating holiday, floating holiday reserve, comp time) Leave Advance up to 80 hours total (sick, vacation) Unpaid leave <p>If you can accomplish some of your work remotely, you can use partial leave time to cover the hours you are unable to work.</p>	<p>If your health care provider has ordered you to quarantine, see #2. Otherwise, notify your supervisor. If you can work remotely and it has been approved by your supervisor, you are encouraged to work remotely.</p> <p>If work from home is not an option, you may use the following leave:</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none"> PEPEL leave (up to 80 hours total) Unpaid leave <p>If you can accomplish some of your work remotely, you can use partial leave time to cover the hours you are unable to work.</p>	<p>CDC identifies high risk individuals as:</p> <ul style="list-style-type: none"> Individuals over 60 Individuals with underlying medical conditions such as lung disease, heart disease, diabetes, asthma, or HIV Individuals who are immune weakened Pregnant women
<p>10. (REVISED) You don't want to come to work because you</p>	<p>If you can work remotely and it has been approved by your supervisor, employees are encouraged to work remotely.</p>	<p>If you can work remotely and it has been approved by your supervisor, employees are encouraged to work remotely. If this is not possible in your position, discuss</p>	<p>You are encouraged to take precautions which minimizes their risk of infection such as social distancing (staying 6 feet part from others where possible), hand washing, and cleaning of</p>

<p>are afraid of catching COVID-19, but you do not fall into the high-risk category defined by the CDC.</p>	<p>If work from home is not an option, you may use the following leave:</p> <p>County Leave Benefits:</p> <ul style="list-style-type: none"> • Accrued leave balances (sick, vacation, floating holiday, floating holiday reserve, comp time) • Leave Advance up to 80 hours total (sick, vacation) • Unpaid leave 	<p>with your supervisor the options available to you. Any time not worked will be unpaid.</p>	<p>your workspaces. Employees may also wear cloth face masks in jobs where PPE is not normally provided. Consult with your supervisor if you have concerns.</p>
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If you have a question that is not covered in this guide, please contact your HR Generalist or your supervisor.

If you need assistance with the filling out the emergency paid leave request form or if you have completed the form, please return the form to ContactHR@ramsey.mn.us.