

COVID-19 NO. 23
UPDATED LDH EMPLOYEE GUIDANCE
December 30, 2021

*****All updated information is in bold*****

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This guidance supersedes COVID-19 No. 22 Updated LDH Employee Guidance.

Based on information broadcast in the Governor's December 30, 2021 Press Conference and recommendations contained on the LDH website, Governor Edwards and the LDH Office of Public Health have advised that Louisiana is experiencing the highest COVID-19 surge to date in the pandemic. As such, LDH employees should work from home if at all possible until the current COVID-19 surge subsides. This guidance excludes direct care staff assigned to LDH facilities.

However, all employees must maintain availability to return to the office with little to no notice and should currently have plans in place for childcare, eldercare, etc., in anticipation of this eventual return. An employee's Appointing Authority may direct an employee to return to the work site at any given time based on business need. The Department has implemented safety protocols in accordance with CDC guidelines to reduce the risk of virus transmission when team members are working at the workplace.

An employee who is isolating or quarantining for reasons related to COVID-19 SHALL NOT come to the work site, whether during work hours or outside of work hours, until the employee satisfies the criteria necessary to return to the work site as set forth in this guidance. This restriction MAY OR MAY NOT APPLY to LDH 24-hour facility employees, LDH Public Health Unit employees, and any LDH employees considered Healthcare Workers as defined by the CDC. These employees must contact the appropriate Appointing Authority for guidance unless it is stated within this guidance that the specific guideline does or does not apply to LDH 24-hour facility employees, LDH Public Health Unit employees, and/or any LDH employees considered Healthcare Workers as defined by the CDC.

I. Work Expectations of LDH Employees During the COVID-19 Event:

It is the expectation that all LDH employees will continue to work during this event.

The statewide face covering mandate is no longer in effect. Masks are still mandated by federal regulation on mass transit. Additionally, local government and private businesses may choose to continue to require and enforce a mask requirement.

- **All LDH employees are required to wear a mask at the work site, at all state-owned or state-leased buildings, and while conducting any state business.**

- A face covering requirement does not apply in the following situations:
 - 1) any individual with a medical condition that prevents the wearing of a face covering;
 - 2) any individual who is consuming food or drinks;
 - 3) any individual seeking to communicate with someone who has or is suspected of having a communication disorder;
 - 4) any individual giving a speech for broadcast or to an audience; and
 - 5) any individual temporarily removing his or her face covering for identification purposes.

A. Working At the Work Site or Working From Home:

Not all positions lend themselves to work from home. Working from home may be an available option if the employee's assigned job duties are capable of being performed from home and/or the employee has the appropriate equipment to work from home.

1. Expectations for those supervising work from home employees:

- Supervisors are responsible for creating and issuing written expectations for employee work schedules and work product for those working at home. The supervisor is also responsible for ensuring each employee acknowledges having received and read the written expectations.
- Supervisors are responsible for monitoring their employees to ensure employees are adhering to a productive work schedule while working from home during this event.
- Supervisors must maintain regular contact with their employees, including establishing a reporting requirement system to facilitate contact for the employee to receive the assigned work.
- Supervisors are responsible for ensuring employees are timely completing all assigned work.

2. Expectations of employees working from home:

- Employee must acknowledge in writing receipt of the supervisor's written expectations.
- The employee must be able to supply any needed equipment as agreed upon by the Appointing Authority that cannot or will not be provided by LDH.

- Each day the employee works from home, he/she shall itemize in writing the tasks he/she performs while working at home and the number of hours and minutes devoted to each task. The employee shall submit this written documentation to his/her supervisor no later than the last day of the applicable pay period or more frequently if directed to do so by the Appointing Authority. Documentation of tasks performed and hours worked at home shall be kept on file by the unit's Time Administrator for audit purposes.
- Each employee must provide a phone number where he/she can be reached and must be available via telephone during work hours.
- During the employee's agreed upon work hours, each employee must promptly respond to any work-related phone calls, all emails, text messages, and/or other forms of remote communication. Employees must also participate in all scheduled conference calls.
- Employees must follow the current LDH policies regarding obtaining prior approval for normal A-leave and B-leave, as well as K-time, unless otherwise specified herein.

B. Employees currently working under LDH Teleworking Policy Number 82.2:

If an employee already has an approved Teleworking Agreement, per the policy, that employee may continue to work under the schedule within that agreement; however, if the need arises, that employee may be required by the Appointing Authority to report to work at the primary work site as designated by the Appointing Authority. Any employee who currently has a part-time Teleworking Agreement may be changed to a full-time Teleworking Agreement as agreed upon by the Appointing Authority. This does not apply to employees working under a Telework Agreement executed solely in response to COVID-19.

C. Employees Refusing to Work:

Any duty-ready employee refusing to report to work or perform his/her job duties or refusing to follow any supervisory/Appointing Authority directives regarding assigned work and/or reporting to work, will be placed on Leave Without Pay (LW) status. Appointing Authorities may also discipline any employee, up to and including dismissal, under this section for refusal to perform duties and/or follow such directives.

II. Requirements for LDH Employees Who Display Symptoms of or Test Positive for COVID-19 and for LDH Employees Whose Household Members Display Symptoms of or Test Positive for COVID-19:

All employees, regardless of vaccination status, are required to immediately test if experiencing symptoms of COVID-19. Employees testing positive must isolate until they meet the end of isolation criteria. An employee who is fully vaccinated and tests negative does not need to quarantine; however, an employee who is sick with a non-COVID-19 illness should still refrain from coming to the work site.

Employees who have COVID-19 symptoms or a positive COVID-19 test result, and employees whose household member has COVID-19 symptoms or a positive COVID-19 test result must do the following:

- A. All LDH employees, whether working remotely or not, shall immediately notify their supervisor and Human Resources Director if:
 1. the employee or a household member develops symptoms associated with COVID-19, pursuant to Proclamation Number 75 JBE 2020 and any order subsequent thereto, or
 2. the employee or their household member tests positive for COVID-19.

- B. To provide the required notice to LDH Human Resources, the employee must send an email to LDH-HRCV19-Report@la.gov stating:
 1. whether it is the employee or the household member who is having symptoms/positive test,
 2. when symptoms first began or the date of the positive COVID-19 test and documentation confirming the positive COVID-19 test result,
 3. whether the employee has physically reported to an LDH work site within 24 hours of becoming symptomatic and/or receiving a positive COVID-19 test result,
 4. what employees - by name – the employee recalls being in close contact* with on your last date at the work site, the last date and time the employee was at the work site, and what buildings/floors/areas did the employee visit.
*Close contact is being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.

- C. The employee is expected to cooperate with and talk to the LDH contact tracer, should the employee be contacted. The number associated with the LDH contract tracers is 877-766-2130.

If the employee or an employee's household member tests positive for COVID-19, the employee shall refer to [Section IV.D.](#) and [Section VIII.](#) in the LDH Employee Guidance on self-isolation and quarantine.

III. Special Leave Related to the COVID-19 Health Pandemic [Civil Service Rule 11.35(d)]

The special leave previously allowed under Civil Service Rule 11.35(d) (extension of former FFCRA leave) expired on September 30, 2021. The only leave hours now available for the circumstances addressed in that rule are the employee's regular sick and annual leave balances.

IV. Applicable Leave For Employees During the COVID-19 Pandemic

If there is a need for leave, the following guidance will apply whether the employee is working at a work site, working from home, or working under a telework agreement. The employee should follow the guidance below to determine when it is appropriate to return to work. Any employee taking leave under these provisions shall immediately notify his/her supervisor when he/she is ready and able to resume his/her work duties.

A. Employees who are ill with non-COVID-19 illness will take leave using normal sick leave procedures. An employee who became sick with non-COVID-19 symptoms and has since recovered shall return to work.

B. Sick Leave When Employees Display Symptoms of and/or Are Diagnosed With COVID-19:

1. If an employee is diagnosed with COVID-19, the employee will be placed on sick, compensatory, annual leave in that order.

2. If the employee is sick and is not diagnosed with COVID-19, regular sick leave procedures shall apply. Appointing Authorities may authorize the use of compensatory/annual leave in addition to sick leave.

3. Enforced sick leave: Employees who arrive sick to the work site or become sick during the day while at work displaying symptoms of COVID-19 shall be immediately separated from other employees and sent home. If an employee refuses to leave the work site, an appointing authority may place the employee on enforced sick leave per Civil Service Rule 11.13.1:

“An appointing authority may place an employee on sick leave when:

(a) the employee asserts an inability to work due to the employee's illness or injury.

(b) there is an apparent need to remove the employee from the workplace to avoid the spread of illness. Under subsection (b) an appointing authority

may place an employee on sick leave and require that he remove himself from the workplace when he has declined to utilize sick leave and presents for duty displaying symptoms of illness. In order to enforce sick leave under this subsection, the symptoms must be observed by at least two individuals, one of whom must be in a supervisory capacity. The employee may be returned to duty at the appointing authority's discretion; however, he shall be returned to duty upon presentation of a certification from a medical doctor or nurse practitioner who, after examining the employee, certifies that he is capable of performing the essential functions of his position without posing a risk of harm to himself or others."

C. School or Daycare Closures:

1. Employees impacted by school or daycare closures and/or hybrid or virtual school learning must follow the [School Reopening Guidance](#) and [Request for Schedule Change Form](#) located on the [LDH Website](#).
2. An employee who has a child that is sent home from school for quarantine purposes should work with his/her supervisor regarding working remotely or taking the necessary leave.
3. If it is determined the employee is UNABLE TO WORK remotely, and the employee is in fact in need of care for a son or daughter, as defined by the FMLA, because there is no other suitable person available to care for the child and the child's school or place of care has been closed or the childcare provider is unavailable due to a COVID-19 related reason, the employee may be placed on sick leave pursuant to Civil Service Rule 11.13(a)5, after which the employee may utilize compensatory leave and then annual leave. If an employee has exhausted all sick, compensatory, and annual leave, the employee shall be placed on Leave Without Pay (LW) status. An employee using leave pursuant to Civil Service Rule 11.13(a)5 must provide documentation proving there is no other suitable person available to care for the child and the child's school or place of care has been closed or the childcare provider is unavailable due to a COVID-19 related reason.
4. Employees shall not bring children to the work site.

D. Employees Who Have Personally Come Into Close Contact With or Who Have Been Exposed to a Confirmed Case of COVID-19: *(Employees who are fully vaccinated for COVID-19 should go to [Section VIII](#) for additional guidance)*

It is recommended that all employees, regardless of vaccination status, **should** immediately test after a known or suspected exposure to COVID-19. Any employee testing positive for COVID-19 is required to immediately isolate until meeting end of isolation criteria. **The updated quarantine periods from the CDC are as follows:**

If You Were Exposed to Someone with COVID-19 (Quarantine)

If you:

Have been boosted

OR

Completed the primary series of Pfizer or Moderna vaccine within the last 6 months

OR

Completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days.
- Test on day 5, if possible.

If you develop symptoms get a test and stay home.

If you:

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted

OR

Completed the primary series of J&J over 2 months ago and are not boosted

OR

Are unvaccinated

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- If you can't quarantine you must wear a mask for 10 days.
- Test on day 5 if possible.

If you develop symptoms get a test and stay home

1. The Center for Disease Control (CDC) defines “close contact” as: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before symptom onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated; **Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).*
2. An employee who is not a healthcare worker [as defined by the CDC](#), and who is not working remotely, shall follow the [CDC’s recommendations for quarantine due to COVID-19 exposure](#).

The employee should continuously self-monitor for symptoms associated with COVID-19 through **Day 10**. If the employee develops any symptoms,

he/she should immediately self-isolate and contact their healthcare provider to report a change in status and to test for COVID-19.

Employees can discontinue quarantine if the employee has not experienced any symptoms of COVID-19 for the entire quarantine period, up to the time at which quarantine is discontinued.

If possible, the employee should be allowed to work remotely for this period of time. If the employee is unable to work remotely during this time, the Appointing Authority should direct the employee to self-quarantine and place the employee on Special Leave – Quarantine (LSQT) under Civil Service Rule 11.35(c).

3. An employee that is in continuous close contact with an individual who has a confirmed case of COVID-19 should start post-exposure quarantine from the date the person with COVID-19 has recovered.

The recovery criteria are as follows:

- a. If the individual with the confirmed case of COVID-19 is symptomatic:
 - 10 days since symptoms first appeared, and
 - 24 hours with no fever without the use of fever-reducing medications, and
 - other symptoms of COVID-19 are improving (*per the CDC, loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*).
- b. If the individual with the confirmed case of COVID-19 is asymptomatic, at least 10 days have passed since the date of the first positive COVID-19 diagnostic test with no subsequent illness.
- c. After the recovery criteria have been met, the employee should quarantine per the [CDC's updated recommendations for quarantine due to COVID-19 exposure](#) as noted above following the recovery of the person who had COVID-19. For both the recovery period and the quarantine period, the employee should be allowed to work remotely if possible.
- d. If the employee is unable to work remotely for this period of time, leave usage for these periods is as follows:

- i. For the duration of the recovery period, the employee should use leave in accordance with Civil Service Rules. Civil Service Rule 11.13(b) may apply if the close contact is an immediate family member (See [Section IV.E](#)). If Civil Service Rule 11.13(b) does not apply, the employee should use leave in the order of comp, annual, and then LWOP.
- ii. For the quarantine period, the appointing authority should direct the employee to self-quarantine and place the employee on Special Leave – Quarantine (LSQT) under Civil Service Rule 11.35(c). ([See Appendix A](#)).
 - Pursuant to Civil Service Rule 11.35(c), “an appointing authority may grant time off without loss of pay, annual leave or sick leave to an asymptomatic employee who is directed by the appointing authority to be tested for COVID-19 and/or self-quarantine after being exposed through close contact to an individual with a confirmed positive COVID-19 diagnosis. Such special paid leave shall not extend beyond 14 calendar days as recommended by the Centers for Disease Control and Prevention. Once the employee develops symptoms of illness or is confirmed with a positive COVID-19 diagnosis, he shall immediately be placed in an appropriate leave status, including leave without pay if the employee has exhausted both annual leave and sick leave.”

The employee shall immediately notify his/her supervisor of the date the individual with the confirmed case of COVID-19 has recovered based on the recovery criteria above. The recovery date is the date the employee should begin his/her quarantine period, as outlined in the [CDC’s recommendations](#). The employee is then expected to return to the work site on the next work day following the completion of their quarantine period, if the employee does not develop symptoms of COVID-19 within that quarantine period.

- i. Employees working remotely are expected to work:
 - a. While they are asymptomatic.
 - If the employee is not working while asymptomatic, normal leave rules will apply.
 - b. If capable of performing their duties while experiencing symptoms.

- However, if the employee is UNABLE TO WORK while experiencing symptoms, the employee shall be placed on leave as set forth in [Section IV.B.](#) of this guidance.

ii. Employees who are healthcare workers as defined by the CDC should follow [the CDC's guidance on returning to work.](#)

E. Caring for a COVID-19 Positive Family Member:

If an employee is in need of leave due to caring for a COVID-19 positively diagnosed immediate family member, defined by Civil Service Rule 1.15.2.4 as “an employee’s spouse, child or stepchild, foster-child, parent or stepparent”, then the employee shall be placed on compensatory/annual leave. The employee may request to use sick leave in lieu of annual, subject to approval of the appointing authority pursuant to Civil Service Rule 11.13(b). The applicable leave code for this leave under Civil Service Rule 11.13(b) is LBIF (Sick Leave Immediate Family Member).

An employee caring for a COVID-19 Positive Family Member should refer to Section [IV. Part D.](#) and [Section VIII](#) of this guidance regarding quarantine.

F. Civil Service Rule 11.35(e) – Leave for Vaccination [SEE APPENDIX A](#)

1. As provided for in Civil Service Rule 11.35(e), an appointing authority may grant time off without loss of pay, annual leave or sick leave to an employee in order to receive a COVID-19 vaccination, provided such leave shall not exceed 4 hours for each administration of the vaccine. Appointing authorities shall require the employee to provide proof of vaccination for documentation purposes.
2. Should an appointing authority grant the use of leave to an employee under the provisions of this rule, the “Special Leave-Vaccine Leave” (LSVC) code shall be used.

G. All Other Situations:

Normal Civil Service leave rules shall apply to any situation related to COVID-19 not otherwise addressed in this Section.

H. Note to Supervisors Concerning Leave Requests from Employees working at EOC, MSNS, or GOHSEP:

Many LDH employees are deemed essential and may be assigned 12 hour shifts performing duties outside of their normal scope of work at EOC sites, MSNS, or

GOHSEP. These employees may either be physically reporting to duty stations or working virtually at EOC, MSNS, or GOHSEP during this COVID-19 event. Depending on an employee's schedule, they may be required to work more hours than the employee's regular work week hours as part of the LDH COVID-19 response. Supervisors and managers should ensure they are approving reasonable leave requests made by their subordinates. We have a responsibility to ensure our LDH team stays healthy and rested enough to continue working. If a subordinate requests K, A, or B leave to rest after serving 12 hour shifts at EOC, MSNS, or GOHSEP sites responding to COVID, the supervisor/manager should attempt to grant this request if possible.

I. FMLA

If an employee does get sick with COVID-19 or any other illness and is on leave due to the illness, or must be on leave to care for a sick family member, FMLA leave may be applicable as long as the employee qualifies for FMLA. The LDH FMLA Policy and the FMLA regulations will govern, although the time limitations applicable to providing medical certifications may be extended due to other demands on healthcare providers.

V. Returning to the Work Site following Suspected and/or Confirmed Case of COVID-19 or Close Contact to an Individual with a Confirmed Case of COVID-19:

The [following CDC guidelines](#) must be adhered to in order to return to the work site; however, these restrictions may or may not apply to LDH 24-hour facility employees, LDH Public Health Unit employees, and any LDH employees considered healthcare personnel, [as defined by the CDC](#). These employees must contact the appropriate Appointing Authority for guidance.

A. Employees who are either (1) Symptomatic and Suspected of COVID-19, or (2) confirmed with COVID-19, **regardless of vaccination status, must:**

- **Stay home for 5 days.**
- **If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.**
- **Continue to wear a mask around others for 5 additional days.**
If you have a fever, continue to stay home until your fever resolves

B. An employee who develops symptoms after testing positive must refer to [Section IV.B.](#) for returning to work.

- C. Employees who have come in close contact with an individual with a confirmed case of COVID-19 should follow the guidance set forth in [Section IV. D.](#)

VI. Repatriation of LDH Work Sites

A. Self-Assessment

Self-assessment remains in place for all LDH employees that physically return to an LDH location for daily work. If LDH employee has COVID like symptoms, they shall contact their supervisor and not come into the office. For further guidance please go to COVID19: LDH Employee Guidance & Resources located here: <https://ldh.la.gov/index.cfm/page/2555>

B. Temperature Taking

LDH is no longer monitoring employee or visitor temperatures upon entry into LDH locations.

C. Face Coverings

LDH employees should refer to [Section I](#) of this guidance regarding the use of face coverings.

D. Elevators

If a **state-owned building** or the property owner of any state-leased building requires a limit on elevator capacity, any employee on state business should comply with that requirement.

E. Business Meetings

ZOOM is the preferred meeting/conferencing option in lieu of in-person meetings. Currently, LDH employees should continue to use ZOOM for meetings unless it is absolutely necessary to have an in-person meeting.

LDH employees that must host a physical, in-person meeting in a conference room should ensure there is adequate instant hand sanitizer in the conference room for attendees.

The conference room table and chair handles should be wiped down immediately after the meeting by the meeting host.

F. Employees Who Are More Likely to Get Severely Ill From COVID-19:

For the latest CDC guidance regarding individuals who are more likely to get severely ill from COVID-19 click [here](#).

1. Employees who are seeking an ADA accommodation due to being more likely to get severely ill from COVID-19 are required to submit a request for accommodation pursuant to LDH Policy No. 81, Americans with Disabilities Act. The process is as follows:
 - a. To request an accommodation the employee must:
 - ii. Notify their supervisor that they are making such a request.
Employees should not submit any medical information to their supervisor.
 - iii. Complete the employee section of the *Request for Temporary Accommodation* form and submit the form to their health care provider to complete the health care provider section.
 - iv. Obtain the completed *Request for Temporary Accommodation* form from their health care provider.
 - v. Submit the form that has been completed by the employee and their health care provider to Human Resources at: LDH-HRCV19-Report@la.gov.
 - vi. When Human Resources receives a request from the employee, HR will submit a *Supervisor Certification For Employee's Request For Temporary Accommodation Because Employee Can Be More Likely To Get Severely Ill From COVID-19* form to the supervisor to be completed and returned to HR within two (2) business days.
 - b. Once the completed *Request for Temporary Accommodation* form is received by Human Resources, the ADA review team will review the request as part of the ADA Interactive Process. The ADA team may require additional information from the employee, the supervisor, or the healthcare provider. Upon completion of their review, the ADA team will issue an *LDH ADA Accommodation Request – Approval/Denial* form to employee and their supervisor. If approved, the approval is temporary for up to six (6) months. The employee will be required to recertify upon expiration of the temporary accommodation.
2. Employees who are currently being accommodated due to a medical condition making them more likely to get severely ill from COVID-19 will be required to recertify in accordance with this process identified above. Human Resources will be contacting those employees. After being contacted by

Human Resources, the employee will have 15 calendar days to submit the required documentation back to Human Resources. Supervisors of these employees will also be contacted by Human Resources to submit a *Supervisor Certification For Employee's Request For Temporary Accommodation Because Employee Can Be More Likely To Get Severely Ill From COVID-19* form and will have two business days to provide the completed form back to Human Resources.

VII. Children at the Work Site

Employees shall not bring children to the work site.

VIII. COVID-19 Vaccination

If there has been a COVID-19 exposure at the work site, a manager/supervisor can ask about an employee's vaccination status for purposes of determining whether the employee should quarantine.

- Testing and Quarantine Guidelines for Fully Vaccinated Employees

The CDC has updated the quarantine guidance. **For healthcare providers, the updated guidance can be found [here on the CDC website](#).** The updated guidance for [fully vaccinated people](#) is as follows:

If You Were Exposed to Someone with COVID-19 (Quarantine)

If you:

Have been boosted

OR

Completed the primary series of Pfizer or Moderna vaccine within the last 6 months

OR

Completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days.
- Test on day 5, if possible.

If you develop symptoms get a test and stay home.

If you:

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted

OR

Completed the primary series of J&J over 2 months ago and are not boosted

OR

Are unvaccinated

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- If you can't quarantine you must wear a mask for 10 days.
- Test on day 5 if possible.

If you develop symptoms get a test and stay home

IX. Travel

Click [here](#) for the most recent CDC guidance related to travel. Employees are no longer required to report their own or their household members' out of state or international travel.

APPENDIX A

Special Leave Related to COVID-19 (12/30/21)

Glossary:

Special Leave – Leave granted to classified employees on job appointments, probational appointments, and permanent appointments and unclassified employees on leave-earning appointments without loss of pay or charge of annual, sick, or compensatory leave

Quarantine – You quarantine when you have been or may have been exposed to the COVID-19 virus.

Isolate - You isolate when you have symptoms of COVID-19, or when you have tested positive for the COVID-19 virus.

Scenario	Guidance
Special Leave – Quarantine Civil Service Rule 11.35 (c)	
An asymptomatic employee is directed by the Appointing Authority to be tested for COVID-19 and/or self-quarantine after being exposed through close contact to an individual with a confirmed positive COVID-19 diagnosis.	The employee should request LSQT. At this time, the Appointing Authority does not have to produce an individual directive for each affected employee because the current <i>COVID-19 Updated LDH Employee Guidance</i> contains a blanket testing or quarantine directive under this scenario. Also under this scenario, LSQT leave shall not extend beyond 14 calendar days per event. If the employee develops symptoms of illness or is confirmed with a positive COVID-19 diagnosis, he/she shall immediately be placed in an appropriate leave status, including leave without pay if the employee has exhausted both annual leave and sick leave.
COVID-19 VACCINATION	
An employee needs to take leave to get a COVID-19 vaccination.	The employee should request LSVC. An employee may be granted time off without loss of pay, annual or sick leave in order to get a COVID-19 vaccination. This leave shall not exceed four hours for each administration of the vaccine. Appointing authorities shall require the employee to provide proof of vaccination for documentation purposes.