

Communicable Disease Quarantine Policy and Procedures in Response to the 2019 Novel Coronavirus

This Communicable Disease Quarantine Policy and Procedures supersedes the previous version, Communicable Disease Quarantine Procedure, issued March 19, 2020.

The Metropolitan Washington Airports Authority has established these policies and procedures to address incidences of quarantinable communicable diseases such as COVID-19.

The *Communicable Disease Quarantine Policy and Procedures* is provided to inform employees of required reporting and accepted practices to eliminate or minimize workplace exposure to communicable diseases.

Reporting

Employees or temporary contract employees (hereafter employees) will report to their manager immediately if they have been notified by the Centers for Disease Control and Prevention (CDC) or the state or local health department or medical professional that they have had potential exposure or close contact with an individual confirmed or suspected to have COVID-19. Potential exposure refers to household contact or having close contact (within 6 feet for at least 10 minutes) with an individual who is confirmed or suspected to have COVID-19. The timeframe for potential exposure through contact with an individual who is confirmed or suspected to have COVID-19 includes the 48 hours before the individual became symptomatic.

Employees who have contracted COVID-19, are ill or have symptoms of COVID-19, or have had potential exposure or close contact with an individual, family member, or another person in their household who has confirmed or is suspected with COVID-19 must report these conditions to their manager immediately.

Managers must report the employee notification immediately to the Emergency Manager, Gregory Vernon, at (202) 557-8955 or Gregory.Vernon@mwaa.com.

Managers are to email medical information, test results, or return to work certifications, if necessary, **only** to Tanisha Lewis at Tanisha.Lewis@mwaa.com.

The notification and medical information are protected by the Health Insurance Portability and Accountability Act (HIPAA) which establishes requirements for protecting the privacy and security of confidential medical information, medical records and other personally identifiable health information.

All COVID-19 notifications or medical documentation emailed to Gregory Vernon or Tanisha Lewis must include “Confidential” in the email subject line. In addition, the manager must include the following statement on all email that contains HIPAA information:

The information contained in this transmission may contain privileged and confidential information, including employee health information protected by federal privacy laws.

Symptom- and Exposure-Related Circumstances

Employees will not report to work with symptoms of illness, especially fever, cough, or difficulty breathing, or other potentially contagious illness or symptoms related to COVID-19 or other communicable diseases. In addition, the employee will not report to work if they are going to be tested for COVID-19, or if a household member has been tested and is waiting for results or has been instructed to self-quarantine.

Any employee may be sent home for the following:

1. If the employee reports to their supervisor that they are symptomatic or may have been exposed;
2. If the employee has been notified by the CDC or the state or local health department that they may have been exposed; or
3. If the employee had potential exposure or close contact with an individual confirmed or suspected with COVID-19.
4. If a family member or person in an employee's household is symptomatic or has been exposed.

Employees will be directed in accordance with the following procedures for the above circumstances related to symptoms or exposure.

Procedure

1. If the affected employee is at work, they will be sent home immediately. Employees should take their work laptop when they leave the work site and await further instruction.
2. Employees will be provided with leave options and/or telecommuting options applicable to their situation.
3. Before they return to work, employees must give their managers a negative COVID-19 test result or medical certification from their treating physician or practitioner certifying that they have been cleared to return to work.

Quarantine-Related Circumstances

Employees will be instructed in accordance with the following procedures for any quarantine-related circumstances included above.

Procedure

1. Employees will follow the telework or leave policy and shall not report to work or any MWAA facility for any reason.
2. The manager will follow up with the employee prior to allowing them to return to work. If they have not developed any symptoms, they can return to work after 14 days.
3. If the employee has developed symptoms of illness, especially fever, cough or difficulty breathing or other potentially contagious illness or symptoms related to COVID-19 or other communicable diseases, they must furnish medical certification from their treating physician or practitioner to their manager prior to returning to work certifying that they have been cleared to return to work.
4. The manager may send the employee a letter or email, as they determine necessary, outlining these instructions. The manager must inform the Emergency Manager and

Tanisha Lewis of Human Resources that an employee may be returning to work no later than the day before their return.

Sample Scenarios

The following scenarios are provided to show how the procedures can be applied to certain circumstances.

1. Employee tests positive for COVID-19.
2. Employee is informed they are presumed positive with COVID-19 and instructed to self-quarantine for 14 days.
3. A family member or person in the employee’s household tests positive for COVID-19.
4. Employee returns from international travel or a COVID-19 “hotspot” area of the country.
5. Employee had potential exposure or close contact with a person suspected of COVID-19 and was instructed to self-quarantine for 14 days.

These are general scenarios and will not apply to all situations. Employees must follow the direction of their medical professional and/or state or local health departments.

Employee Scenario	Employee Actions	Documentation	Management Actions
<p>1. Employee tests positive for COVID-19.</p> <p>Or</p> <p>2. Employee is informed they are presumed positive with COVID-19 and instructed to self-quarantine for 14 days.</p>	<p>The employee must complete a 14-day quarantine beginning on the date they tested positive or were presumed positive.</p> <p>The employee must contact their manager prior to returning to work for guidance.</p>	<p>Employee must give their manager a negative COVID-19 test result or medical certification from their treating physician or practitioner prior to returning to work certifying that they have been cleared to return to work.</p>	<p>The manager will contact the employee to confirm status before the employee returns to work.</p> <p>The manager will notify the Emergency Manager immediately.</p> <p>If necessary, the manager will provide Tanisha Lewis of Human Resources with copies of the documentation, marking the email subject line as Confidential and including the privacy statement in the email. After their review, a confirmation email will be provided to the manager informing them if the employee may return to work.</p>

Employee Scenario	Employee Actions	Documentation	Management Actions
<p>3. A family member or person in the employee’s household tests positive for COVID-19.</p>	<p>The employee must complete a 14-day quarantine beginning on the date the household member tested positive for COVID-19</p> <p>Employee must contact their manager prior to returning to work for guidance.</p>	<p>If the employee does not develop any symptoms, they can return to work after completing the 14-day quarantine.</p> <p>If the employee develops symptoms, they must give their manager a negative COVID-19 test result or medical certification from their treating physician or practitioner prior to returning to work certifying that they have been cleared to return to work.</p>	<p>The manager will contact the employee to confirm status before the employee returns to work.</p> <p>The manager will notify the Emergency Manager immediately.</p> <p>If necessary, the manager will provide Tanisha Lewis of Human Resources with copies of the documentation, marking the email subject line as Confidential and including the privacy statement in the email. After their review, a confirmation email will be provided to the manager informing them if the employee may return to work.</p>
<p>4. Employee returns from international travel or a COVID-19 “hotspot” area of the country.</p>	<p>Employee will be required to self-quarantine for 14 days. Day one of the 14-day period is the first full day after their travel is completed.</p> <p>For example, if the employee’s flight or cruise or return home is on Saturday, the 14-day period starts on Sunday.</p>	<p>If the employee did not develop any symptoms, they can return to work after completing the 14-day quarantine.</p> <p>If the employee develops symptoms they must give their manager a negative COVID-19 test result or medical</p>	<p>The manager will contact the employee to confirm status before the employee returns to work.</p> <p>The manager will notify the Emergency Manager immediately.</p> <p>If necessary, the manager will provide Tanisha Lewis of Human Resources with copies of the documentation, marking the email subject line as</p>

Employee Scenario	Employee Actions	Documentation	Management Actions
	The employee must contact their manager prior to returning to work for guidance.	certification from their treating physician or practitioner prior to returning to work certifying that they have been cleared to return to work.	Confidential and including the privacy statement in the email. After their review, a confirmation email will be provided to the manager informing them if the employee may return to work.
5. Employee had potential exposure or close contact with a person suspected of COVID-19 and was instructed to self-quarantine for 14 days.	<p>The employee must complete a 14-day quarantine beginning on the date of the potential exposure.</p> <p>The employee must contact their manager prior to returning to work for guidance.</p>	<p>The employee can return to work after the presumptive positive person has received a negative COVID-19 test result or the 14-day quarantine period has elapsed and the employee did not develop any symptoms.</p> <p>If the employee develops symptoms, they must give their manager a negative COVID-19 test result or medical certification from their treating physician or practitioner prior to returning to work certifying that they have been cleared to return to work.</p>	<p>The manager will contact the employee to confirm status before the employee returns to work.</p> <p>The manager will notify the Emergency Manager immediately.</p> <p>If necessary, the manager will provide Tanisha Lewis of Human Resources with copies of the documentation, marking the email subject line as Confidential and including the privacy statement in the email. After their review, a confirmation email will be provided to the manager informing them if the employee may return to work.</p>