



# HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

3430 Courthouse Drive ■ Ellicott City, Maryland 21043 ■ 410-313-2171

Voice/Relay

Lonnie R. Robbins, Chief Administrative Officer  
lrobbins@howardcountymd.gov

FAX 410-313-3051

TO: Howard County Employees

FROM: Lonnie R. Robbins  
Chief Administrative Officer

SUBJECT: COVID-19 Update

DATE: March 10, 2020

**This communication was sent via global email to all Howard County employees on Tuesday, March 10, 2020 at 4:13 p.m.**

Dear Employees,

In the past few days, we've had a number of questions regarding procedures for staff who may have been exposed, or who are returning from areas that have current outbreaks of COVID-19. I want to clarify the process to ensure we are keeping all staff safe during this time.

Currently, all 6 confirmed cases of COVID-19 in Maryland are related to international or domestic travel to areas that are currently experiencing an outbreak of the disease. There are no confirmed cases of community spread at this time.

However, if an employee has traveled to one of the impacted international or domestic areas, has had contact with someone who has traveled to an impacted area, or with someone who has a confirmed case of COVID-19, regardless of how they are feeling, should follow the outlined process below:

- 1) Immediately call the Howard County Health Department's COVID-19 Information Line: 410-313-6284 to explain their situation and to get direction.
- 2) The employee is then responsible for notifying their supervisor of whatever direction is provided to them through the COVID-19 Information Line (i.e. self-quarantine even if they are feeling well enough to work, going to a hospital to get tested, staying home sick, etc)."
- 3) If an employee has been directed by health officials to self-quarantine, but is feeling well enough to work, they should notify their supervisor and telework if possible. In this instance, the existing telework policy may be waived. **As a reminder, all Departments and Offices should reach out to Brandee Ganz, Director of DTCS, with any critical applications they would require remotely ASAP once they determine which employees can telework.**

If an employee is sick, employees need to stay home and take sick leave. If they run out of sick leave, they will be required to take any other form of leave accrued and/or apply for the Disability Leave Bank if applicable. As a reminder, **I am imploring supervisors to send employees home if they are sick.** If

there is a chance of exposure, employees should be sent home immediately and follow the same procedures detailed above.

Employees who have been self-quarantined or have a confirmed case of COVID-19, regardless of how well they are feeling or if they have been teleworking, will be required to provide a doctor's note clearing them to come back to work.

Thank you.