As COVID-19 continues to spread throughout the Homeland, the concentration of community spread will vary from state, city, and county. Our DHS mission is critical to national security and the pandemic response. The Management OCHCO Workforce Health and Safety Division (WHS) continues to focus on workforce protection measures to mitigate operational risk in coordination with Component Medical Officers and Component Occupational and Safety Offices.

To avoid illness and slow the spread, we continue to encourage good hand hygiene, covering your cough with your elbow, practicing social distancing, and teleworking whenever possible. In addition, employees’ personal risk factors should be taken into account to reduce their risk of exposure.

State and local public health officials in affected regions may further close schools and institute other containment and mitigation measures to slow the spread. DHS employees should monitor all state and local public health direction; however, local shelter-in-place orders do not apply to DHS mission-critical employees.

This package of guidance is intended for Component leadership, Medical Officer, and supervisor interpretation and application to operational use, as appropriate. It is provided as a Department-wide minimum guideline expected to be tailored as needed by Operational Components and is meant to assist with decision-making for workforce management to ensure DHS mission continuity during this complex, novel, and evolving pandemic.

The following guidance is included:

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<th>MANAGEMENT DECISION TREE</th>
<th>RETURN-TO-WORK GUIDANCE</th>
<th>MISSION-CRITICAL, LOCATION-DEPENDENT GUIDANCE</th>
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<td>If a well employee is exposed to a suspected or laboratory-confirmed COVID-19 person at work or home, the updated Decision Tree will provide you with appropriate actions.</td>
<td>If an employee experiences symptoms consistent with COVID-19 or tests positive for COVID-19, the Return-to-Work Guidance will help guide you and the employee when it is safe to return to duty.</td>
<td>If a mission-critical, location-dependent employee has been exposed to COVID-19 but is not symptomatic, this guidance provides recommendations for having them continue to work in order to maintain the mission.</td>
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These documents constitute minimal requirements based upon CDC guidance. Component Medical Officers may recommend implementation of more stringent guidelines.

Responding to this pandemic is a marathon, not a sprint. We need to remain flexible as the entire Nation recovers from this crisis. WHS will continue to monitor CDC COVID-19 guidance and update Department guidance as the situation evolves.
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Has the employee been exposed to a suspected* or laboratory-confirmed COVID-19 case?

**Has the employee been exposed to a suspected* or laboratory-confirmed COVID-19 case?**

- **Yes**
  - **High Risk** Close contact (less than 6 feet) to known symptomatic COVID-19 case. Not wearing PPE.
    - Is the employee symptomatic?
      - **No** If the employee is mission-critical, location-dependent, follow Mission-Critical Guidance. Otherwise, have employee quarantine for 14 days beginning with the last date of close contact with the known symptomatic COVID-19 case. Employee can telework if able; if not, offer appropriate leave (e.g., weather and safety leave). If no symptoms after 14 days, employee can return to work.
      - **Yes** Have the employee isolate. Offer appropriate flexibility (e.g., sick leave, telework if able, or other). Employee should contact local public health. Employee should consult medical provider and follow Return-to-Work Guidance.
    - **Yes** Is the employee symptomatic?
      - **No** Have the employee isolate.
        - If the employee is mission-critical, location-dependent, follow Mission-Critical Guidance.
        - Otherwise, have employee isolate and consult local public health. Offer appropriate flexibility (e.g., sick leave, telework if able). Employee should contact local public health. Employee should consult medical provider and follow Return-to-Work Guidance.
      - **Yes** Have the employee isolate. Offer appropriate flexibility (e.g., sick leave, telework if able). Employee should contact local public health. Employee should consult medical provider and follow Return-to-Work Guidance.
  - **Medium Risk** Close contact (less than 6 feet) to known symptomatic COVID-19 case. Wearing appropriate PPE.
    - Is the employee symptomatic?
      - **No** If the employee is mission-critical, location-dependent, follow Mission-Critical Guidance. Otherwise, have employee self-observe for 14 days while coming to work. Employee can telework if able. If symptoms develop, have employee isolate and consult local public health. Employee should consult medical provider and follow Return-to-Work Guidance.
      - **Yes** Have the employee isolate. Offer appropriate flexibility (e.g., sick leave, telework if able). Employee should contact local public health. Employee should consult medical provider and follow Return-to-Work Guidance.
  - **Low Risk** No close contact (greater than 6 feet) to known symptomatic COVID-19 case.
    - Is the employee symptomatic?
      - **No** Have the employee isolate. Offer appropriate flexibility (e.g., sick leave, telework if able, or other). Employee should contact local public health. Employee should consult medical provider and follow Return-to-Work Guidance.
      - **Yes** Have the employee isolate.
        - If the employee is mission-critical, location-dependent, follow Mission-Critical Guidance.
        - Otherwise, have employee self-observe for 14 days while continuing to come to work. Employee can telework if able. If symptoms develop, have employee isolate and consult local public health. Employee should consult medical provider and follow Return-to-Work Guidance.

**NO**

- **Unknown Risk** Have employee continue to come to work as appropriate, and self-observe.
  - If symptoms develop, have employee isolate and consult local public health. Offer appropriate flexibility (e.g., sick leave, telework). Employee should consult medical provider and follow Return-to-Work Guidance.
  - Employees with suspected cases who later test negative can follow the “Unknown Risk” guidance.

* Employees with suspected cases who later test negative can follow the “Unknown Risk” guidance.
RETURN-TO-WORK GUIDANCE
COVID-19

When should an employee who has recovered from COVID-19 return to work?

FOR EMPLOYEES WHO:
- Were diagnosed with COVID-19 (confirmed by laboratory)

How was the employee diagnosed?

Please return to work ONLY when:
- Your first positive COVID-19 diagnostic test was at least 7 days ago, AND
- You have had no subsequent symptoms (for example, fever, cough, or shortness of breath), AND
- You have consulted with your supervisor.

When is it safe for an employee to return to work?

FOR EMPLOYEES WHO:
- Were suspected or presumed to have COVID-19

If you ARE getting tested:
- You no longer have a fever* without the use of medicine that reduces fevers, AND
- Your other symptoms have improved, AND
- You received two negative tests in a row, 24 hours apart, AND

In ALL cases, please consult with your medical provider or local health department.

*Defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher.
MISSION-CRITICAL, LOCATION-DEPENDENT GUIDANCE
COVID-19

What if a mission-critical employee is exposed to COVID-19?

IF the employee:

- Performs mission-critical, location-dependent activities
- Has been in close contact (less than 6 feet) with a suspected or a confirmed symptomatic COVID-19 case in the last 14 days
- But has NOT had symptoms, such as fever, cough, or shortness of breath

THEN the employee:

- CAN continue mission-critical, location-dependent activities at DHS facilities
- BUT he or she MUST meet all listed REQUIREMENTS specified in this guidance

REQUIREMENTS CHECKLIST
(Appplies for the first 14 days after exposure.)

- Your work assignment must allow at least 6 feet away from others.
- Prior to leaving for work, verify you do not have any symptoms (cough, fever, feeling feverish, difficulty breathing, sore throat, fatigue, etc.).
- Prior to leaving for work, you must take your temperature and it must be lower than 100.4°F (38°C) without fever-reducing medication. (If taking temperature by mouth, do not drink anything for 30 minutes prior to taking your temperature.) If you have a fever, do NOT go to work.
- When possible, avoid carpooling or taking public transportation to commute to and from work (e.g., bus, metro, train).
- Prior to entering the DHS facility, apply a surgical/procedure mask (supply permitting).
- Prior to entering the DHS facility, sanitize your hands (e.g., hand sanitizer liquid, hand wipes). As soon as possible, once in the facility, wash your hands with soap and water for at least 20 seconds.
- While in the DHS facility, limit your contacts and movement. Do not eat or socialize in the community kitchen, lounge, or cafeteria. Do not attend meetings in person.
- Practice social distancing. Remain at least 6 feet, or two arm lengths away, from all coworkers and the public.
- Prior to using communal bathrooms, sanitize your hands. Prior to leaving the restroom, wash your hands with soap and water and use a paper towel to open the door to leave the restroom.
- Prior to leaving for the day, put on your face mask (if available) and wipe down your workstation (e.g., keyboard, monitor, mouse, desktop, phone, door knob, light fixtures, etc.) with disinfectant. Wash or sanitize your hands and leave the facility. Limit your contacts and avoid socializing in communal areas as you exit facility.

IF you develop flu-like symptoms while at work:

- Put on surgical/procedure mask (if available), stop work activities, and notify your supervisor.
- Prior to leaving, wipe down workstation, door knobs, and light switches with disinfectant.
- Wash or sanitize your hands and leave the facility.
- Limit your contacts and avoid socializing in communal areas as you exit facility.
- Go directly home, do not stop for errands on the way home, consult your medical provider, and follow the Decision Tree. To prevent disease spread in your household, please follow the guidance found here: https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-home-care.html.

NOTE: OPERATIONAL CONSTRAINTS MAY OVERIDE THIS GUIDANCE