



County Risk Sharing Authority

a service program of the County Commissioners Association of Ohio

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March 20, 2020 **RISK CONTROL SERVICE BULLETIN**

EMPLOYEES UNDER A REQUIRED SELF-QUARANTINE

The following advice is from a Risk Management perspective only and should not be construed as legal or medical advice.

This Bulletin and attached Self-Quarantine Guidelines for COVID-19 are not nor should they be construed as a substitute for a County's performance of an exhaustive review and analysis regarding this matter.

As COVID-19 continues to spread throughout Ohio and the nation, employers, including county appointing authorities, must prepare for employee(s) that are required to self-quarantine. CORSA has prepared the attached template policy to assist its members with situation. As always, please consult your Prosecuting Attorney or legal advisor prior to implementing the risk management measures discussed in this bulletin.

Should you have questions regarding this Bulletin or CORSA Risk Management services please contact Frank Hatfield, CORSA Risk Control Manager, at (614) 560-1474 or fhatfield@ccao.org

Self-Quarantine Guidelines for COVID-19

In the event that an employee has come into contact with someone diagnosed with COVID-19; has returned from a country with a Level-3 travel advisory for COVID-19; is diagnosed as having (or potentially having) COVID-19; or, has otherwise been ordered by a healthcare professional to self-quarantine, employees are to follow these guidelines:

- Employees are not permitted to report to work for 14-days, or the period of self-quarantine as recommended by a healthcare professional;
- While under self-quarantine, the employee will be permitted to use paid leave, if available. In the event the employee has no paid leave, the employee will be designated as being on unpaid leave;
- Beginning April 2, 2020, an employee who has been advised by a health care provider to self-quarantine due to the pandemic or who is experiencing symptoms of COVID-19 and is seeking a medical diagnosis is eligible to receive two (2) weeks of paid leave at their regular rate of pay not charged from the employee's existing leave. However, this leave is not available to employees who are returning from a country with a Level-3 travel advisory due to COVID-19 or have come into contact with an individual diagnosed with COVID-19, unless they have been advised by a healthcare professional to self-quarantine.
- Once an employee has exhausted their existing accrued paid leave, the employee will be designated as being on unpaid leave. NOTE: Appointing authorities may also place the employee on administrative leave with pay pursuant to R.C. 124.388;
- In the event it is possible for the employee to telework, or otherwise work from home, the employee may be expected to do so in compliance with the Teleworking policy;
- If teleworking, a non-exempt employee shall receive compensation for all hours worked. An exempt employee shall receive their full weekly wage for any week in which they perform any work for the County. A non-exempt employee shall maintain records of hours worked by e-mailing their supervisor prior to beginning work; at the conclusion of working; and, before and after any break periods;
- While on self-quarantine, the employee is expected to adhere to all self-quarantine guidelines established by the healthcare provider, local, state and federal officials;
- Prior to returning to work, any self-quarantined employee must be symptom free for 72 hours, or be cleared to return to work by a healthcare professional;
- Additionally, each self-quarantined employee shall contact {INSERT EMPLOYEE NAME} prior to returning.