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Sarah H. Steelman
Commissioner

To: All State Departmental Employees

From: Sarah Steelman

Date: May 1, 2021 (effective date, with corrected reference)

Re: Leave guidance related to Coronavirus Disease 19 (Version 8)
(Superseding all previous versions.)

To minimize the spread of illness during the Coronavirus Disease 19 (COVID-19) outbreak, we are asking all team members (including supervisors) to be flexible, consistent with this Guidance, regarding leave for team members who are or may be sick.

This Version removes references to Emergency Paid Sick Leave and Borrowed Leave, both of which have recently had minimal usage; eliminates the ability to use sick leave for school, daycare, and similar closings (section 6); amends quarantine requirements for those who are fully vaccinated (section 5); and updates requirements related to international and cruise ship travel (sections 7 and 8).

1. Team members who are or may be sick. Influenza and other respiratory infections including COVID-19 have similar if not identical signs and symptoms. Team members who feel sick or who develop COVID-19 symptoms as discussed in this paragraph should take their temperature twice a day to accurately track their temperature and call their physician. A team member who is sick should NOT report to work. "Sick" in this context means the team member has a fever at or above 100.4° F; or unexplained body aches, headache, or sore throat; or chills, new loss of taste or smell, cough, shortness of breath, difficulty breathing, fatigue, congestion, runny nose, nausea, vomiting, or diarrhea. If a team member is sick, the team member should not return to the workplace until after their fever has reduced below this level for 24 hours after they have stopped taking fever reducing medicines, the COVID-19 symptoms they experienced have improved, and at least 10 days have passed since the team member's symptoms first appeared (your healthcare professional may extend this 10 day period in instances of severe illness). The team member should use their available leave so that the team member can recover and does not cause others to become sick. If the team member's duties can be performed from home and the team member feels able, supervisors should request authorization through the division director for the team member to work from home. A team member does not need to be seeking a medical diagnosis before this provision applies.

2. Team members with pending COVID-19 test results. A team member who has been tested for COVID-19 because they are sick should not report to the workplace while results are pending. In this circumstance, team members should use their available leave. Instead of taking leave, if the team member's duties can be performed from home and the team member feels able, supervisors should request authorization through the division director for the team member to work from home until test results are received.

3. Team members who test positive for COVID-19. In accordance with the guidelines of the Centers for Disease Control and the Missouri Department of Health and Senior Services, a team member who has had symptoms of and who tests positive for COVID-19 cannot return to the workplace until their recovery is demonstrated by (1) the absence of a fever – without fever-reducing medications – for at least 24 hours; (2) the improvement in COVID-19 symptoms; AND (3) the passing of at least 10 days since symptoms first appeared (in the event of severe infection your healthcare professional may extend this period up to an additional 10 days). A team member who tests positive for COVID-19 but is asymptomatic cannot return to the workplace until at least 10 days have passed since the team member's first positive test OR the team member who is not severely immunocompromised has subsequently had two negative PCR tests in a row, at least 24 hours apart. Team members should use their available leave if they are unable to return to the workplace. Instead of taking leave, if the team member's duties can be performed from home and the team member feels able, supervisors should request authorization through the division director for the team member to work from home.

Direct care staff, as determined by your departments, at state institutions should receive guidance from their respective departments about returning to the workplace following a positive COVID-19 test.

4. Team members who test negative for COVID-19. A team member with COVID-19 symptoms who tests negative for COVID-19 cannot return to the workplace until any fever has reduced below 100.4° F for 24 hours after they have stopped taking fever-reducing medicines and any other symptoms have improved. In this circumstance, team members should use their available leave. Instead of taking leave, if the team member's duties can be performed from home and the team member feels able, supervisors should request authorization through the division director for the team member to work from home.

5. Team members who have had close contact with an infected person. A team member may feel well but may have had close contact with a person who has tested positive for COVID-19. Close contact is defined as being within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, starting from two days before illness onset (or, for asymptomatic infected persons, two days prior to their test specimen collection) until the time the infected person is isolated. If a team member has had close contact and does not meet the criteria for avoiding quarantine identified later in this paragraph, then the team member shall not report to work until the team member has completed quarantine as follows: The team member has quarantined for ten days following

close contact with the infected person, has had no symptoms during daily self-monitoring, AND the team member continues daily symptom self-monitoring and practices mitigation strategies through 14 days; or, the team member has quarantined for seven days following close contact with the infected person, has had no symptoms during daily self-monitoring, the team member receives a negative COVID-19 test result from a specimen collected no sooner than 48 hours before the expiration of this seven day period, AND the team member continues daily self-monitoring and practices mitigation strategies through 14 days. Mitigation strategies include but are not limited to correct and consistent mask use, social distancing, hand and cough hygiene, and avoiding crowds. If a team member has had close contact and meets the following criteria, the team member is not required to quarantine: The team member (1) is fully vaccinated for COVID-19 (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine), and (2) has remained asymptomatic since the current close contact. If the team member's close contact was with a spouse, child, other relative or household member requiring the team member's personal care and attention, the team member may use sick leave. Instead of taking leave, if the team member's duties can be performed from home and the team member is able to work in light of their care responsibilities, supervisors should request authorization through the division director for the team member to work from home.

6. School, daycare, and similar closings due to COVID-19. In the event of school, daycare, or adult care closings due to COVID-19, a team member may need to be home with their children or their adult child or parent for whom they need to provide care. In such circumstances, the team member should use their available annual leave or comp time. In the alternative, supervisors should authorize the following options where viable and consistent with necessary business operations:

- a. *Expand work hours or allow flexible schedules.* For example, allow early morning, evening, and/or weekend work so that team members can care for their children or parents during the day but work in the evenings when a spouse can be home to care for the children or parents.
- b. *Increase the capacity for telecommuting.* ITSD recently communicated instructions to department directors regarding obtaining remote computer access. But supervisors should also think creatively about whether non-technology-based options that might not traditionally have been considered could facilitate work from home.
- c. *Allow job-sharing or job-splitting.* For example, team members who do the same type of job could split the day – one of them could work the first four hours and the other could work the second four hours, thus reducing the amount of leave that each must take.

7. Leave upon returning from international travel. Fully vaccinated team members returning from international travel are not required to self-quarantine but should get a viral test (a test for current COVID-19 infection) three to five days after returning from travel,

self-monitor for symptoms, and if symptoms develop, isolate, get tested, and follow the instructions in categories 1-4 above.

Unvaccinated or not fully vaccinated team members returning from international travel should stay home for ten days following the date of return from travel, monitor their health and practice social distancing. In the alternative, such team members may get tested three to five days after the date of return from travel, and if the test is negative, stay home for seven days following the date of return from travel. If the test is positive, the team member should follow the requirements in category 3, above. These team members should NOT report to work. In these circumstances, team members should use their available leave. Instead of taking leave, if the team member's duties can be performed from home and the team member feels able, supervisors should request authorization through the division director for the team member to work from home. If, during this ten or seven day period, the team member's condition would bring them within categories 1 – 5 above, team members should follow the directions in the applicable category, but in no circumstance may unvaccinated or not fully vaccinated team members return to work during the initial seven days following their return from international travel.

8. Leave upon returning from cruise ship travel. Fully vaccinated team members returning from cruise ship travel are not required to self-quarantine but should get tested three to five days after returning, and if the test is positive, isolate and follow the directions in category 3 above. Fully vaccinated team members should also self-monitor for symptoms for 14 days after returning, and if symptoms develop, should isolate, get tested, and follow the directions in categories 1-4 above as applicable.

Unvaccinated or not fully vaccinated team members returning from cruise ship travel should stay home and quarantine for ten days after returning. Alternatively, these team members may get tested three to five days after returning, and if the test is positive, isolate and follow the directions in category 3 above. Even if the test is negative, these team members must stay home and quarantine for seven days after returning from cruise ship travel and monitor for symptoms for 14 days after returning. If symptoms develop, they should isolate, get tested, and follow the directions in categories 1-4 above as applicable. Link to CDC Travel Notices: <https://wwwnc.cdc.gov/travel/notices/covid-4/coronavirus-cruise-ship>.

9. Leave during suite or building closure. As COVID-19 progresses, there may be times that a positive COVID-19 test will cause a suite within a building or an entire building to close so that it can be cleaned and disinfected. When that happens there will be communication about the closure. Team members assigned to the closed area may be relocated to other suites or buildings in appropriate circumstances, may be instructed to work remotely if remote work is an option, or may be excused from work pending further instructions. Consistent with past practices, team members excused from work because they cannot work in their closed suite or building or at an alternative location should be granted administrative leave.

10. Leave guidance if state government buildings are closed to the public. During the time that the Governor has closed state owned and leased buildings or office suites to the public to minimize the spread of COVID-19, team members are expected to maintain vital state services and must work remotely to the extent possible. Team members who previously had 24/7 access to their work locations will maintain that access and additional team members will be granted 24/7 access so that they can perform necessary tasks in their workplaces. All team members who are to report to their workplace will be notified by their Department. Team members should be excused from work if they are not required to perform tasks in their workplace and cannot work remotely. These team members should be granted administrative leave with pay for that time in which they were ready to work but cannot work remotely or have no necessary tasks to be performed in their workplace. Team members excused from work during this time period shall remain available for recall unless the team member is utilizing annual leave, sick leave, or comp time. In no event shall a team member earn more administrative leave with pay per day than their regularly scheduled work hours, nor more than 40 hours per work week.

11. Team members with portable equipment (e.g., laptops, iPads) that would allow them to work from home under the conditions set forth above should consider taking such equipment home with them each evening.

12. Guard against unlawful discrimination and stigma by learning the facts about COVID-19 from trusted sources such as the Centers for Disease Control and Prevention and the Missouri Department of Health and Senior Services.

<https://www.cdc.gov/coronavirus/2019-ncov/about/related-stigma.html>.

<https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/>.

13. Questions regarding this memo should be addressed to your agency's HR staff. We will monitor the progression of the outbreak and issue additional or different guidance or directives as may become necessary.