

Guidance for Management and Staff Following TDY

Updated May 20, 2020

Regardless of duty location, staff should daily monitor their health status through temperature checks and evaluation for symptoms such as coughing, shortness of breath, chills, muscle pain, or new loss of taste and smell twice per day.

Also regardless of duty location, staff shall notify management immediately if staff believe they had prolonged contact with any COVID-19 positive individual in the workplace while said staff was not properly supplied and protected with PPE.

1. For employees returning to a non-institution setting such as Regional Office, Central Office, Grand Prairie, Staff Training Academy, or Management and Specialty Training Center:

If an employee is returning from an institution where there were no active COVID-19 cases, and the employee is asymptomatic, the employee may immediately return to their prior status (telework/office/weather & safety leave.)

If an employee is returning from an institution where there were active cases of COVID-19, the employee may not report to the office, and if telework ready, must telework for 10 workdays. If the employee is not telework ready/able, the employee will be placed on weather/safety leave for 10 workdays.

If an employee becomes *symptomatic at any time*, they:

- Should not report to work
- Should give notice to their Supervisor
- Alert the Local Health Department or their personal Healthcare provider.

2. For employees returning to an institution:

If an employee is returning from an institution that had active COVID-19 cases, and their home institution does not have any active cases, the employee must be placed on 10 workdays of weather & safety leave.

If an employee is returning from an institution that had active COVID-19 cases, and their home institution also has active COVID-19 cases, the employee may return to duty on their next scheduled workday.

If an employee is returning from an institution that did not have active COVID-19 cases, the employee may return to duty at their home institution on their next scheduled workday, whether or not there are any active COVID-19 cases at their home institution.

If an employee in any scenario becomes *symptomatic at any time* during the 14 days post TDY, they:

- Should not report to work
- Should give notice to their Supervisor
- Alert the Local Health Department or their personal Healthcare provider.

3. Recommendations for family / friends with which they cohabitate?

Follow CDC guidelines as it relates to practicing: social distancing for the 14-day period, and good hand-hygiene and See CDC Daily Life Coping: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/index.html>