

# MADISON COUNTY COVID-19 PREVENTION INFORMATION

Updated March 9, 2021

## General Practices

As COVID-19 cases begin to decrease, it is the continuing responsibility of each person, including counties and county employees, to take measures to prevent the spread of COVID. In accordance with guidelines from the Center for Disease Control (CDC), Mississippi Department of Health (MSDH), and an Executive Order from the Governor of Mississippi, all Madison County employees are strongly urged to observe these safety practices in the workplace and elsewhere:

1. Avoid large gatherings, particularly indoor gatherings.
2. Maintain social distancing (at least six feet) between persons not in your household.
3. Practice good hand hygiene, including washing your hands often with soap and water for at least 20 seconds, especially after you have been in a public space.
4. Avoid others when possible if you feel sick or have any symptoms of COVID-19.
5. Wear a face covering, covering the nose and mouth, when in public indoor spaces or in any place it is not possible to maintain social distancing from persons not in your household.<sup>1</sup>

## Travel

Currently, the CDC recommends staying home as the best way to protect an individual who traveled and others from the spread of COVID-19. The CDC explains that traveling increases an individual's chances of contracting and spreading COVID-19. As a result, many if not most employers have significantly limited nonessential work-related travel. This is the stance that the County has adopted. The County is strongly discouraging nonessential work-related travel during the pandemic.

After travel, regardless of the destination, all individuals should take the following precautions:

- When around others, stay at least six feet from other people who are not from your household. It is important to do this everywhere, both indoors and outdoors.
- Wear a mask to keep your nose and mouth covered when you are outside of your home.
- Wash your hands often or use hand sanitizer.
- Watch your health and look for symptoms of COVID-19. Take your temperature if you feel sick.

Higher risk activities concerning travel include:

- traveling to an area that is experiencing high levels of COVID-19. The [CDC](#) considers the entirety of the State of Mississippi and the United States as a Level 4 – very high-risk -- area.
- attending large social gatherings, such as weddings, funerals, or parties.
- attending mass gatherings, such as sporting events, concerts, or parades.
- being in crowds, such as restaurants, bars, airports, bus, and train stations, and movie theaters.
- traveling on a cruise ship or river boat.
- traveling by bus, train, or air, which might make staying 6 feet apart difficult.
- traveling with people who do not live in your household.

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<sup>1</sup> The Governor's Executive Order 1549, effective March 3, 2021, rescinds the mask mandate that was in place for Madison County but strongly encourages all persons in Mississippi to continue wearing a mask.

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The CDC also indicates that if an individual participated in higher risk activities during travel, the individual should take extra precautions for 14 days after returning from their trip:

- Stay home as much as possible.
- Avoid being around people at increased risk for severe illness from COVID-19.
- Consider getting tested for COVID-19.
- The CDC recommends that even if you do not get tested, you should reduce non-essential activities for 10 days after travel. Even if you test negative, you should reduce non-essential activities for 7 days after travel.

You and your travel companions (including children) may feel well and not have any symptoms, but you can still spread COVID-19 to family, friends, and coworkers after travel.

### **Staying at Home and Getting Tested**

Isolation and quarantine prevent spread by keeping persons infected or exposed away from others. This section explains when employees will be required to isolate or quarantine and not report to work to prevent spread to other employees.

**Employees who test positive for COVID-19** must notify their supervisor and undergo home isolation by lawful order of the State Health Officer. Violation of this Order is punishable by a fine, imprisonment, or both.

**Employees who have COVID-19 symptoms** should notify their supervisor immediately. If the employee discovers the symptom(s) before the time the employee is scheduled to report to work that day, the employee should notify the supervisor prior to the employee's work start time and will not report to work. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. COVID-19 symptoms tend to include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. Employees reporting, or demonstrating, COVID symptoms must home isolate, get tested, and report their test results to Human Resources.

**Employees with someone in your household who has tested positive for COVID-19** must notify their supervisor and home quarantine per lawful order of the State Health Officer. Violation of this Order is punishable by a fine, imprisonment, or both. Persons who have been exposed to COVID-19 by being in the household with someone who has tested positive must home quarantine, get tested, and report their test results to Human Resources.

**Employees who have been in close contact with another employee or other person who tested positive for COVID-19** must notify their supervisor and arrange to home quarantine. That employee must then get tested and report their test results to Human Resources.

**Vaccinated employees who have been exposed to someone who tested positive for COVID-19**, whether in their household or otherwise, are not required to quarantine if (1) at the time of their exposure they were fully vaccinated, meaning it has been at least two weeks since they received their

## MADISON COUNTY COVID-19 PREVENTION INFORMATION

final dose, and (2) they show no symptoms throughout the quarantine period. All persons, including vaccinated persons, are required to report their exposure to a COVID-positive individual to their supervisor. If at any point during the 10 days after exposure, a fully vaccinated employee presents symptoms, that employee should notify their supervisor, make arrangements to quarantine at home, get tested for COVID-19, and report the test results to Human Resources.

Examples of vaccinated persons who are *not* exempt from quarantine:

- Employee A received the second dose of her two-dose vaccine on March 1. She is exposed on March 10 to a co-worker who tests positive for COVID-19. Employee A must quarantine because she has not been fully vaccinated for at least two weeks.
- Employee B received the second dose of his two-dose vaccine on March 1. He is exposed on April 1 at church to a person who tests positive for COVID-19. Employee B has no symptoms of COVID-19 until he begins to run a fever on April 8. Employee B is exempt from quarantine until April 8 when he must quarantine because he is experiencing a symptom of COVID-19.

*Failure to report to work without following the protocol herein or otherwise making arrangements with your supervisor, department head or elected official can result in disciplinary action up to termination.*

### **Protocol Changes**

As the law and public health guidance associated with COVID-19 will likely continue to change, these County procedures may also change. If substantive changes are made to these procedures, Human Resources will notify employees by email. Email [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) with questions.

# MADISON COUNTY COVID-19 SAFETY AND LEAVE PROCEDURES

Effective January 1, 2021

Updated March 9, 2021

## Expiration of the 2020 Families First Coronavirus Response Act

The Madison County Emergency Paid Sick Leave and Emergency Family and Medical Leave policies, which provided opportunities for paid leave under the federal Families First Coronavirus Response Act (FFCRA), expired on December 31, 2020, along with the associated portions of the FFCRA. While leave under those policies will no longer be available, Madison County employees will be entitled to their accrued vacation and sick leave in accordance with Madison County leave policies. See *Madison County Employee Handbook*, sections 5.2 Vacations, 5.3 Sick Leave, and 5.4 FMLA.

After December 31, 2020, employees should expect to take accrued leave or leave without pay when leave is required in association with COVID-19.

## Prevention Practices

Madison County employees are strongly encouraged to follow COVID-19 prevention practices in the workplace, including wearing a mask, among others. Please read the information on encouraged COVID-19 prevention practices on the intranet.

## Notification and Documentation

Employees must notify your supervisor, department head, or elected official:

- if you test positive for COVID-19,
- if you have any symptoms of COVID-19,
- if a member of your household tests positive for COVID-19,
- if you have been exposed to someone who tests positive, or
- if your health care provider directs you to quarantine.

After notification, employees must complete and submit the applicable attached form to Human Resources within 24 hours or 1 business day, whichever is later.

## Staying at Home and Getting Tested

Isolation and quarantine prevent spread by keeping persons infected or exposed away from others. This section explains when employees will be required to isolate or quarantine and not report to work to prevent spread to other employees.

**Employees who test positive for COVID-19** must notify their supervisor and undergo home isolation by lawful order of the State Health Officer. Violation of this Order is punishable by a fine, imprisonment, or both.

**Employees who have COVID-19 symptoms** should notify their supervisor immediately. If the employee discovers the symptom(s) before the time the employee is scheduled to report to work that day, the employee should notify the supervisor prior to the employee's work start time and will not report to work. People with COVID-19 have had a wide range of symptoms reported – ranging from mild

## MADISON COUNTY COVID-19 SAFETY AND LEAVE PROCEDURES

symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. COVID-19 symptoms tend to include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. Employees reporting, or demonstrating, COVID symptoms must home isolate, get tested, and report their test results to Human Resources.

**Employees with someone in your household who has tested positive for COVID-19** must notify their supervisor and home quarantine per lawful order of the State Health Officer. Violation of this Order is punishable by a fine, imprisonment, or both. Persons who have been exposed to COVID-19 by being in the household with someone who has tested positive must home quarantine, get tested, and report their test results to Human Resources.

**Employees who have been in close contact with another employee or other person who tested positive for COVID-19** must notify their supervisor and arrange to home quarantine. That employee must then get tested and report their test results to Human Resources.

**Vaccinated employees who have been exposed to someone who tested positive for COVID-19**, whether in their household or otherwise, are not required to quarantine if (1) at the time of their exposure they were fully vaccinated, meaning it has been at least two weeks since they received their final dose, and (2) they show no symptoms throughout the quarantine period. All persons, including vaccinated persons, are required to report their exposure to a COVID-positive individual to their supervisor. If at any point during the 10 days after exposure, a fully vaccinated employee presents symptoms, that employee should notify their supervisor, make arrangements to quarantine at home, get tested for COVID-19, and report the test results to Human Resources.

*Failure to report to work without following the protocol herein or otherwise making arrangements with your supervisor, department head or elected official can result in disciplinary action up to termination.*

### **Employees Who Are at Higher Risk of Severe Illness from COVID-19**

Some employees might be at a higher risk of severe illness if they contract COVID-19. Such employees might be directed by their personal healthcare provider to quarantine at home or might need reasonable accommodations under the Americans with Disabilities Act. An employee—or a third party, such as an employee's doctor—must let Human Resources know that the employee needs such a change. The employee should follow the instructions in the *Madison County Employee Handbook*, Section 2.2 Anti-Discrimination/Harassment to begin the process of requesting an accommodation.

### **Medical Confidentiality**

All medical information concerning employees, e.g., a screening log or a test result, will be held as confidential information and will be only be shared with management who must know.

### **Protocol Changes**

As the law and public health guidance associated with COVID-19 will likely continue to change, these County procedures may also change. If substantive changes are made to these procedures, Human Resources will notify employees by email. Email [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) with questions.

# Madison County COVID-19 Safety and Leave Procedures

## SUPERVISOR MANUAL

Effective January 1, 2021

Updated March 9, 2021

### PURPOSE AND SCOPE

The purpose of this manual is two-fold: (1) to offer guidance for Madison County supervisors concerning leave policies and procedures when an employee must take leave for a reason associated with COVID-19 and (2) to provide procedures that address preventing, monitoring for, and responding to any emergence or resurgence of COVID-19 in the workplace or community. These procedures apply to all Madison County employees other than those who work for an elected official *who has properly adopted and filed a separate system of personnel administration encompassing guidelines for the same purpose* in accordance with Mississippi code section 19-2-9.

### FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Madison County Emergency Paid Sick Leave and Emergency Family and Medical Leave policies, which provided opportunities for paid leave under the federal Families First Coronavirus Response Act (FFCRA), expired on December 31, 2020. While leave under those policies will no longer be available, Madison County employees will be entitled to their accrued vacation and sick leave in accordance with Madison County leave policies. See *Madison County Employee Handbook*, sections 5.2 Vacations, 5.3 Sick Leave, and 5.4 FMLA.

After December 31, 2020, employees should expect to take accrued leave or leave without pay when leave is required in association with COVID-19 (unless the situation qualifies for administrative leave as described herein).

### PREVENTION PRACTICES

#### General Practices

As the state and nation are experiencing record COVID-19 cases, hospitalizations and deaths, it is the responsibility of each person, including counties and county employees, to take measures to prevent the spread of COVID. In accordance with guidelines from the Center for Disease Control, Mississippi Department of Health and an Executive Order from the Governor of Mississippi, all Madison County supervisors are strongly urged to encourage these safety practices among their employees:

1. Avoid large gatherings, particularly indoor gatherings.
2. Maintain social distancing (at least six feet) between persons not in your household.
3. Practice good hand hygiene, including washing your hands often with soap and water for at least 20 seconds, especially after you have been in a public space.
4. Avoid others when possible if you feel sick or have any symptoms of COVID-19.

5. Wear a face covering, covering the nose and mouth, when in public indoor spaces or in any place it is not possible to maintain social distancing from persons not in your household.<sup>1</sup>

### **Travel**

The Center for Disease Control and Prevention (“CDC”) explains that traveling increases an individual’s chances of contracting and spreading COVID-19. As a result, many if not most employers have significantly limited nonessential work-related travel. This is the stance that the County has adopted. Nonessential work-related travel should be avoided during the pandemic.

## **COVID-19 PANDEMIC NOTIFICATION AND LEAVE PROCEDURES**

### **Notification and Documentation**

**Step 1: Employee Notifies Supervisor.** Employees have been informed that they must notify you -- a supervisor, department head, or elected official:

- if they test positive for COVID-19,
- if they have any symptoms of COVID-19,
- if a member of their household tests positive for COVID-19,
- if they have been exposed to anyone who tests positive for COVID-19, or
- if their health care provider directs them to quarantine.

Departments will continue through regular protocol for leave approval.

**Step 2: Supervisor Notifies Human Resources.** Supervisors, department heads or elected officials must notify Human Resources promptly upon discovering any of these listed circumstances within their department, whether learned through the employee self-reporting or through other means. (The reason for notifying Human Resources is because of the legal requirements concerning collecting, storing and sharing employee medical information.)

*This is also the step when supervisors notify Human Resources if an employee will telework during isolation/quarantine rather than take leave.*

**Step 3: Human Resources Sends Employee Form.** When applicable, Human Resources will then send the employee the appropriate form to complete. See COVID-19 Leave Forms in Forms at the end of this manual.

**Step 4: Human Resources Follows Up with Employee.** Human Resources will follow up with the employee concerning additional information to be provided from the County or to be gathered from the employee, including information required for the employee’s return to work.

**Step 5: Human Resources Gives Final Notification.** Human Resources will notify the employee and employee’s supervisor when the employee has met the requirements to return to work.

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<sup>1</sup> The Governor’s Executive Order 1549, effective March 3, 2021, rescinds the mask mandate that was in place for Madison County but strongly encourages all persons in Mississippi to continue wearing a mask.

**Notification to Employees of Exposure to COVID-19 While on the Job:** The supervisor, department head, or elected official or their designated representative may interview an employee who tests positive to get a list of people with whom the employee possibly had contact through the workplace, so that the supervisor, department head, elected official, or designee can then take action to notify employees who may have come into contact with the employee. *Other employees must be notified without revealing the employee's identity.* For example, the supervisor can use a generic descriptor, such as telling employees that "someone at this location" or "someone on the first floor" has COVID-19, providing notice and complying with the Americans with Disabilities Act's (ADA) prohibition of disclosure of confidential medical information. For small departments, coworkers might be able to figure out who the employee is, but supervisors in that situation are still prohibited from confirming or revealing the employee's identity.

### **Staying at Home and Getting Tested**

Isolation and quarantine prevent spread by keeping persons infected or exposed away from others. This section explains when employees will be required to isolate or quarantine and not report to work to prevent spread to other employees.

*Notice Given to Employees: Failure to report to work without following the protocol herein or otherwise making arrangements with your supervisor, department head or elected official can result in disciplinary action up to termination.*

#### **1. Isolation**

**Employees who test positive for COVID-19** must undergo home isolation by lawful order of the State Health Officer. Violation of this Order is punishable by a fine, imprisonment, or both. See Order at the end of this manual.

*An employee who receives positive test results while not at work should not come to work. An employee who learns he/she is positive while at work should vacate the workplace as soon as possible.*

**Employees who have COVID-19 symptoms** should notify their supervisor immediately. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. COVID-19 symptoms tend to include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. Employees reporting COVID symptoms must isolate.

*If the employee discovers the symptom(s) before the time the employee is scheduled to report to work that day, the employee should notify the supervisor prior to the employee's work start time and should not report to work.*

Employees who have COVID-19 symptoms will be required to get tested and report their test results. They must take leave while they await their test results.

Employees who have tested positive or have COVID-19 symptoms must isolate. There are no exceptions.



Employees who have tested positive or have COVID-19 symptoms do not need a negative test to return to work. They may return to work upon verifying they have met all the MSDH isolation criteria, which are:

- At least 10 days have passed since symptoms began (or since the positive test, if the employee has no symptoms), and
- It has been at least 24 hours since the employee last had a fever, without using fever-reducing medication such as Tylenol (acetaminophen) or Advil (ibuprofen), and
- Symptoms have improved.

If they receive a negative PCR (not rapid) test result after they tested positive or their symptoms began, verifying that will also meet the safety threshold for them to return to work.

## 2. Quarantine

**Employees with someone in their household who has tested positive for COVID-19** must home quarantine per lawful order of the State Health Officer. Violation of this Order is punishable by a fine, imprisonment, or both. See Order at the end of this manual.

**Employees who have been in close contact with another employee or other person who tests positive for COVID-19** must home quarantine.

**Employees who live in a household with someone who has tested positive for COVID-19 or who have otherwise been exposed to an individual with COVID-19** must, in accordance with MSDH guidelines:

- Stay home until at least 14 days from their last exposure to an infected person.
- Get tested for COVID-19, even if no symptoms are present. If an employee tests positive, the employee should follow the steps for isolation. If the test is negative, the employee should continue quarantine protocol.

**Vaccinated employees who have been exposed to someone who tested positive for COVID-19**, whether in their household or otherwise, are not required to quarantine if (1) at the time of their exposure they were fully vaccinated, meaning it has been at least two weeks since they received their final dose, and (2) they show no symptoms throughout the quarantine period. All persons, including vaccinated persons, are required to report their exposure to a COVID-positive individual to their supervisor. If at any point during the 10 days after exposure, a fully vaccinated employee presents symptoms, that employee should notify their supervisor, make arrangements to quarantine at home, get tested for COVID-19, and report the test results to Human Resources.

Examples of vaccinated persons who are *not* exempt from quarantine:

- Employee A received the second dose of her two-dose vaccine on March 1. She is exposed on March 10 to a co-worker who tests positive for COVID-19. Employee A must quarantine because she has not been fully vaccinated for at least two weeks.
- Employee B received the second dose of his two-dose vaccine on March 1. He is exposed on April 1 at church to a person who tests positive for COVID-19. Employee B has no symptoms of COVID-19 until he begins to run a fever on April 8. Employee B is exempt from quarantine until April 8 when he must quarantine because he is experiencing a symptom of COVID-19.

While MSDH strongly encourages a full 14-day quarantine, especially for household contacts of an infected person or those in congregate living settings where someone is infected, the following alternative quarantine options may be followed.

- 10-day quarantine: The employee can end quarantine after 10 days after checking for symptoms daily and having no symptoms present during the entire 10-day period.
- 7-day quarantine with test: If the employee experienced no symptoms for 7 days and had a negative PCR (not rapid) test within the last three days (collected on day 5, 6, or 7 of your quarantine period), the employee can discontinue quarantine after 7 days. Quarantine must last at least 7 days after exposure regardless of a negative test result.

An employee who chooses either of these shorter quarantine options should continue to wear a mask while in public or at work, monitor their symptoms and temperature regularly, and keep at least six feet away from others for the full 14- day period.

COVID-19 spreads easily from people who are infected but feel no symptoms. Protective measures for the full 14 days are important to control disease transmission even if employees feel well and even if they have a negative test result.

Human Resources will share this information with employees who choose to fulfill the 10-day or 7-day quarantine period instead of the 14-day period.

#### **OPTIONS DURING ISOLATION OR QUARANTINE**

**Requesting Leave:** Employees must adhere to their department's procedures for requesting vacation leave and sick leave. See *Madison County Employee Handbook*, Section 5.2, Vacations and Section 5.3, Sick Leave.

**Remote Work/Telework:** Persons under home quarantine or home isolation might be able to telework. In appropriate circumstances, department heads or elected officials may authorize their employees to work remotely. When such approval is given, the department head or elected official must promptly notify the Human Resources Department. See *Madison County Employee Handbook*, section 3.6 Timekeeping. Employees who have been exposed to a person who has tested positive for COVID-19 may be required to take leave or to telework until they satisfy return-to-work criteria.

**Administrative Leave:** The County Administrator may grant administrative leave with pay to County employees in the event of (1) extreme weather conditions, (2) a manmade technological or natural disaster, (3) emergency, or (4) another crisis. Any employee on a previously approved leave shall be eligible for such administrative leave granted by the County Administrator or appointing authority and shall not be charged for his or her previously approved leave, related to the above-specified events. Under no circumstances are employees entitled to this leave, but it may be authorized in appropriate circumstances. See *Madison County Employee Handbook*, section 5.10 Special Circumstances Leave.

The County Administrator will place employees exposed to COVID-19 while working for the County on administrative leave to quarantine. The average incubation period is 5 to 7 days. Accordingly, on the 5<sup>th</sup> day after exposure, and not before, the employee will get a PCR (not rapid) test and report the results to Human Resources. Consistent with the steps above, Human Resources will notify the employee and employee's supervisor when the employee has met the requirements to return to work.

**FMLA Leave:** Employees with COVID-19 may qualify for FMLA leave. Having the coronavirus could be considered a serious health condition under the FMLA if an employee works for a covered employer, meets the eligibility requirements, and the condition meets the definition under the regulations. Note that any hours/days/weeks of leave you took under emergency family and medical leave in 2020 may count toward the 12-week limit of FMLA leave within a 12-month period for eligible employees with eligible conditions.

#### **EMPLOYEES WHO ARE AT HIGHER RISK OF SEVERE ILLNESS FROM COVID-19**

CDC guidance emphasizes the importance of employers providing accommodations or flexibilities to employees who, due to age or certain medical conditions, are at higher risk for severe illness if they contract COVID-19. Such employees might be directed by their personal healthcare provider to quarantine at home or might need reasonable accommodations under the Americans with Disabilities Act. Employees have been notified that an employee—or a third party, such as an employee's doctor—must let Human Resources know when the employee needs such a change. The employee should follow the instructions in the *Madison County Employee Handbook*, Section 2.2 Anti-Discrimination/Harassment to begin the process of requesting an accommodation.

The County will consider on a case-by-case basis any requests from employees who have medical conditions related to COVID-19 that create the need for accommodations or flexibilities. After receiving a request, Human Resources may ask questions or seek medical documentation to help decide if the employee has a disability and if there is a reasonable accommodation, barring undue hardship, that can be provided.

#### **LEGAL INFORMATION CONCERNING SCREENING EMPLOYEES**

The Americans with Disabilities Act (ADA) has restrictions on when and how much medical information an employer may obtain from any applicant or employee.

- Supervisors may ask all employees under their authority who will be physically entering the workplace if they have COVID-19 or symptoms associated with COVID-19 and ask if they have been tested for COVID-19.

- During the COVID-19 pandemic, when employees report feeling ill or call in sick, supervisors may ask employees who work on-site, whether regularly or occasionally, questions about their symptoms as part of workplace screening for COVID-19.
- Supervisors may ask employees entering the workplace if they have been diagnosed with or tested for COVID-19 and may exclude those with COVID-19, or symptoms associated with COVID-19, from the workplace because their presence would pose a direct threat to the health or safety of others. However, for those employees who are teleworking and are not physically interacting with coworkers or others (for example, customers), the employer would generally not be permitted to ask these questions.
- Supervisors *cannot* ask employees medical questions about family members per the Genetic Information Nondiscrimination Act (GINA). GINA, however, does not prohibit an employer from asking employees the broader question of whether they have had contact with anyone diagnosed with COVID-19 or who may have symptoms associated with the disease.
- Supervisors *cannot* single out an employee and screen or test only that employee unless the supervisor has a reasonable belief based on objective evidence that this person might have the disease, such as a display of COVID-19 symptoms. In addition, the ADA does not interfere with employers following recommendations by the CDC or other public health authorities regarding whether, when, and for whom testing or other screening is appropriate.

Employee refusal of screening procedures: Under the current circumstances, the ADA allows an employer to bar an employee from physical presence in the workplace if he refuses to comply with screening protocol or refuses to answer questions about whether he has COVID-19, has symptoms associated with COVID-19, or has been tested for COVID-19. To try to gain the cooperation of employees, you may wish to ask the reasons for the employee's refusal and/or provide reassurance that we are taking these steps to ensure the safety of everyone in the workplace, and that these steps are consistent with health screening recommendations from CDC. Sometimes, employees are reluctant to provide medical information because they fear an employer may widely spread such personal medical information throughout the workplace. You can share that the ADA prohibits such broad disclosures.

The ADA allows employers to require employees to stay home if they have symptoms of COVID-19. The CDC states that employees who become ill with symptoms of COVID-19 should leave the workplace.

### **MEDICAL CONFIDENTIALITY**

*Notice to Employees: All medical information concerning employees, e.g., a screening log or a test result, will be held as confidential information and will be only be shared with management who must know.*

It is not a confidentiality violation for an employee to inform his/her supervisor about a coworker's symptoms. After learning about this situation, the supervisor should contact Human Resources to report this information and discuss next steps.

Employers must maintain all information about employee illness, including COVID-19, as a confidential medical record in compliance with the ADA, maintained separately from an employee's personnel file. Screening information, such as temperature check logs, must be kept confidential.

When employees test positive employers should make every effort to limit the number of people who get to know the name of the employee. Also, all employer officials who are designated as needing to

know the identity of an employee should be specifically instructed that they must maintain the confidentiality of this information. When any situation arises listed above that requires supervisors to notify Human Resources, the supervisor and Human Resources should discuss sharing information appropriately and taking next steps.

When an employee is teleworking due to having COVID-19 or symptoms of COVID-19, if staff need to know how to contact the employee, and that the employee is working even if not present in the workplace, then disclosure that the employee is teleworking without saying why is permissible. Also, if the employee was on leave rather than teleworking because he has COVID-19 or symptoms associated with the disease, or any other medical condition, then an employer cannot disclose the reason for the leave, just the fact that the individual is on leave.

### **PROTOCOL CHANGES**

As the law and public health guidance associated with COVID-19 will likely continue to change, these County procedures may also change. If substantive changes are made to these procedures, Human Resources will notify employees by email. Email [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) with questions.

# FORMS

1. LEAVE FORM FOR EMPLOYEES WHO TESTED POSITIVE FOR COVID-19 OR HAVE SYMPTOMS
2. LEAVE FORM FOR NON-VACCINATED EMPLOYEES WHO HAVE BEEN EXPOSED TO COVID-19
3. LEAVE FORM FOR VACCINATED EMPLOYEES WHO HAVE BEEN EXPOSED TO COVID-19

## MADISON COUNTY COVID-19 LEAVE FORM

### LEAVE FORM FOR EMPLOYEES WHO TEST POSITIVE FOR COVID-19 OR HAVE COVID-19 SYMPTOMS

Any employee who has tested positive for COVID-19 or experienced COVID-19 symptoms must 1) report this information to your supervisor, department head or elected official, 2) arrange with the appropriate person in your department to isolate at home, and 3) complete this form.

As soon as an employee learns he/she has tested positive for COVID-19, the employee should call his/her supervisor or department head or elected official and arrange to stay home, regardless of whether symptoms are present. The State Health Officer requires that employees who test positive for COVID-19 undergo home isolation. Violation of this Order is punishable by a fine, imprisonment, or both.

Similarly, as soon as an employee realizes he/she has COVID-19 symptoms, the employee should call his/her supervisor or department head or elected official and arrange to stay home. COVID-19 symptoms have ranged from mild to severe, so do not underestimate the significance of your symptoms. If the employee discovers the symptom(s) before the time the employee is scheduled to report to work that day, the employee should notify the supervisor *prior to the employee's work start time and prior to reporting to work.*

Any employee who tests positive for COVID-19 or reports having symptoms of COVID-19 must isolate at home. Isolation keeps someone away from others and helps prevent the spread of COVID-19. The recommended length of isolation is for 10 days after testing positive or experiencing symptoms.

Leave requests are subject to approval. The County reserves the right to require that employees who have COVID-19 symptoms vacate the workplace and/or get tested. Additionally, the County can request additional documentation at any time.

**INSTRUCTIONS:** Employees requesting leave, with or without pay, because they have tested positive for COVID-19 or have COVID-19 symptoms should complete this form. The top portion should be completed before going on leave or within 24 hours or 1 business day, whichever is later, after notifying your supervisor, department head, or elected official that you have tested positive for COVID-19 or have symptoms. The bottom half of the form should be completed prior to returning to work. Return the completed form via email to [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) or via fax to (601) 855-5510.

*The information you provide in this form is CONFIDENTIAL.*

#### EMPLOYEE DETAILS

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

#### DATES FOR REQUESTED LEAVE

From (date and time if hourly) \_\_\_\_\_, 2021, to \_\_\_\_\_, 2021

**MADISON COUNTY COVID-19 LEAVE FORM**

**REASON FOR LEAVE: Mark an X by all that apply and fill in the date.**

- I tested positive for COVID-19 on (date) \_\_\_\_\_, 2021.
- I began having symptoms of COVID-19 on (date) \_\_\_\_\_, 2021.
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

**SUPPORTING DOCUMENTATION ATTACHED: Mark an X by all that apply.**

- Positive test results
- Other documentation from healthcare provider

\_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Date

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**INFORMATION REQUIRED TO RETURN TO WORK**

Complete this portion of the form and submit via email to [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) or via fax to (601) 855-5510 1 business day before returning. Mark an X by all that apply:

After I tested positive or experienced symptoms, I received a negative PCR (not rapid) test result on (date) \_\_\_\_\_, 2021.

OR I certify that I have completed my isolation period as all of the following apply:

At least 10 days have passed since symptoms began (or since the positive test, if the employee has no symptoms), and

If I had a fever, it has been at least 24 hours since I last had a fever, without using fever-reducing medication such as Tylenol (acetaminophen) or Advil (ibuprofen), and

My symptoms (if I had any) have improved.

\_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Date



## MADISON COUNTY COVID-19 LEAVE FORM

### LEAVE FORM FOR NON-VACCINATED EMPLOYEES WHO HAVE BEEN EXPOSED TO COVID-19 Updated March 9, 2021

Any employee who has not been vaccinated and has been in close contact with a person who has tested positive for COVID-19 must 1) report this information to your supervisor, department head or elected official, 2) arrange with the appropriate person in your department to quarantine at home, and 3) complete this form.

As soon as an employee learns that a member of his/her household has tested positive for COVID-19, the employee should call his/her supervisor or department head or elected official and arrange to stay home, regardless of whether symptoms are present. The State Health Officer requires that employees who have a member of their household test positive for COVID-19 undergo home quarantine. Violation of this Order is punishable by a fine, imprisonment, or both.

Similarly, as soon as an employee realizes he/she has otherwise been in close contact with an COVID-positive individual, the employee should call his/her supervisor or department head or elected official and arrange to stay home. The employee will likewise be notified promptly if the County learns the employee has been exposed to a COVID-positive individual while working.

Any employee who has been in a household or in close contact with a person who has tested positive for COVID-19 must quarantine at home. Quarantine restricts the movement of an exposed person and helps prevent the spread of COVID-19. The recommended length of quarantine is for 14 days after exposure. Alternatively, quarantine is recommended for either 10 consecutive days of no symptoms or 7 days of no symptoms plus a negative PCR (not rapid) test on day 5, 6, or 7 of quarantine. The minimum acceptable period for quarantine after exposure is 7 days.

Leave requests are subject to approval. The County reserves the right to require that employees who have COVID-19 symptoms vacate the workplace and/or get tested. Additionally, the County can request additional documentation at any time.

**INSTRUCTIONS:** Employees requesting leave, with or without pay, because they have been in a household or in close contact with someone who has tested positive for COVID-19 should complete this form. The top portion should be completed before going on leave or within 24 hours or 1 business day, whichever is later, after notifying your supervisor, department head, or elected official that you have tested positive for COVID-19 or have symptoms. The bottom half of the form should be completed prior to returning to work. Return the completed form via email to [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) or via fax to (601) 855-5510.

*The information you provide in this form is CONFIDENTIAL.*

**MADISON COUNTY COVID-19 LEAVE FORM**

**EMPLOYEE DETAILS**

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**DATES FOR REQUESTED LEAVE**

From (date and time if hourly) \_\_\_\_\_, 2021, to \_\_\_\_\_, 2021

**REASON FOR LEAVE: Select all that apply.**

\_\_\_\_\_ A member of my household tested positive for COVID-19 on (date) \_\_\_\_\_, 2021.

\_\_\_\_\_ I have otherwise been in close contact on (date) \_\_\_\_\_, 2021, with someone who tested positive for COVID-19.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**INFORMATION REQUIRED TO RETURN TO WORK**

Complete this portion of the form and submit via email to [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) or via fax to (601) 855-5510 1 business day before returning. Select all that apply:

After being in the household with or coming into close contact with someone who tested positive for COVID-19:

\_\_\_\_\_ I have stayed home at least 14 days from my last exposure to an infected person.

\_\_\_\_\_ I have stayed home at least 10 days from my last exposure to an infected person during which time I checked for symptoms daily and had no symptoms present during the entire 10-day period.

\_\_\_\_\_ I have stayed home at least 7 days from my last exposure to an infected person during which time I checked for symptoms daily and had no symptoms present during the entire 7-day period, and I had a negative PCR (not rapid) test within the last three days (collected on day 5, 6, or 7 of my quarantine period).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## MADISON COUNTY COVID-19 LEAVE FORM

### FORM FOR VACCINATED EMPLOYEES WHO HAVE BEEN EXPOSED TO COVID-19 Effective March 9, 2021

Any employee who has been in close contact with a person who has tested positive for COVID-19 must report this information to your supervisor, department head or elected official and complete this form. As you complete this form, you may be directed herein to arrange with the appropriate person in your department to quarantine at home.

As soon as an employee learns that a member of his/her household has tested positive for COVID-19, the employee should notify his/her supervisor or department head or elected official. The State Health Officer requires that employees who have a member of their household test positive for COVID-19 undergo home quarantine. Violation of this Order is punishable by a fine, imprisonment, or both.

Similarly, as soon as an employee realizes he/she has otherwise been in close contact with a COVID-positive individual, the employee should notify his/her supervisor or department head or elected official. The employee will likewise be notified promptly if the County learns the employee has been exposed to a COVID-positive individual while working.

**Vaccinated Employees Exempt from Quarantine:** Vaccinated employees who have been exposed to someone who tested positive for COVID-19, whether in their household or otherwise, are not required to quarantine if (1) at the time of their exposure they were fully vaccinated, meaning it has been at least two weeks since they received their final dose, and (2) they show no symptoms throughout the quarantine period. All persons, including vaccinated persons, are required to report their exposure to a COVID-positive individual to their supervisor. Exempt employees should complete the first form, which is for vaccinated employees exempt from quarantine.

**Vaccinated Employees Not Exempt from Quarantine:** Vaccinated employees who do not meet the above criteria to be exempt from quarantine and who have been in a household with or otherwise in close contact with a person who has tested positive for COVID-19 must arrange with his/her supervisor to quarantine at home. Quarantine restricts the movement of an exposed person and helps prevent the spread of COVID-19. The recommended length of quarantine is for 14 days after exposure. Alternatively, quarantine is recommended for either 10 consecutive days of no symptoms or 7 days of no symptoms plus a negative PCR (not rapid) test on day 5, 6, or 7 of quarantine. The minimum acceptable period for quarantine after exposure is 7 days.

Non-exempt employees requesting leave, with or without pay, because they have been in a household or in close contact with someone who has tested positive for COVID-19 should complete the second form. The top portion should be completed before going on leave or within 24 hours or 1 business day, whichever is later, after notifying your supervisor, department head, or elected official that you have tested positive for COVID-19 or have symptoms. The bottom half of the form should be completed prior to returning to work. Return the completed form via email to [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) or via fax to (601) 855-5510.

Leave requests are subject to approval. The County reserves the right to require that employees who have COVID-19 symptoms vacate the workplace and/or get tested. Additionally, the County can request additional documentation at any time.

*The information you provide in this form is CONFIDENTIAL.*

## MADISON COUNTY COVID-19 LEAVE FORM

**Vaccinated Employees Exempt from Quarantine:** At the time of exposure, if you were fully vaccinated (received your last dose) at least two weeks ago and less than three months ago, you must complete this form. You are exempt from the requirement to quarantine *as long as you exhibit no symptoms*. Return the completed form via email to [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) or via fax to (601) 855-5510.

### EMPLOYEE DETAILS

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### VACCINATION

I received a single-dose vaccine \_\_\_\_\_. I received a two-dose vaccine. \_\_\_\_\_

I received my final vaccine dose on \_\_\_\_\_.

### EXPOSURE: Select all that apply.

\_\_\_\_\_ A member of my household tested positive for COVID-19 on (date) \_\_\_\_\_, 2021.

\_\_\_\_\_ I have otherwise been in close contact on (date) \_\_\_\_\_, 2021, with someone who tested positive for COVID-19.

### STAY-AT-WORK REQUIREMENTS

In order to stay at work, you must remain symptom free for 10 days from exposure. Please track your symptoms below. *If at any point during the 10 days after exposure, a fully vaccinated employee presents symptoms, that employee should notify their supervisor, make arrangements to quarantine at home, get tested for COVID-19, and report the test results to Human Resources.*

<b>Day 1:</b> (date) _____ Mark: symptoms _____ no symptoms _____	<b>Day 2:</b> (date) _____ Mark: symptoms _____ no symptoms _____
<b>Day 3:</b> (date) _____ Mark: symptoms _____ no symptoms _____	<b>Day 4:</b> (date) _____ Mark: symptoms _____ no symptoms _____
<b>Day 5:</b> (date) _____ Mark: symptoms _____ no symptoms _____	<b>Day 6:</b> (date) _____ Mark: symptoms _____ no symptoms _____
<b>Day 7:</b> (date) _____ Mark: symptoms _____ no symptoms _____	<b>Day 8:</b> (date) _____ Mark: symptoms _____ no symptoms _____
<b>Day 9:</b> (date) _____ Mark: symptoms _____ no symptoms _____	<b>Day 10:</b> (date) _____ Mark: symptoms _____ no symptoms _____

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**MADISON COUNTY COVID-19 LEAVE FORM**

**Vaccinated Non-Exempt Employees:** If you have been fully vaccinated (received your last dose) less than two weeks ago or more than three months ago, you must complete this form and quarantine. Return the completed form via email to [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) or via fax to (601) 855-5510.

**EMPLOYEE DETAILS**

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**DATES FOR REQUESTED LEAVE**

From (date and time if hourly) \_\_\_\_\_, 2021, to \_\_\_\_\_, 2021

**REASON FOR LEAVE: Select all that apply.**

\_\_\_\_\_ A member of my household tested positive for COVID-19 on (date) \_\_\_\_\_, 2021.

\_\_\_\_\_ I have otherwise been in close contact on (date) \_\_\_\_\_, 2021, with someone who tested positive for COVID-19.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**INFORMATION REQUIRED TO RETURN TO WORK**

Complete this portion of the form and submit via email to [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) or via fax to (601) 855-5510 1 business day before returning. Select all that apply:

After being in the household with or coming into close contact with someone who tested positive for COVID-19:

\_\_\_\_\_ I have stayed home at least 14 days from my last exposure to an infected person.

\_\_\_\_\_ I have stayed home at least 10 days from my last exposure to an infected person during which time I checked for symptoms daily and had no symptoms present during the entire 10-day period.

\_\_\_\_\_ I have stayed home at least 7 days from my last exposure to an infected person during which time I checked for symptoms daily and had no symptoms present during the entire 7-day period, and I had a negative PCR (not rapid) test within the last three days (collected on day 5, 6, or 7 of my quarantine period).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# ORDERS

1. EXECUTIVE ORDER 1549 (RESCINDING MASK MANDATE)
2. HEALTH ALERT, MSDH COVID-19 ISOLATION ORDER
3. HEALTH ALERT, MSDH COVID-19 QUARANTINE ORDER

# STATE OF MISSISSIPPI

## Office of the Governor



### EXECUTIVE ORDER NO. 1549

**WHEREAS**, on March 14, 2020, pursuant to the Constitution of the State of Mississippi and Miss. Code Ann. § 33-15-11(b)(17), I issued a Proclamation declaring that a State of Emergency exists in the State of Mississippi as a result of the outbreak of COVID-19; and

**WHEREAS**, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19 beginning on January 27, 2020, on March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic, and on March 13, 2020, the President of the United States declared a nationwide state of emergency due to the coronavirus COVID-19 pandemic; and

**WHEREAS**, the worldwide outbreak of COVID-19 and the effects of its extreme risk of person-to-person transmission throughout the United States and Mississippi significantly impacts the life and health of our people, as well as the economy of Mississippi; and

**WHEREAS**, with vigilance and common sense, and as a result of the continued sacrifices made by all Mississippians in the interest of public health over the past eleven months, COVID-19 infections and resulting hospitalizations have been effectively managed and have significantly declined; and

**WHEREAS**, the Safe Recovery Order instituted in Executive Order 1535, as extended by Executive Order 1542 and amended and further extended by Executive Order 1543, adopts reasonable public health measures under the current circumstances permitting all business and non-profits to continue operating within the State of Mississippi and permitting the continued resumption of all community activities subject to reasonable limitations to minimize person to person interactions and associated risk of transmission of COVID-19 is set to expire at 5:00 p.m. on Wednesday, March 3, 2021; and

**WHEREAS**, Mississippi must protect lives while restoring livelihoods, both of which can be achieved with the expert advice of medical professionals and business leaders; and

**WHEREAS**, as Mississippi continues to safely recover, the key to reducing spread of COVID-19 is the continued implementation of reasonable public health measures under the current circumstances including social distancing, limited capacity of gatherings where individuals are in prolonged close proximity, and use of face coverings for individuals engaged in close proximity activities and for prolonged gatherings where social distancing is not feasible; and

**WHEREAS**, while in recent weeks, Mississippi has seen a sharp decline in COVID-19 infections and resulting hospitalizations, and the vaccine roll-out is proceeding as expeditiously as possible, in consultation with the State Health Officer, in order to continue to disrupt the spread of COVID-19 and minimize person to person interactions and associated risk, it is necessary to adopt reasonable public health measures under the current circumstances.

**NOW, THEREFORE**, I, Tate Reeves, Governor of the State of Mississippi, by the authority vested in me by the Constitution, the Mississippi Emergency Management Law as amended, Miss. Code Ann. § 33-15-1 *et seq.*, and other laws of the State of Mississippi, and in consultation with the State Health Officer do hereby order and direct as follows:

- I. **Repeal:** Executive Order 1535 and Executive Order 1536 and all amendments thereto are rescinded and shall stand repealed.
- II. **Duration:** This Executive Order shall be effective at 5:00 p.m. on Wednesday, March 3, 2021, and shall remain in full force and effect until 5:00 p.m. on Wednesday, March 31, 2021, unless rescinded, modified or extended.

- III. All persons within the State of Mississippi are encouraged to follow the CDC's and Mississippi State Department of Health's guidelines to prevent the spread of COVID-19 including:
- a. Wearing a face covering, covering the nose and mouth, while in public spaces whenever it is not possible to maintain social distancing from persons not in the same household;
  - b. Avoid large gatherings, particularly indoor gatherings;
  - c. Maintain social distancing between persons not in your household;
  - d. Practice good hand hygiene, including washing your hands often with soap and water for at least 20 seconds especially after you have been in a public space; and
  - e. Stay at home if you feel sick or have any symptoms of COVID-19.
- IV. **Businesses and Non-Profits:** All business and non-profit entities operating within the State of Mississippi are encouraged to make reasonable, good-faith efforts to comply with the CDC's and Mississippi State Department of Health's regulations and guidelines to prevent the spread of COVID-19, including:
- a. Implementing screening protocols of employees and volunteers for COVID-19 at the beginning of each shift;
  - b. Sending sick employees home and actively encouraging sick employees to stay at home;
  - c. Adopting measures to encourage appropriate PPE to be worn by all employees while at work or on duty based on their duties and responsibilities and in adherence to federal, state and local regulations and guidelines;
  - d. Adopting measures to encourage social distancing between customers/visitors not in the same household;
  - e. Adopting measures to encourage proper hand washing and personal hygiene protocols;
  - f. Frequent cleaning of high-contact surfaces (such as retail counters, door handles, and credit card machines); and
  - g. Making hand sanitizer available to all customers and visitors at points of entry and throughout the business.
- V. **Close Contact and Personal Care Services:** In addition to the requirements of Paragraph IV, close contact personal care services, including salons, barber shops, spas, massage parlors, personal care and personal grooming facilities, body art and tattoo services, and tanning salons are strongly encouraged to operate subject to the following limitations:
- a. Every employee should be encouraged to wear a face covering, covering the nose and mouth, while on duty;
  - b. All employees should be encouraged to wash their hands between serving each customer, and more frequently as necessary. If appropriate for the service provided, gloves are recommended and should be discarded after each customer;
  - c. Customers should be encouraged to wear a face covering, covering the nose and mouth, while inside the facility except when receiving a service that otherwise could not be provided while wearing a face covering;
  - d. The number of customers inside the facility should be limited to ensure social distancing between persons not in the same household; and
  - e. Customers should be screened for illness prior to entry into the facility.
- VI. **Indoor Arenas:** Attendance at events held in indoor arenas, including college and university arenas, shall be limited as follows:
- a. **Seating Capacity:**
    - i. Bowl/Arena seating: Bowl/Arena ticketed seating shall be limited to a maximum of 50% of seating capacity.
    - ii. Club areas: Indoor club areas shall be limited to a maximum of 75% of seating capacity.
    - iii. Suites: Suite capacity shall be limited to a maximum of 75% of seated capacity.



- b. All entry/exit gates and restrooms shall be open. Attendees should be encouraged to practice social distancing while waiting in line at entrance/exits and restrooms. Attendees shall not be permitted to congregate in the area around entrances/exits or restrooms.
  - c. Attendees are encouraged to wear a face covering, covering their nose and mouth, while inside the arena when social distancing is not possible from persons not in the same household.
- VII. **Face Coverings:** Every person in Mississippi shall wear a face covering, covering the nose and mouth, while inside a school building or classroom, or when outdoors on a school campus whenever it is not possible to maintain social distancing from another person not in the same household, except face coverings are not required for the following:
- a. Persons who cannot wear a face covering due to a medical or behavioral condition, who have trouble breathing or are incapacitated, or whose healthcare professional has recommended that a face covering not be worn;
  - b. Persons seeking to communicate with someone who is hearing-impaired in a way that requires the mouth to be visible;
  - c. Persons while eating or drinking;
  - d. Persons in a building or engaged in an activity that utilizes or requires security surveillance or screening, and only during such times when these persons are under security surveillance or screening;
  - e. Persons engaged in swimming activities or other activities while in a swimming pool;
  - f. Persons engaged in exercising in fitness and exercise gyms or other sports activity;
  - g. Persons engaged in organized school athletic practices, including weight training;
  - h. Persons, including teachers, while giving a speech, presentation or performance for a broadcast or to an audience, including students;
  - i. Persons actively providing or obtaining access to religious worship (***NOTE*** wearing a face covering is strongly encouraged);
  - j. Children under the age of six (6) (***NOTE*** parents and guardians shall be responsible for ensuring proper use of face coverings by children and must ensure that face coverings do not pose a choking hazard and can be safely worn without obstructing a child's ability to breathe.); and
  - k. Other settings when it is not practical or feasible to wear a face covering.
- VIII. **K-12 Organized Extracurricular Events:** Attendance at all K-12 outdoor and indoor organized extracurricular events, including but not limited to athletic competitions, band performances and concerts, cheer performances, and theater performances shall be permitted subject to the following limitations:
- a. Attendance at outdoor venues shall be limited to a maximum of 50% of the outdoor venue's seating capacity depending on space available to ensure social distancing between persons not in the same household.
  - b. Attendance at indoor venues shall be limited to a maximum of 25% of the indoor venue's seating capacity depending on space available to ensure social distancing between persons not in the same household.
  - c. All venue entry/exit gates and restrooms shall be open. Attendees are encouraged to practice social distancing while waiting in line at entrance/exits and restrooms. Attendees shall not be permitted to congregate in the venue around entrances/exits or restrooms.
  - d. Attendees are encouraged to wear a face covering, covering their nose and mouth, while inside any venue when social distancing is not possible from persons not in the same household.
- IX. **County and Local Municipal Authority:** Nothing in this Executive Order shall limit or alter the authority of any local or county authority from adopting orders, rules, regulations, resolutions, and actions that are more strict than established herein, including capacity limitations and face covering requirements, provided that they do not impose restrictions that prevent any Essential Business Operations as identified in Executive Order No. 1463 as Supplemented from operating at such

level necessary to provide essential services and functions during this COVID-19 State of Emergency.

X. **Courts Are Open:**

- a. Pursuant to Article 3, §§ 24, 25, 26, and 26A of the Mississippi Constitution, and consistent with administrative orders of the Supreme Court of the State of Mississippi, all State Courts are open to fulfill their constitutional and statutory duties.
- b. Nothing in this or any Executive Order issued in response to COVID-19 is intended to conflict with or otherwise infringe upon any administrative order issued by or under the direction of the Supreme Court of the State of Mississippi.

XI. **Enforcement:**

- a. This Executive Order may be enforced by all State, County and Local law enforcement, as well as by other governmental entities (such as State and local departments of health) to the fullest extent under Mississippi law including, *inter alia*, Miss. Code. Ann. §§ 33-15-11(b)(5) and 33-15-11(b)(6).
- b. Violations of this Executive Order are subject to the provisions of Miss. Code Ann. § 33-15-43.

XII. **Delegate Authority to Issue and Enforce Quarantine and Isolation Orders:**

- a. Pursuant to Miss. Code Ann. §§ 33-15-11(b)(5) and 33-15-31, the State Health Officer in consultation with the Governor is authorized and empowered to issue such orders as necessary to carry out, implement, and enforce any quarantine or isolation orders to contain and restrict transmission of COVID-19.
- b. That this authority is in addition to, and consistent with, the Mississippi State Department of Health's authority to issue, maintain and enforce isolation and quarantine orders pursuant to Miss. Code Ann. § 41-23-5 and other controlling law.
- c. Nothing in this Executive Order limits or alters the authority under Miss. Code Ann. § 21-19-3 for a governing authority of a municipality to enact and enforce more restrictive measures to contain and restrict transmission of COVID-19.

XIII. That all departments, commissions, agencies, institutions, and boards of the State of Mississippi, political subdivisions thereof, counties, municipalities and school districts are authorized and directed to cooperate in actions and measures taken in response to COVID-19 during the State of Emergency.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Mississippi to be affixed.

DONE in the City of Jackson, on the 2<sup>nd</sup> day of March, in the year of our Lord, two thousand and twenty-one, and of the Independence of the United States of America, the two hundred and forty-fifth.

  
TATE REEVES  
GOVERNOR



BY THE GOVERNOR



MICHAEL WATSON  
SECRETARY OF STATE



MISSISSIPPI STATE DEPARTMENT OF HEALTH

**This is an official  
MS Health Alert Network (HAN) Alert**

**MESSAGE ID:** MSHAN-20201117-00475-ALT (Health Alert)  
**RECIPIENTS:** All Physicians, Hospitals, ERs, ICPs, NPs, and  
Healthcare Providers – Statewide  
**Tuesday, November 17, 2020**  
**SUBJECT:** COVID-19 ISOLATION ORDER

Pursuant to Mississippi Code Ann. §§ 41-3-51, 41-3-15 et. seq., 41-23-1 et. seq. and the State of Emergency Declaration by the Governor of the State of Mississippi related to the coronavirus COVID-19 issued on March 14, 2020, I, Thomas Dobbs, MD, MPH, State Health Officer, Executive Director of the Mississippi State Department of Health, hereby issue this statewide **Order for the Isolation of Individuals Diagnosed with COVID-19.**

All persons residing in Mississippi must immediately home-isolate on first knowledge of infection with COVID-19.

Persons infected with COVID-19 **must** remain in the home or other appropriate residential location for 10 days from onset of illness (or 10 days from the date of a positive test for those who are asymptomatic). A negative test for COVID-19 is not required to end isolation at the end of 10 days, but you must be fever free for at least 24 hours with improvement of other symptoms.

The failure or refusal to obey the lawful order of a health officer is, at a minimum, a misdemeanor punishable by a fine of \$500.00 (41-3-59) or imprisonment for six months or both. If a life-threatening disease is involved, failure or refusal to obey the lawful order of a health officer is a felony, punishable by a fine of up to \$5,000.00 or imprisonment for up to five years or both (41-23-2).

Persons infected with COVID-19 should limit exposure to household contacts. No visitors should be allowed in the home. Please stay in a specific room away from others in your home. Use a separate bathroom if available. If you need to be around others in your home, you should wear a facemask. Please see <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html> for guidance on preventing transmission in the home.

Effective this 16th day of November 2020.

Thomas Dobbs, MD, MPH  
State Health Officer



**Alerting Message Specification Settings**

**Originating Agency:** Mississippi State Department of Health  
**Alerting Program:** MS Health Alert Network (MS HAN)  
**Message Identifier:** MSHAN-20201117-00475-ALT  
**Program (HAN) Type:** Health Alert  
**Status (Type):** Actual ()  
**Message Type:** Alert  
**Reference:** MSHAN-00475  
**Severity:** Unknown  
**Acknowledgement:** No  
**Sensitive:** Not Sensitive  
**Message Expiration:** Undetermined  
**Urgency:** Undetermined  
**Delivery Time:** 600 minutes

**Definition of Alerting Vocabulary and Message Specification Settings**

**Originating Agency:** A unique identifier for the agency originating the alert.

**Alerting Program:** The program sending the alert or engaging in alerts and communications using PHIN Communication and Alerting (PCA) as a vehicle for their delivery.

**Message Identifier:** A unique alert identifier that is generated upon alert activation (MSHAN-yyymmdd-hhmm-TTT (**ALT=Health Alert**, **ADV=Health Advisory**, **UPD=Health Update**, **MSG/INFO=Message/Info Service**)).

**Program (HAN) Type:** Categories of Health Alert Messages.

**Health Alert:** Conveys the highest level of importance; warrants immediate action or attention.

**Health Advisory:** Provides important information for a specific incident or situation; may not require immediate action.

**Health Update:** Provides updated information regarding an incident or situation; unlikely to require immediate action.

**Health Info Service:** Provides Message / Notification of general public health information; unlikely to require immediate action.

**Status (Type):**

Actual: Communication or alert refers to a live event  
Exercise: Designated recipients must respond to the communication or alert  
Test: Communication or alert is related to a technical, system test and should be disregarded



MISSISSIPPI STATE DEPARTMENT OF HEALTH

**Message Type:**

- Alert: Indicates an original Alert
- Update: Indicates prior alert has been Updated and/or superseded
- Cancel: Indicates prior alert has been cancelled
- Error: Indicates prior alert has been retracted

**Reference:** For a communication or alert with a Message Type of “Update” or “Cancel”, this attribute contains the unique Message Identifier of the original communication or alert being updated or cancelled. “n/a” = Not Applicable.

**Severity:**

- Extreme: Extraordinary threat to life or property
- Severe: Significant threat to life or property
- Moderate: Possible threat to life or property
- Minor: Minimal threat to life or property
- Unknown: Unknown threat to life or property

**Acknowledgement:** Indicates whether an acknowledgement on the part of the recipient is required to confirm that the alert was received, and the timeframe in which a response is required (Yes or No).

**Sensitive:**

- Sensitive: Indicates the alert contains sensitive content
- Not Sensitive: Indicates non-sensitive content

**Message Expiration:** Undetermined.

**Urgency:** Undetermined. Responsive action should be taken immediately.

**Delivery Time:** Indicates the timeframe for delivery of the alert (15, 60, 1440, 4320 minutes (.25, 1, 24, 72 hours)).



MISSISSIPPI STATE DEPARTMENT OF HEALTH

**This is an official  
MS Health Alert Network (HAN) Alert**

**MESSAGE ID:** MSHAN-20201117-00476-ALT (Health Alert)  
**RECIPIENTS:** All Physicians, Hospitals, ERs, ICPs, NPs, and  
Healthcare Providers – Statewide  
**Tuesday, November 17, 2020**  
**SUBJECT:** COVID-19 QUARANTINE ORDER

Pursuant to Mississippi Code Ann. § 41-23-1 et. seq. and the State of Emergency Declaration by the Governor of the State of Mississippi related to the coronavirus COVID-19 issued on March 14, 2020, I, Thomas Dobbs, MD, MPH, State Health Officer, Executive Director of the Mississippi State Department of Health, hereby issue this statewide **Order for the Quarantine of All Household Members of a Person with COVID-19.**

All household members of a person diagnosed with COVID-19 in Mississippi must immediately home-quarantine for at least 14 days from the date of last exposure to the infected person.

If your employer deems you essential, you may continue to work as long as you have no symptoms consistent with COVID-19 infection, you undergo symptom and temperature monitoring by your employer, and you wear a mask the entire time you are at work. **If you do return to work, you must continue to self-quarantine at home at all other times. If you develop symptoms of COVID-19, you must immediately leave work and be assessed for COVID-19. You are not permitted to attend social events or interact with others outside of your household for the duration of quarantine.**

It is also recommended, but not required, that you undergo testing for COVID-19 infection after known exposure.

The failure or refusal to obey the lawful order of a health officer is, at a minimum, a misdemeanor punishable by a fine of \$500.00 (§ 41-3-59) or imprisonment for six months or both. If a life-threatening disease is involved, failure or refusal to obey the lawful order of a health officer is a felony, punishable by a fine of up to \$5,000.00 or imprisonment for up to five years or both (§ 41-23-2).

Effective this 16th day of November 2020.

Thomas Dobbs, MD, MPH  
State Health Officer



**Alerting Message Specification Settings**

**Originating Agency:** Mississippi State Department of Health  
**Alerting Program:** MS Health Alert Network (MS HAN)  
**Message Identifier:** MSHAN-20201117-00476-ALT  
**Program (HAN) Type:** Health Alert  
**Status (Type):** Actual ()  
**Message Type:** Alert  
**Reference:** MSHAN-00476  
**Severity:** Unknown  
**Acknowledgement:** No  
**Sensitive:** Not Sensitive  
**Message Expiration:** Undetermined  
**Urgency:** Undetermined  
**Delivery Time:** 600 minutes

**Definition of Alerting Vocabulary and Message Specification Settings**

**Originating Agency:** A unique identifier for the agency originating the alert.

**Alerting Program:** The program sending the alert or engaging in alerts and communications using PHIN Communication and Alerting (PCA) as a vehicle for their delivery.

**Message Identifier:** A unique alert identifier that is generated upon alert activation (MSHAN-yyymmdd-hhmm-TTT (**ALT=Health Alert**, **ADV=Health Advisory**, **UPD=Health Update**, **MSG/INFO=Message/Info Service**)).

**Program (HAN) Type:** Categories of Health Alert Messages.

**Health Alert:** Conveys the highest level of importance; warrants immediate action or attention.

**Health Advisory:** Provides important information for a specific incident or situation; may not require immediate action.

**Health Update:** Provides updated information regarding an incident or situation; unlikely to require immediate action.

**Health Info Service:** Provides Message / Notification of general public health information; unlikely to require immediate action.

**Status (Type):**

Actual: Communication or alert refers to a live event  
Exercise: Designated recipients must respond to the communication or alert  
Test: Communication or alert is related to a technical, system test and should be disregarded



MISSISSIPPI STATE DEPARTMENT OF HEALTH

**Message Type:**

- Alert: Indicates an original Alert
- Update: Indicates prior alert has been Updated and/or superseded
- Cancel: Indicates prior alert has been cancelled
- Error: Indicates prior alert has been retracted

**Reference:** For a communication or alert with a Message Type of “Update” or “Cancel”, this attribute contains the unique Message Identifier of the original communication or alert being updated or cancelled. “n/a” = Not Applicable.

**Severity:**

- Extreme: Extraordinary threat to life or property
- Severe: Significant threat to life or property
- Moderate: Possible threat to life or property
- Minor: Minimal threat to life or property
- Unknown: Unknown threat to life or property

**Acknowledgement:** Indicates whether an acknowledgement on the part of the recipient is required to confirm that the alert was received, and the timeframe in which a response is required (Yes or No).

**Sensitive:**

- Sensitive: Indicates the alert contains sensitive content
- Not Sensitive: Indicates non-sensitive content

**Message Expiration:** Undetermined.

**Urgency:** Undetermined. Responsive action should be taken immediately.

**Delivery Time:** Indicates the timeframe for delivery of the alert (15, 60, 1440, 4320 minutes (.25, 1, 24, 72 hours)).



## MADISON COUNTY COVID-19 LEAVE FORM

### LEAVE FORM FOR NON-VACCINATED EMPLOYEES WHO HAVE BEEN EXPOSED TO COVID-19 Updated March 9, 2021

Any employee who has not been vaccinated and has been in close contact with a person who has tested positive for COVID-19 must 1) report this information to your supervisor, department head or elected official, 2) arrange with the appropriate person in your department to quarantine at home, and 3) complete this form.

As soon as an employee learns that a member of his/her household has tested positive for COVID-19, the employee should call his/her supervisor or department head or elected official and arrange to stay home, regardless of whether symptoms are present. The State Health Officer requires that employees who have a member of their household test positive for COVID-19 undergo home quarantine. Violation of this Order is punishable by a fine, imprisonment, or both.

Similarly, as soon as an employee realizes he/she has otherwise been in close contact with an COVID-positive individual, the employee should call his/her supervisor or department head or elected official and arrange to stay home. The employee will likewise be notified promptly if the County learns the employee has been exposed to a COVID-positive individual while working.

Any employee who has been in a household or in close contact with a person who has tested positive for COVID-19 must quarantine at home. Quarantine restricts the movement of an exposed person and helps prevent the spread of COVID-19. The recommended length of quarantine is for 14 days after exposure. Alternatively, quarantine is recommended for either 10 consecutive days of no symptoms or 7 days of no symptoms plus a negative PCR (not rapid) test on day 5, 6, or 7 of quarantine. The minimum acceptable period for quarantine after exposure is 7 days.

Leave requests are subject to approval. The County reserves the right to require that employees who have COVID-19 symptoms vacate the workplace and/or get tested. Additionally, the County can request additional documentation at any time.

**INSTRUCTIONS:** Employees requesting leave, with or without pay, because they have been in a household or in close contact with someone who has tested positive for COVID-19 should complete this form. The top portion should be completed before going on leave or within 24 hours or 1 business day, whichever is later, after notifying your supervisor, department head, or elected official that you have tested positive for COVID-19 or have symptoms. The bottom half of the form should be completed prior to returning to work. Return the completed form via email to [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) or via fax to (601) 855-5510.

*The information you provide in this form is CONFIDENTIAL.*

**MADISON COUNTY COVID-19 LEAVE FORM**

**EMPLOYEE DETAILS**

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**DATES FOR REQUESTED LEAVE**

From (date and time if hourly) \_\_\_\_\_, 2021, to \_\_\_\_\_, 2021

**REASON FOR LEAVE: Select all that apply.**

\_\_\_\_\_ A member of my household tested positive for COVID-19 on (date) \_\_\_\_\_, 2021.

\_\_\_\_\_ I have otherwise been in close contact on (date) \_\_\_\_\_, 2021, with someone who tested positive for COVID-19.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**INFORMATION REQUIRED TO RETURN TO WORK**

Complete this portion of the form and submit via email to [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) or via fax to (601) 855-5510 1 business day before returning. Select all that apply:

After being in the household with or coming into close contact with someone who tested positive for COVID-19:

\_\_\_\_\_ I have stayed home at least 14 days from my last exposure to an infected person.

\_\_\_\_\_ I have stayed home at least 10 days from my last exposure to an infected person during which time I checked for symptoms daily and had no symptoms present during the entire 10-day period.

\_\_\_\_\_ I have stayed home at least 7 days from my last exposure to an infected person during which time I checked for symptoms daily and had no symptoms present during the entire 7-day period, and I had a negative PCR (not rapid) test within the last three days (collected on day 5, 6, or 7 of my quarantine period).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## MADISON COUNTY COVID-19 LEAVE FORM

### FORM FOR VACCINATED EMPLOYEES WHO HAVE BEEN EXPOSED TO COVID-19 Effective March 9, 2021

Any employee who has been in close contact with a person who has tested positive for COVID-19 must report this information to your supervisor, department head or elected official and complete this form. As you complete this form, you may be directed herein to arrange with the appropriate person in your department to quarantine at home.

As soon as an employee learns that a member of his/her household has tested positive for COVID-19, the employee should notify his/her supervisor or department head or elected official. The State Health Officer requires that employees who have a member of their household test positive for COVID-19 undergo home quarantine. Violation of this Order is punishable by a fine, imprisonment, or both.

Similarly, as soon as an employee realizes he/she has otherwise been in close contact with a COVID-positive individual, the employee should notify his/her supervisor or department head or elected official. The employee will likewise be notified promptly if the County learns the employee has been exposed to a COVID-positive individual while working.

**Vaccinated Employees Exempt from Quarantine:** Vaccinated employees who have been exposed to someone who tested positive for COVID-19, whether in their household or otherwise, are not required to quarantine if (1) at the time of their exposure they were fully vaccinated, meaning it has been at least two weeks since they received their final dose, and (2) they show no symptoms throughout the quarantine period. All persons, including vaccinated persons, are required to report their exposure to a COVID-positive individual to their supervisor. Exempt employees should complete the first form, which is for vaccinated employees exempt from quarantine.

**Vaccinated Employees Not Exempt from Quarantine:** Vaccinated employees who do not meet the above criteria to be exempt from quarantine and who have been in a household with or otherwise in close contact with a person who has tested positive for COVID-19 must arrange with his/her supervisor to quarantine at home. Quarantine restricts the movement of an exposed person and helps prevent the spread of COVID-19. The recommended length of quarantine is for 14 days after exposure. Alternatively, quarantine is recommended for either 10 consecutive days of no symptoms or 7 days of no symptoms plus a negative PCR (not rapid) test on day 5, 6, or 7 of quarantine. The minimum acceptable period for quarantine after exposure is 7 days.

Non-exempt employees requesting leave, with or without pay, because they have been in a household or in close contact with someone who has tested positive for COVID-19 should complete the second form. The top portion should be completed before going on leave or within 24 hours or 1 business day, whichever is later, after notifying your supervisor, department head, or elected official that you have tested positive for COVID-19 or have symptoms. The bottom half of the form should be completed prior to returning to work. Return the completed form via email to [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) or via fax to (601) 855-5510.

Leave requests are subject to approval. The County reserves the right to require that employees who have COVID-19 symptoms vacate the workplace and/or get tested. Additionally, the County can request additional documentation at any time.

*The information you provide in this form is CONFIDENTIAL.*

## MADISON COUNTY COVID-19 LEAVE FORM

**Vaccinated Employees Exempt from Quarantine:** At the time of exposure, if you were fully vaccinated (received your last dose) at least two weeks ago and less than three months ago, you must complete this form. You are exempt from the requirement to quarantine *as long as you exhibit no symptoms*. Return the completed form via email to [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) or via fax to (601) 855-5510.

### EMPLOYEE DETAILS

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### VACCINATION

I received a single-dose vaccine \_\_\_\_\_. I received a two-dose vaccine. \_\_\_\_\_

I received my final vaccine dose on \_\_\_\_\_.

### EXPOSURE: Select all that apply.

\_\_\_\_\_ A member of my household tested positive for COVID-19 on (date) \_\_\_\_\_, 2021.

\_\_\_\_\_ I have otherwise been in close contact on (date) \_\_\_\_\_, 2021, with someone who tested positive for COVID-19.

### STAY-AT-WORK REQUIREMENTS

In order to stay at work, you must remain symptom free for 10 days from exposure. Please track your symptoms below. *If at any point during the 10 days after exposure, a fully vaccinated employee presents symptoms, that employee should notify their supervisor, make arrangements to quarantine at home, get tested for COVID-19, and report the test results to Human Resources.*

<b>Day 1:</b> (date) _____ Mark: symptoms _____ no symptoms _____	<b>Day 2:</b> (date) _____ Mark: symptoms _____ no symptoms _____
<b>Day 3:</b> (date) _____ Mark: symptoms _____ no symptoms _____	<b>Day 4:</b> (date) _____ Mark: symptoms _____ no symptoms _____
<b>Day 5:</b> (date) _____ Mark: symptoms _____ no symptoms _____	<b>Day 6:</b> (date) _____ Mark: symptoms _____ no symptoms _____
<b>Day 7:</b> (date) _____ Mark: symptoms _____ no symptoms _____	<b>Day 8:</b> (date) _____ Mark: symptoms _____ no symptoms _____
<b>Day 9:</b> (date) _____ Mark: symptoms _____ no symptoms _____	<b>Day 10:</b> (date) _____ Mark: symptoms _____ no symptoms _____

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**MADISON COUNTY COVID-19 LEAVE FORM**

**Vaccinated Non-Exempt Employees:** If you have been fully vaccinated (received your last dose) less than two weeks ago or more than three months ago, you must complete this form and quarantine. Return the completed form via email to [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) or via fax to (601) 855-5510.

**EMPLOYEE DETAILS**

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**DATES FOR REQUESTED LEAVE**

From (date and time if hourly) \_\_\_\_\_, 2021, to \_\_\_\_\_, 2021

**REASON FOR LEAVE: Select all that apply.**

\_\_\_\_\_ A member of my household tested positive for COVID-19 on (date) \_\_\_\_\_, 2021.

\_\_\_\_\_ I have otherwise been in close contact on (date) \_\_\_\_\_, 2021, with someone who tested positive for COVID-19.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**INFORMATION REQUIRED TO RETURN TO WORK**

Complete this portion of the form and submit via email to [Loretta.phillips@madison-co.com](mailto:Loretta.phillips@madison-co.com) or via fax to (601) 855-5510 1 business day before returning. Select all that apply:

After being in the household with or coming into close contact with someone who tested positive for COVID-19:

\_\_\_\_\_ I have stayed home at least 14 days from my last exposure to an infected person.

\_\_\_\_\_ I have stayed home at least 10 days from my last exposure to an infected person during which time I checked for symptoms daily and had no symptoms present during the entire 10-day period.

\_\_\_\_\_ I have stayed home at least 7 days from my last exposure to an infected person during which time I checked for symptoms daily and had no symptoms present during the entire 7-day period, and I had a negative PCR (not rapid) test within the last three days (collected on day 5, 6, or 7 of my quarantine period).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date