



Madison County HR

Shaping the future together

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MEMORANDUM

To: All Employees
From: Madison County HR
Re: COVID-19 Leave Request Updated Procedures
Date: April 1, 2021

As of March 31, 2021, the Emergency Paid Sick Leave provision under the Families First Coronavirus Response Act has expired. However, employees who are exposed to COVID-19 or who test positive must follow the mandatory quarantine orders below as provided by the CDC. Employees subject to quarantine should complete the COVID-19 Leave Request Form located at www.madisoncountyhr.org and may choose to use any of their own accrued leave.

Who must quarantine? People who have been in close contact with someone who has COVID-19 excluding people who have had COVID-19 within the past 3 months or who are fully vaccinated **MUST** quarantine.

What counts as close contact? Any one or a combination of the following conditions:

1. You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
2. You provided care at home to someone who is sick with COVID-19
3. You had direct physical contact with the person (hugged or kissed them)
4. You shared eating or drinking utensils
5. They sneezed, coughed, or somehow got respiratory droplets on you

When can an employee return to work after exposure to COVID-19?

1. Employees exposed to COVID-19 can return to work after day 10 of quarantine without testing or
2. After day 7 of quarantine AND receiving a negative test result (test must occur on day 5 or later)

Should you have questions or concerns regarding this matter, please contact Madison County HR at (256) 532-3614 or HR@madisoncountyal.gov.