



**Office of the County Manager  
Inter-Office Correspondence**

**To:** All County Employees  
**From:** David Ellis, County Manager  
**Date:** March 13, 2020  
**Re:** **COVID-19 Guidance for Personal Travel & Social/Community Exposure**

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As the County responds to the COVID-19 (Coronavirus) situation, the County Manager releases the following guidance related to personal travel and social/community contacts.

Employees should:

- Communicate in advance with supervisors about any personal travel to understand how personal travel may impact the employee's ability to return to work.
- Where applicable, take home equipment and supplies daily or on the last day in the office prior to scheduled travel.
- Understand that they may need to telework or take additional leave if self-quarantined.
- Go home or stay home if they are experiencing symptoms related to COVID-19.

Until further notice, employees are required to notify their supervisor and contact Wake County Occupational Health ([occupationalhealth@wakegov.com](mailto:occupationalhealth@wakegov.com)) prior to returning to work if any of the following personal situations apply:

- Employee traveled internationally or by cruise ship;
- Employee traveled domestically outside of the state of North Carolina; or
- Employee or someone in their household had close contact with a person confirmed with COVID-19.

Based on the Occupational Health assessment, employees will be required to do one of the following:

	<b>Scenario 1</b>	<b>Scenario 2</b>
<b>Assessment</b>	Return to Work & Self-Monitoring	Self Quarantine & Monitoring
<b>Action Required</b>	<p>You must notify your supervisor and department head AND</p> <p><b>You must perform self-monitoring:</b> Measure temperature twice per day (including before coming to work) Monitor for fever of 100.0 F or higher Monitor for signs of cough, shortness of breath, or other respiratory SYMPTOMS</p>	<p>You must notify your supervisor and department head AND</p> <p><b>You must self-quarantine for 14 days</b> AND</p> <p><b>You must perform self-monitoring:</b> Measure temperature twice per day Monitor for fever of 100.0 F or higher Monitor for signs of cough, shortness of breath, or other respiratory SYMPTOMS</p>
<b>Notes</b>	<p>If you have any of the above symptoms: DO NOT come to work</p> <p>Notify your supervisor, department head, and Wake County Occupational Health</p>	<p>DO NOT come to work until 14 days has passed and until cleared by Wake County Occupational Health</p> <p>If you have any of the above symptoms: DO NOT return to work</p> <p>Notify your supervisor, department head, and Wake County Occupational Health</p>

*Employees should not return to work until contacted, assessed, and cleared by Occupational Health. Documentation should be received and maintained.*

Supervisors should:

- Communicate with employees in advance to understand personal travel plans and set expectations should an employee not be able to return to work.
- Allow employees to take home equipment and supplies daily or on the last day in the office prior to scheduled travel.
- Allow employees who are required to go home or stay home because of COVID-19 to telework, if possible, or use any combination of banked, annual, sick or community involvement leave balances to cover lost work time.
- Ensure that employees go home or stay home if they are experiencing symptoms related to COVID-19.

Employees should follow the latest update on COVID-19 in Wake County by visiting [The Wire](#).

This guidance is in effect until further notice. COVID-19 remains a fluid situation. As such this guidance may change over time as we learn more about the virus and its potential impacts on our organization.

*Personal Travel Information:*

When traveling, please follow [recommendations](#) set forth by the NC Department of Health & Human Services.

The US Department of State provides [information](#) to help travelers assess the risks of international travel.

The Centers for Disease Control and Prevention (CDC) recommends travelers avoid certain [countries](#) and travel by [cruise ship](#) at this time due to COVID-19. Older adults and those with underlying health issues also are encouraged to avoid non-essential travel and crowded places. More information on the COVID-19 outbreak [globally](#) and in the [United States](#) can be found through the CDC's Website.