

**To:** Montgomery College Supervisors and Employees

**From:** A. Chevelle Glymph, Director of Public Health and Environmental Safety  
Krista Leitch Walker, Vice President/Chief Human Resources Officer

**Subject:** Current Guidance on COVID-19 Testing and Quarantine Requirements for Employees

**Date:** January 14, 2022

### **Current Testing Requirements**

With the current increased demand for COVID-19 testing, the College is aware that there are delays in the return of testing results for those employees who are required to undergo weekly COVID-19 testing. In light of these current circumstances, the following COVID-19 testing options will be accepted on a temporary basis and until further notice:

- COVID-19 PCR test results from a government agency or medical/health care provider within or outside of the jurisdiction of Montgomery County will be accepted.
- Test results within 96 hours (4 days) in advance of arriving on campus/work location will be required versus the previously required 72 hours (3 days).

All employees who receive a positive COVID-19 test result should continue to submit a report to the College's Office of Public Health and Environmental Safety by e-mailing: [PublicHealth@montgomerycollege.edu](mailto:PublicHealth@montgomerycollege.edu).

### **Current Quarantine Requirements**

At this time, the College's quarantining requirements for employees are dependent upon the vaccination status of the individual.

- Employees who have been exposed to COVID-19, test positive, and **are vaccinated** are required to **quarantine for 10-days**.
- Employees who have been exposed to COVID-19, test positive, and **are not vaccinated** are required to **quarantine for 14-days**.

To return to work onsite, all employees who have been under quarantine based on the above are required to submit a negative COVID-19 PCR test result and/or an "all clear" notice from their medical/health care provider via the secure online portal via the [Testing and Quarantine webpage](#).

### **Telework and/or Leave Requirements**

The use of telework or leave by employees who are awaiting test results or under quarantine and are unable to report to work onsite are dependent upon the position's essential job duties and capacity to telework.

- Employees in positions with the capacity to telework (i.e., ability to remotely/virtually perform their regular, essential job duties or perform temporarily reassigned job duties) should be granted use of situational telework.

- Employees in positions that do not have the capacity to telework are to be granted use of their available paid time off i.e., annual, personal, and/or sick leave).

The College continuously monitors current conditions and guidance from medical/health care experts. As things evolve and change, the College may adjust our protocols and directives accordingly. We encourage employees and supervisors to keep abreast of current information via the [COVID-19 Testing and Quarantine website](#). Additionally, we continue to strongly encourage all employees, students, and visitors to become COVID-19 vaccinated.

Questions regarding COVID-19 vaccination, testing, quarantining, and related health-safety protocols and guidance should be directed to: [PublicHealth@montgomerycollege.edu](mailto:PublicHealth@montgomerycollege.edu)

Questions regarding telework and leave requirements and use should be directed to: [EmployeeRelations@montgomerycollege.edu](mailto:EmployeeRelations@montgomerycollege.edu)

Thank you for your compliance and cooperation.