

QUARANTINE LEAVE POLICY FOR CERTAIN LAW ENFORCEMENT PERSONNEL

Definitions

The following definitions apply to this Section only. The words and terms defined in this Section have the meaning given unless the context clearly indicates another meaning.

"Law Enforcement" is defined as certified peace officers and detention officers who are employed by Harris County.

"Harris County Health Authority" or **"Health Authority"** is a physician appointed by the Harris County Public Health Executive Director under the Texas Health and Safety Code, Chapter 121, the "Local Public Health Reorganization Act", to administer state and local laws relating to public health within Harris County.

"Communicable Disease" means an illness that occurs through the transmission of the infectious agent or its toxic products from a reservoir to a susceptible host, either directly, as from an infected person or animal, or indirectly through an intermediate plant or animal host, a vector, or the inanimate environment that is required to be reported to the Texas Department of Health by the Texas Health and Safety Code Section 81.041.

PAID QUARANTINE LEAVE

Harris County law enforcement personnel who the Harris County Health Authority requires to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty will receive the following benefits during the quarantine:

- (a) Regular full pay, consisting of all employment benefits and compensation, the employee is entitled to under the Harris County Personnel Policies & Procedures for the duration of the quarantine or isolation period ("Quarantine Leave");
- (b) Reimbursement of reasonable costs related to quarantine or isolation deemed necessary by the Harris County Health Authority, including lodging, medical, and transportation.

If eligible, the employee is not required to use other available paid leave before using Quarantine Leave.

Harris County's Health Authority or its designee determines when an employee is required to be quarantined or isolated due to possible or known exposure to a communicable disease while on duty and eligible for Quarantine Leave and the duration of the leave.

Law Enforcement Personnel should quarantine or isolate if required by Harris County's Health Authority or its designee and follow all the Health Authority's recommendations during the quarantine or isolation period. Once the Health Authority places the Law Enforcement Personnel on quarantine or isolation, the employee shall notify their immediate supervisor

and their department's Human Resources of the need to quarantine or isolate as soon as possible.

Law Enforcement personnel are not eligible for overtime hours during any period that they are subject to quarantine or isolation by the Harris County Health Authority or its designee. If the employee's combination of Quarantine Leave and Hours Actually Worked is more than the employee's regularly scheduled work hours, the number of Quarantine Leave hours must be reduced so the total hours per day does not exceed the regularly scheduled number of hours for that day.

Law Enforcement personnel are prohibited from working another job on the days that they use Quarantine Leave.

This Policy may be modified at any time.

PROCEDURES FOR REQUESTING PAID QUARANTINE LEAVE BENEFITS

Eligible employees may request paid Quarantine Leave benefits as follows:

- (a) The employee must notify their supervisor and department's Human Resources representative of the need for Quarantine Leave as soon as possible but no later than two days of an exposure or onset of symptoms. The supervisor or department's Human Resources representative must complete a DWC 1, Employers First Report of Injury or Illness form and email to HRRMWorkersCompensationForms@bmd.hctx.net
- (b) The employee completes the [Quarantine Leave for Certain Law Enforcement Personnel Request Form](#) and obtains written approval for the request. After obtaining department head approval, the employee needs to complete the [Public Health's Quarantine Leave Request Checklist](#) and email the completed request form and checklist, within three days of department head or designee approval, to the Harris County Health Authority at QuarantineLeave@phs.hctx.net for approval.
- (c) Once the Health Authority receives the request, the Health Authority will determine if the employee requires quarantining or isolating and if the employee should be reimbursed for any reasonable costs related to the quarantine or isolation. The Health Authority's decision is final.
- (d) After review, the Health Authority will indicate on the [Quarantine Leave for Certain Law Enforcement Personnel Request Form](#) whether the request is approved or denied and notifies HRRM at CentralHRSTARSHelpdesk@bmd.hctx.net and the employee's department of the decision. The Central HRRM department will notify Risk Management of the approvals and send to Tamara.Ross@bmd.hctx.net and Mary.Pete@bmd.hctx.net.

- (e) HRRM will notify the employee whether the request was approved or denied. The Request Form and Checklist shall be maintained by the Health Authority for the applicable retention period.
- (f) After receiving an approved quarantine leave request, HRRM will review and request the Auditor's Office to add Quarantine Leave to the employee's payroll.
- (g) If the Health Authority approved an employee's request for reimbursement of reasonable costs related to a quarantine, the employee must follow the County's regular reimbursement process and the employee's department's reimbursement procedures to obtain reimbursement.
- (h) A reimbursement request and itemized receipts should be submitted no later than 30 days after the quarantine or isolation period has expired. Requests for reimbursements that are not submitted in a timely manner may be rejected and not reimbursed.
- (i) Departments should process reimbursement requests the same as other reimbursement requests. Questions regarding what is considered a reasonable cost should be directed to HRRM.

Any questions regarding the interpretation of this Policy shall be resolved by HRRM, which decision shall be final.