



**ORDER FOR WORKING QUARANTINE**

**Business:**  
**Supervisor:**  
**Phone number:**  
**Address:**

**Employee Name:**  
**DOB:**  
**Personal phone number:**

On \_\_\_\_\_ (Date) \_\_\_\_\_ (Name of Business) received notification that \_\_\_\_\_ (Employee Name) is a close contact to a confirmed case of COVID-19, as determined by Missoula City-County Health Department (MCCHD). MCCHD approves Work Quarantines on an individual basis in accordance with guidance from the Centers of Disease Control and Prevention and the State of Montana Department of Health and Human Services.

\_\_\_\_\_ (Supervisor Name) confirms the request meets the Work Quarantine eligibility criteria.

**Please initial (Supervisor):**

\_\_\_\_\_ **Employer has exhausted all other staffing options and cessation of operation of a facility may cause serious harm or danger to public safety.<sup>2</sup>**

\_\_\_\_\_ Employee qualifies as an essential critical infrastructure worker.<sup>1</sup>  
*Critical infrastructure workers are those who support crucial supply chains and enable functions for critical infrastructure.*

\_\_\_\_\_ Employee has no symptoms of COVID-19.

\_\_\_\_\_ Employer and employee agree to all other terms of the Order for Working Quarantine. Requirements applicable to essential critical infrastructure workers with working quarantine status are included in this Order for Working Quarantine.

*Health Care Organizations ONLY:*

\_\_\_\_\_ **Employer has implemented CDC Contingency Capacity Strategies to Mitigate Staffing Shortages.<sup>3</sup>**

Signature of Employer: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

**THIS ORDER IS EFFECTIVE IMMEDIATELY UPON NOTIFICATION OF THE PERSON(S) IDENTIFIED ABOVE AND WILL REMAIN IN EFFECT UNTIL YOUR ORIGINAL STATED QUARANTINE END DATE OR UNTIL THE ORDER IS VACATED BY THE HEALTH OFFICER OR BY ORDER OF THE COURT (Montana Code Annotated 50-2-116 and 50-2-118 and related Administrative Rules of Montana, specifically but not limited to A.R.M. 37.114.307).**

- A negative test or tests for COVID-19 conducted at any time prior to the end of the quarantine period does not relieve you from the requirement to quarantine for the entirety of the quarantine period as specified by MCCHD.

- A confirmed positive test for COVID-19 during the quarantine period will result in an immediate need for Isolation. The Order for Isolation will be issued by the local Health Officer and will supersede the Order for Quarantine.

**Quarantine** in general means the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

**Working Quarantine for Essential Critical Infrastructure Workers:** When *essential critical infrastructure worker* staffing shortages are occurring, \_\_\_\_\_ (Name of Business) may need to implement working quarantine strategies, consistent with the Centers for Disease Control and Prevention’s November 16, 2020, *COVID-19 Critical Infrastructure Sector Response Planning*, in order to continue to provide for the safety and well-being of our communities. It is important to note that such strategies must be limited to those staff and services that are in short or non-existent supply locally and used as a last resort and only in limited circumstances, such as when cessation of operation may cause serious harm or danger to public health or safety.

*Health Care Organizations ONLY:*

**Working Quarantine for Essential Health Care Workers:** When essential HCW staffing shortages are occurring, \_\_\_\_\_ (Name of Health Care Organization) may need to implement working quarantine strategies, consistent with the Centers for Disease Control and Prevention’s or CDC “Strategies to Mitigate Healthcare Personnel Staffing Shortages” in order to continue to provide for the safety and well-being of our communities. It is important to note that such strategies must be limited to those staff and services that are in short or non-existent supply locally and have been deemed essential to our community.

In consultation with \_\_\_\_\_ (Name of Business), Missoula City-County Health Department has determined that your specific situation and function constitute essential critical infrastructure work. To be compliant, \_\_\_\_\_ (Name of Business) must ensure the following strategies are adhered to until the employee’s quarantine period expires.

**Requirements for *essential critical infrastructure workers and health care workers* under working quarantine status. Please initial (Supervisor).**

**GENERAL**

- \_\_\_\_\_ 1) Employee shall remain quarantined at home for the full quarantine period except to report to work or a medical appointment related to COVID. Any breach of quarantine for may result in loss of work quarantine status.
- \_\_\_\_\_ 2) Employee designated for work quarantine must be and remain asymptomatic.

**USE OF MASKS**

- \_\_\_\_\_ 3) Employee shall always wear a surgical mask at work, including in break rooms, bathroom, hallways, even when patients, clients or coworkers are not present.
  - a. Surgical masks are changed and discarded when soiled or moist.
  - b. Surgical masks are worn correctly and cover the nose and mouth.

**SOCIAL DISTANCING and CLEANING**

- \_\_\_\_\_ 4) Will maintain at least six (6) feet of physical distance from others, whenever possible.
- \_\_\_\_\_ 5) Employee shall not be accompanied by anyone else when taking a meal break during which the mask is removed for eating.

- \_\_\_\_\_ 6) Employee must drive private vehicle to, from, or during work, and cannot transport clients or co-workers unless transport is critical to the operation and no other workers can transport.
- \_\_\_\_\_ 7) Disinfection of tables, sinks, faucets and other touched surfaces in break room and restroom shall be conducted after use by employee.
- \_\_\_\_\_ 8) Will clean/disinfect their workstation(s) on a daily basis, and as needed.
- \_\_\_\_\_ 9) Will avoid sharing workstations. If workstations must be shared, they will be cleaned/disinfected between different users.
  - a. To the extent possible, Employee will remain confined to a defined quarantine area, alone, to perform their essential function(s). A sign placed on the quarantine area door or similar access point will inform others that entrance to the quarantine area is not permitted. Only one *essential critical infrastructure worker* will be allowed in the quarantine area at any given time.
  - b. To the extent possible, Employee will use a designated restroom that will be reserved for *essential critical infrastructure workers* under working quarantine status. This restroom will be locked and signage will be posted on this restroom that it is closed to general use. *Essential critical infrastructure workers* will use entity-provided and EPA-approved cleaning/disinfecting wipes to clean the restroom after each use. A list of EPA-approved disinfectants is available at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>

## SYMPTOM CHECKS

- \_\_\_\_\_ 10) Employee shall conduct and record in writing two symptoms checks including a temperature check for COVID per shift, one at start of shift and one mid-way.
  - a. Screening information will be logged and maintained on site.
  - b. Employee is required to self-report any COVID-19 symptoms to their supervisor immediately (reference symptoms below).
  - c. Employee will leave work immediately and work quarantine agreement will be void if any symptoms of COVID-19 occur.
  - d. **Symptoms of COVID-19 include, but are not necessarily limited to, fever (subjective or documented over 100.4F or higher), chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea.**
  - e. **Individuals showing any of the following signs or symptoms of COVID-19 should seek emergency medical care immediately: trouble breathing, persistent pressure or pain in the chest, new confusion, inability to wake or stay awake, or bluish lips or face coloring.**

## OTHER

- \_\_\_\_\_ 11) If business functions within another organization, then host facility business must approve of use of a work quarantine within their facility or when serving their clients.
- \_\_\_\_\_ 12) Business must disclose to the public using the affected service that business utilizes staff on work quarantine. A sign on the public entrance while work quarantine is in use is a minimum, verbal disclosure to individual clients when feasible is recommended.

**Example language for public notice:** *The Centers for Disease Control recommends that a work quarantine protocol should be in place as a last resort to keep critical infrastructure operating during the pandemic. \_\_\_\_\_ (Name of Business) is considered part of Missoula's critical infrastructure. During limited times, when we would not have enough staff to operate because staff have been placed on quarantine, staff that are identified as close contacts but have no symptoms may be assigned to work. If that is the case, [business or agency name here] shall be responsible for that worker taking COVID precautions required by the Missoula City-County Health Department. These precautions will include masks, symptom checks, testing, distancing, disinfection, and assignments that reduce interaction with the public.*

**Health Care Organizations ONLY**

- \_\_\_\_\_ 13) Will wear a face shield, gown, and gloves when involved in direct patient care.
- \_\_\_\_\_ 14) To the extent possible, avoid work with severely immunocompromised patients (e.g. transplant, hematology-oncology) until the full “Return to Work Criteria” have been met.

**The requirements of working quarantine are only applicable when you are working within the affected work setting. After your shift, you will resume standard home quarantine procedures, as identified in the original Order for Quarantine issued by the local Health Officer. The original Order for Quarantine contains your specific quarantine end-date, as calculated by Missoula City-County Health Department or by Health Officer Order to Immediately Isolate. Assuming you do not become symptomatic and/or test positive for COVID-19 during the original quarantine period, the quarantine end-date provided in the original Order for Quarantine will remain effective and you will be released from quarantine at that time. If you test positive during the original quarantine period you will be isolated until released by Missoula City-County Health Department.**

----- **INTERNAL MCCHD APPROVAL** -----

Failure to adhere to this Order may result in civil and/or criminal actions filed against you pursuant to Mont. Code Ann. § 50-2-124 and Mont. Code Ann. § 50-2-123. Should either of these instances occur, you will have an opportunity to be heard and to have legal counsel present. Any questions regarding this Order may be directed to the Missoula County Health Officer.

**UPON APPROVAL – INSERT HEALTH OFFICER CERTIFICATION OF ORDER** -----

**Prepared by MCCHD Case Monitoring Team**

Team Member (Name): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

- 
1. Essential critical infrastructure workers as defined by the U.S. Department of Homeland Security in their August 18, 2020, *Advisory Memorandum on Ensuring Essential Critical Infrastructure Workers Ability to Work during the Covid-19 Response*.
  2. Exhaustion of all other staffing options and public safety compromised is determined by the CDC in the November 16, 2020, *COVID-19 Critical Infrastructure Sector Response Planning*.
  3. Work Quarantines for health care personnel require that the employer adheres to the CDC’s November 6, 2020, *Interim Guidance for Risk Assessment and Work Restrictions for Healthcare Personnel with Potential Exposure to COVID-19*.
  4. CDC’s July 17, 2020, *Strategies to Mitigate Healthcare Personnel Staffing Shortages*.