



Department of Public Safety and Correctional Services

Office of the Secretary

6852 4th Street, Sykesville, Maryland 21286-3020

(410) 339-5000 • FAX (410) 339-4240 • TOLL FREE (877) 379-8636 • V/TTY (800) 735-2258 • www.dpscs.maryland.gov

OOS IB #: 2022-07

Effective: September 12, 2022

STATE OF MARYLAND

LARRY HOGAN
GOVERNOR

BOYD K. RUTHERFORD
LT. GOVERNOR

ROBERT L. GREEN
SECRETARY

RACHEL SESSA
CHIEF OF STAFF

CHRISTINA LENTZ
ACTING DEPUTY SECRETARY
ADMINISTRATION

WAYNE HILL
DEPUTY SECRETARY
OPERATIONS

CAROLYN J. SCRUGGS
ASSISTANT SECRETARY

INFORMATION BULLETIN

SUBJECT: COVID-19 Guidance for Personnel Management

Except where noted, the following procedures and guidance are in effect for all units, agencies, and divisions within the Department until notified of a change.

Day-to-Day COVID-19 Personnel Management Issues

COVID-19 Vaccinations

- As suggested by the Maryland Department of Health (MDH) Guidance dated August 17, 2022, anyone working in, residing in, or visiting a correctional facility is encouraged to be vaccinated and keep up-to-date with their COVID-19 vaccines and recommended boosters.
- To the extent that COVID-19 vaccines and recommended boosters are made available to the Department, the Department will continue to offer employees vaccines and recommended boosters.
- Employees who are eligible to receive a second COVID-19 vaccine booster will be eligible for an additional two hours of COVID-19 Vaccine Booster Leave to obtain a second booster.
- Employees must provide the Human Resources and Services Division with proof of full vaccination and proof of receipt of initial COVID-19 booster and/or second COVID-19 booster shot. Additional information about how to submit proof of vaccination will be made available after the Department receives booster doses.

COVID-19 Testing

Onsite Departmental PCR Testing

Except for employees at the Baltimore Central Booking and Intake Center, DPSCS employees are no longer required to participate in weekly Departmental Screening Testing. MDH's PCR COVID-19 testing of DPSCS employees, vendors, and contractors at correctional facilities will be discontinued effective September 12, 2022.

At Home COVID-19 Rapid Antigen Testing

- At Home COVID-19 Rapid Antigen tests will be available to employees and authorized vendors and contractors. Additional information will be forthcoming regarding how you will receive or request home test kits.

Reporting COVID-19 Test Results

- All positive COVID19 test results, whether the test was conducted at home or by a health care practitioner, shall continue to be reported to the Occupational Health and Safety Unit (OHS).
- Employees must immediately email positive results to OHS's confidential email at health.safety@maryland.gov

The email must indicate:

1. The full name and date of birth of the employee;
 2. That a diagnostic test for a current infection of SARS-CoV-2 was conducted;
 3. The date the test was conducted; and
 4. The complete test results.
- The OHS unit will continue tracing and notification efforts.
 - **NOTE:** Employees who use an at home COVID-19 test kit and receive a positive result shall also report their positive test result the Maryland Department of Health via: <https://onestop.md.gov/forms/maryland-covid-at-home-test-self-report-61dc801b819e860001f1037a>

Diagnostic PCR testing

Employees should receive a diagnostic PCR test from a licensed healthcare provider if the employee:

- Has tested positive for COVID-19 after taking an At Home Rapid Antigen COVID-19 test;
- Has tested negative for COVID-19 after taking an At Home Rapid Antigen COVID-19 test but continues to show signs or symptoms of COVID-19; or
- Has been potentially exposed to another individual known to have contracted COVID-19;

Attendance and Leave

- DPSCS employees will continue to follow DBM's [Pandemic Flu and Other Infectious Diseases Attendance and Leave Policy](#). During Level 1 – Normal Operations there are no exceptions to the State's and the Department's established leave and attendance policies.

Use of COVID-19 Leave

- Employee, vendors, contractors, and volunteers should continue to follow the CDC's recommendations regarding isolation and quarantine periods.

- An employee may receive up to 80 hours of COVID-19 Leave Pay when in quarantine or isolation for COVID-19. The Department of Budget and Management has indicated this program will remain in effect until December 31, 2022. For additional details visit the [DBM COVID-19 FAQ](#) page.
- To receive the COVID-19 Leave, employees must:
 - Be fully vaccinated prior to usage of COVID-19 Leave (i.e., received 2 doses of Pfizer/Moderna, or 1 dose of Johnson & Johnson, in addition to any required boosters);
 - Provide proof of vaccination or proof of vaccine exemption to HR prior to usage of COVID-19 Leave;
 - Provide a positive PCR or rapid test result for COVID-19; and
 - Submit the required documentation to HR by the end of the pay period that follows the pay period the employee is requesting COVID-19 Leave.
- COVID-19 Leave must be taken consecutively and used in full-day blocks; however, an employee is not required to use all 10 days at once.
- COVID-19 Leave is not available to employees for the purposes of caring for a member of their household, or for childcare.

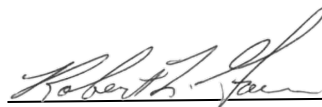
Telework

Effective July 1, 2021, the State moved to Level I - Normal Operations. With the return to Level I - Normal Operations, only employees in classifications that have been officially designated by the DBM as telework-eligible may be permitted with supervisory approval to telework in accordance with the Telework Policy.

Strategies for Enhanced COVID-19 Prevention

Routine Screening Testing and Strategies for Enhanced COVID-19 Prevention

In the event that the Secretary or a managing official implements strategies for enhanced COVID-19 prevention, Department employees, vendors, contractors, and volunteers may be required to participate in routine screening testing, regardless of their vaccination status.



Robert L. Green, Secretary

Distribution:

- A – Facility/Agency Reference Set
- S – All DPSCS employees