

COVID-19 Quarantine, Return to Work, and Time Charging Requirements

Released October 1, 2021

Time Charging Guidance:

- Leave recorded for required COVID-19 related quarantines shall be in accordance with NAS policies and/or the Air Engineering Metal Trades Council Collective Bargaining Agreement as applicable.
 - Salaried employees: use PTO, Accumulated Comp Time, or LWOP
 - Wage employees: use Vacation, Deferred Holiday, Sick Leave (if COVID-19 positive or symptomatic), or LWOP
 - LWOP must be approved by the applicable Director in accordance with NAS Policy 00-0058, Leave Without Pay
 - April Powers may be contacted at april.powers.ctr@us.af.mil or (931) 454-5217 to initiate a Personal Leave of Absence (LOA). Personal LOAs may be granted for a 30-day period with approval by the General Manager on a case-by-case basis

Unvaccinated Team Members:

- Positive COVID-19 test (see Table 1)
 - Quarantine Period: 10 calendar days after the date of the test
 - Returning to Work: After a period of 24 hours without a fever (without the use of fever reducing medications), and 10 calendar days after the date of the test, and after clearing through MedWorks

Table 1: Positive COVID-19 Test Timeline

Day (#)	1	2	3	4	5	6	7	8	9	10	11
Positive (P)	P										
Quarantine (Q)	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
Return to Work (RTW)											RTW

- COVID-19 symptoms (see Table 2)
 - Quarantine Period: Up to 10 calendar days after the date symptoms first appeared
 - Returning to work: After receipt of a negative COVID-19 Polymerase Chain Reaction (PCR) test; or after being diagnosed with something other than COVID-19; or after 10 calendar days. Any of the conditions also require being cleared through MedWorks before returning

Table 2: COVID-19 Symptoms Timeline

Day (#)	1	2	3	4	5	6	7	8	9	10	11
Symptoms	S										
Quarantine (Q)	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
Return to Work (RTW) ⁱ											RTW ⁱ

- Close Contact with COVID-19 Positive Individual (see Table 3)
 - Quarantine Period: 14 calendar days after the date of the close contact
 - Returning to Work: 14 calendar days after the date of the close contact

Table 3: Close Contact with COVID-19 Positive Individual (Unvaccinated)

Day (#)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Close Contact (CC)	CC														
Quarantine (Q)	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
Return to Work (RTW)															RTW

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Vaccinated Team Members:

- Positive COVID-19 test (see Table 4)
 - Quarantine Period: 10 calendar days after the date of the test
 - Returning to Work: After a period of 24 hours without a fever (without the use of fever reducing medications), and 10 calendar days after the date of the test, and after clearing through MedWorks

Table 4: Positive COVID-19 Test Timeline

Day (#)	1	2	3	4	5	6	7	8	9	10	11
Positive (P)	P										
Quarantine (Q)	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
Return to Work (RTW)											RTW

- COVID-19 Symptoms (see Table 5)
 - Quarantine Period: Up to 10 calendar days after the date symptoms first appeared
 - Returning to work: After receipt of a negative COVID-19 PCR testⁱ; or after being diagnosed with something other than COVID-19; or after 10 calendar days if the employee chooses not to take the PCR test. Any of the conditions also require being cleared through MedWorks

Table 5: COVID-19 Symptoms Timeline

Day (#)	1	2	3	4	5	6	7	8	9	10	11
Symptoms	S										
Quarantine (Q)	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
Return to Work (RTW)ⁱ											RTW ⁱ

- Close Contact with COVID-19 Positive Individual (see Table 6)
 - Quarantine Period: No quarantine required unless (1) an employee chooses not to take a COVID-19 PCR test within 3-5 calendar days from the date of close contactⁱⁱ; (2) the PCR test is positive; or (3) the employee develops symptoms
 1. If the employee chooses not to take a PCR test within 3-5 calendar days from the date of close contact, the employee shall quarantine until such time 14 calendar days have passed since the date of the close contactⁱⁱ
 2. If the employee’s PCR test results are positive, go to ‘Positive COVID-19 Test’ scenario
 3. If the employee develops symptoms, go to ‘COVID-19 Symptoms’ scenario
 - Returning to Work: 14 calendar days after the date of close contact if the employee chooses not to take a PCR test within 3-5 calendar days from the date of close contact

Table 6: Close Contact with a COVID-19 Positive Individual (Vaccinated)

Day (#)	1	2	3	4	5	6
Close Contact (CC)	CC					
PCR Test (T)				T	T	T ⁱⁱ

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- Continuous close contact with a COVID-19 Positive individual (e.g., a COVID-19 positive individual in the same house with whom the employee cannot avoid close contact) (see Table 7)
 - Quarantine Period: An employee who cannot avoid close contact with a person who is COVID-19 positive, should take a PCR test within 3-5 calendar days from the date of the initial close contactⁱⁱⁱ. They must then quarantine after 5 days from the initial close contact until such time a PCR test is taken 3 days after the date continuous close contact ceases^{iv}.
 - Returning to work: The day after the PCR test that is collected 3 days following the date continuous close contact ceases

Table 7: Continuous Close Contact Timeline

Day (#)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Positive Person (PP)	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP				
Close Contact (CC)	CC	CC	CC	CC	CC	CC	CC	CC	CC	CC	CC				
PCR Test (T)				T	T	T								T ^{iv}	
Quarantine (Q)							Q	Q	Q	Q	Q	Q	Q	Q	
Return to Work (RTW)															RTW

Endnotes (referenced in document)

ⁱ Symptomatic employees, regardless of vaccination status, may return to work if a negative PCR test is collected within 48 hours of base entry

ⁱⁱ If a vaccinated employee chooses not to take a PCR test within 3-5 days after close contact, they must quarantine for 14 days after the date of close contact

ⁱⁱⁱ If a vaccinated employee is in continuous close contact with multiple COVID-19 positive persons, then testing and quarantine timelines are extended from the date of the last close contact

^{iv} If a vaccinated employee who has been in continuous close contact with a COVID-19 positive person chooses not to take a PCR test after 3 days from the date the continuous close contact ceases, they are required to quarantine for 14 days after that last close contact