

PROTOCOLS FOR EMPLOYEES AND SUPERVISORS

All employees will complete and submit an employee screening form to their supervisor before reporting to work each day and will follow the instructions provided on the form. The following guidelines are provided for supervisors and employees:

EMPLOYEES EXPERIENCING SYMPTOMS:

Notify your supervisor before reporting to work.

SUPERVISORS: Make note of the date their symptoms began and set a return date with the employee. Make note of the last day they were at the work location. Report the name of the employee and all dates to the COVID-19 Coordinator.

Employees are to remain off work:

at least 14 days from onset of symptoms **AND**

at least 3 days without fever (without taking fever-reducing medicine) and improvement in symptoms of shortness of breath and cough to mild or none.

Notify supervisor if expected improvement has not occurred during this period.

Review [WHAT TO DO IF YOU ARE SICK](#) for CDC recommendations on how to care for yourself.

EMPLOYEES WHO HAVE BEEN IN CLOSE CONTACT WITH SOMEONE WITH A COVID-19 DIAGNOSIS

Notify your supervisor before reporting to work.

If the person with the diagnosis is living in your home, please review the [10 Things You Can Do to Manage Your COVID-19 Symptoms at Home](#).

SUPERVISORS: Confirm that the exposure meets the close contact definition: (15 minutes or longer in a closed area in which a 6-foot distance was not maintained from the diagnosed individual.)

Confirm that the employee is not experiencing any symptoms.

Follow one of the two following protocols depending on the employee's ability to telework:

1) Employees eligible for telework:

SUPERVISORS: Based on the date of contact, establish a return to work date. Make note of the last day they were at the work location. Report the name of the employee, and all dates to the COVID-19 Coordinator.

Employees are to:

Telework for the next 14 days (14 days to begin on the date of contact).

Do not report to the work location during this time.

Take your temperature two times a day and use the log provided to record your temperature.

Watch for cough or trouble breathing.

Stay home and avoid contact with others. (Wear a face covering when contact is unavoidable.)

Do not take public transportation, taxis, or ride-shares.

Keep your distance from others (6 feet).

If you begin to experience symptoms:

Notify your supervisor.

Refer to [Employees Who Are Experiencing Symptoms](#) above for next steps.

Review [WHAT TO DO IF YOU ARE SICK](#) for CDC recommendations on how to care for yourself.

2) Employees not eligible for telework will work under special precautions for 14 days.

SUPERVISORS: Based on the date of contact, establish the time period for which the employee is to observe special precautions as listed below. Report the name of the employee, the date of contact, and the period for special precautions to the COVID-19 Coordinator.

Special Precautions in addition to normal precautions for all employees:

Wear a face covering in common areas such as hallways, break rooms, rest rooms, conference rooms, etc., and during any face-to-face contact with others. This is required for those who have been exposed to COVID-19.

Employees who are unable to wear a mask will observe a 14-day quarantine and will utilize annual leave, compensatory time, or accrued holidays. Sick leave is not approved for quarantine.

Take your temperature two times a day and use the log provided to record your temperature.

If at any time your temperature reaches 100.0, you should contact your medical provider for further instruction and notify the supervisor of the result.

If you begin to experience symptoms:

Notify your supervisor.

Refer to [Employees Who Are Experiencing Symptoms](#) above for next steps.

Review [WHAT TO DO IF YOU ARE SICK](#) for CDC recommendations on how to care for yourself.

EMPLOYEES WHO ARE TESTED DUE TO CONTACT WITH SOMEONE WITH A COVID-19 DIAGNOSIS

Notify your supervisor.

SUPERVISORS: the 14 days of telework restarts on the date the employee was tested. Notify the COVID-19 Coordinator.

Employees who test positive are eligible to utilize sick time during the 14-day quarantine.

If you begin to experience symptoms:

Notify your supervisor.

Refer to [Employees Who Are Experiencing Symptoms](#) above for next steps.

Review [WHAT TO DO IF YOU ARE SICK](#) for CDC recommendations on how to care for yourself.