CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS

EMPLOYEES EXPERIENCING SYMPTOMS: Notify your Supervisor.

☐ SUPERVISORS:

1. Make note of the date their symptoms began and the last day they were at the work location.
2. Set a return date with the Employee based on the following:

   Employees are to remain off work:

   ▪ at least 14 calendar days from onset of symptoms **AND**
   ▪ at least 24 hours without fever (without taking fever-reducing medicine) **AND**
   ▪ improvement in symptoms of shortness of breath and cough to mild or none.

3. Submit **SCREENING FORMS** and **SUPERVISOR REPORTING SHEET** to Division POC.
4. Submit the **SUPERVISOR REPORTING SHEET** to the COVID-19 Coordinator.

☐ EMPLOYEES

1. Take your temperature 2 times a day and record it using the Temperature Log provided on the ADMH website to record your temperature.
2. Review "WHAT TO DO IF YOU ARE SICK" for CDC recommendations on how to care for yourself while experiencing symptoms.
3. Notify your Supervisor if expected improvement has not occurred during this period or if you receive a positive COVID-19 test result.

EMPLOYEES WHO HAVE BEEN IN CLOSE CONTACT WITH SOMEONE WITH A COVID-19 DIAGNOSIS: Notify Supervisor.

☐ SUPERVISORS:

1. 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 within a cumulative 24 hour period).
2. Confirm that the employee is not experiencing any symptoms.
3. Make note of the date of contact and the last day the Employee was at the work location.
4. Set a return date with the Employee based on the following:

   ▪ Leave Status for 14 calendar days (from date of contact).

5. Submit **SCREENING FORMS** AND **SUPERVISOR REPORTING SHEET** to Division POC.
6. Submit the **SUPERVISOR REPORTING SHEET** to the COVID-19 Coordinator.
7. 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".
8. You should quarantine for 14 days from the date of contact, even with a Negative Test.

If you begin to experience symptoms: Notify your supervisor.
- Review "WHAT TO DO IF YOU ARE SICK" for CDC recommendations on how to care for yourself while experiencing symptoms.

Supervisor
1. Refer to Employees Who Are Experiencing Symptoms above.
2. Complete a new Supervisor Reporting Sheet based on the date the symptoms began.
3. Submit the Supervisor Reporting Sheet to the COVID-19 Coordinator and the Division POC.

If you receive a positive COVID-19 test result: Notify your supervisor.

Supervisor
1. Restart the 14 calendar days of leave from the date the employee was tested.
2. Complete a new Supervisor Reporting Sheet based on the date the employee was tested.
3. Submit the Supervisor Reporting Sheet to the COVID-19 Coordinator and the Division POC.

EMPLOYEES WHO ARE TESTED: Notify your Supervisor.

☐   SUPERVISORS:

1. Make note of thee the employee was tested and the last day they were at the work location.

2. Employee is to remain on leave for 14 calendar days from the date they were tested.

3. Complete a new **SUPERVISOR REPORTING SHEET** based on the date the employee was tested.

4. Submit **SUPERVISOR REPORTING SHEETS** to the COVID-19 Coordinator and Division POC.

☐   EMPLOYEES
1. Do not report to work during this time.

2. Take your temperature 2 times a day and record it using the TEMPERATURE LOG provided on the ADMH website to record your temperature.

3. Watch for cough or trouble breathing.

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

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

6. Keep your distance from other (6 feet).

If you begin to experience symptoms: Notify your supervisor.
- Review "WHAT TO DO IF YOU ARE SICK" for CDC recommendations on how to care for yourself while experiencing symptoms.

Supervisor
1. Refer to Employees Who Are Experiencing Symptoms above.
2. Complete a new Supervisor Reporting Sheet based on the date the symptoms began.
3. Submit the Supervisor Reporting Sheet to the COVID-19 Coordinator and the Division POC.