CENTRAL OFFICE SUPERVISOR REPORTING SHEET

Employee Name: _____

Supervisor: _____

Office: _____

Reporting Date: _____

INDICATE EVENT YOU ARE REPORTING:

1. Employee is Experiencing Symptoms — Date Symptoms Began: _____
2. Employee has been in Close Contact — Date of Contact: _____
3. Employee has Tested Positive — Date the Employee was Tested: _____
4. Employee has been Quarantined — Dates of Quarantine: _____

Date Employee was Last in the Work Location: _____

****To Calculate the Quarantine Dates****

Each of the dates above would represent Day 0 and the 14 calendar days would start the following day.

Example: Date the Employee Tested: August 4.

Dates of Quarantine: August 5 through August 18.

The Employee is cleared to report to the work location on August 19 (or next scheduled day after that date.)