

## 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.
2. Set a return date with the Employee based on the following:

#### **Employees are to remain off work:**

- at least 10 calendar days from onset of symptoms **AND**
  - at least 24 hours without fever (without taking fever-reducing medicine)  
**AND**
  - improvement in symptoms of abnormal cough, abnormal shortness of breath, and abnormal body aches.
3. Submit **SCREENING FORMS and SUPERVISOR REPORTING SHEETS** to Division POC.

#### ☐ EMPLOYEES

1. Take your temperature 2 times a day and record it using the Temperature Log provided on the ADMH website. Make notes regarding your symptoms. If temperature or symptoms worsen, contact your medical provider.
2. Isolate yourself and review the "[10 Things You Can Do to Manage Your COVID-19 Symptoms at Home](#)" and "[WHAT TO DO IF YOU ARE SICK](#)" for CDC recommendations on how to care for yourself and prevent the spread to others in your home.
3. Notify your Supervisor if expected improvement has not occurred near the end of the

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

quarantine period.

#### ☐ SUPERVISORS:

1. Confirm that the exposure meets the CDC definition: **Close:** contact with a diagnosed individual in closed area without maintaining a 6-foot distance. **Contact:** A cumulative 15 minutes or longer of exposure within a 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 work.

4. Set a return date with the Employee based on the following:
  - Telework or leave status (per supervisor determination) for the next 10 calendar days (from date of contact).
5. Submit **SCREENING FORMS AND SUPERVISOR REPORTING SHEETS** to 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.
3. Watch for the following symptoms: a temperature of 100.4 or greater; an abnormal cough, or abnormal shortness of breath.
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 others (6 feet).
7. If the person with the diagnosis is living in your home, isolate that person and review the "10 Things You Can Do to Manage Your COVID-19 Symptoms at Home" to prevent the spread to others in your home.

**If you begin to experience symptoms:** Notify your supervisor.

- Supervisor and Employee refer to **EMPLOYEES EXPERIENCING SYMPTOMS** above for next steps.

<b>EMPLOYEES WHO TEST POSITIVE:</b> Notify your Supervisor.
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□ **SUPERVISORS:**

1. Ensure that you receive documentation of the positive test result.
2. Make note of the date the employee was tested and the last day they were at the work.
3. Set a return date with the Employee based on the following:
  - Telework or leave status (per supervisor determination) for 10 calendar days from date of the test.
4. Submit **SCREENING FORMS and SUPERVISOR REPORTING SHEETS** and documentation of positive test result to 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.
3. Watch for the following symptoms: a temperature of 100.4 or greater; an abnormal cough, or abnormal shortness of breath. Contact your medical provider if these occur.
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 others (6 feet).

**If you begin to experience symptoms:** Notify your supervisor.

- Supervisor and Employee refer to **EMPLOYEES EXPERIENCING SYMPTOMS** above for next steps.