

## **CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS**

**EMPLOYEES WHO ARE EXPERIENCING SYMPTOMS OF COVID ARE ENCOURAGED TO GET TESTED. For further guidance see CDC guidelines such as:**

CDC Quarantine- Isolation Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

Caring for Someone Sick at Home Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html>

What to Do If You are Sick Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

**EMPLOYEE HAS A COVID-19 DIAGNOSIS OR POSITIVE TEST RESULT: Notify your Supervisor.**

### SUPERVISORS

1. Make note of the date the employee was tested and the last day they were at the work location.
2. Set a return date with the Employee based on the following:  
**Employee is to remain off work** at least 5 calendar days from date of test.
  - If the employee's duties are approved for telework, the employee will telework for the quarantine period.
  - If the employee's duties are not approved for telework, the employee will be on sick leave for the quarantine period.
3. The employee will be required to wear a mask for the next 5 calendar days after quarantine ends.
4. Submit the **Supervisor Reporting Sheet** to [Covid.report@mh.alabama.gov](mailto:Covid.report@mh.alabama.gov).
5. If the employee had symptoms, you must verify that Employee has been fever-free for 24 hours (without the use of fever-reducing medication) and that symptoms are improving.
6. If Employee later develops symptoms, complete a new Supervisor Reporting Sheet at that time.

### EMPLOYEES

1. Stay home for 5 days.
2. End isolation after 5 days if you do not have any symptoms.
3. End isolation after 5 full days if you are fever-free (without the use of medication) and your symptoms are improving.
4. Continue to wear a mask around others for 5 additional days.
5. ***If you were severely ill with COVID-19 you should isolate for 10 days.***

January 14, 2022

**EMPLOYEE HAD CLOSE CONTACT WITH SOMEONE WITH A COVID-19 DIAGNOSIS: Notify Supervisor.**

**Close Contact through [proximity and duration of exposure](#):** You were less than 6 feet away from an infected person for a cumulative total of 15 minutes or more over a 24-hour period. Under these conditions, you were in close contact regardless of whether masks were worn.

SUPERVISORS:

Confirm with the employee that the exposure meets the close contact definition, and the employee is not experiencing any symptoms.

1. Make note of the date of contact and the last day the Employee was at the work location.
2. Set a return date with the Employee based on the following:

**Employee is to remain off work** at least 5 calendar days from date of contact.

- If the employee's duties are approved for telework, the employee will telework for the quarantine period.
  - If the employee's duties are not approved for telework, the employee will be on annual leave for the quarantine period.
3. The employee will be required to wear a mask for the next 5 calendar days after quarantine ends.
  4. Submit the **Supervisor Reporting Sheet** to [Covid.report@mh.alabama.gov](mailto:Covid.report@mh.alabama.gov).
  5. If Employee later tests positive for COVID, complete a new Supervisor Reporting Sheet at that time.

EMPLOYEES

1. Quarantine for at least 5 days.
2. Watch for symptoms
3. 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](#)".
4. Notify your Supervisor if you receive a positive COVID-19 test result.
5. The CDC recommends getting a COVID test on day 5 after your exposure.