CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS DURING THE COVID-19 PANDEMIC

These protocols are in place to protect our employees and limit the spread of COVID to the extent possible.

- The following employees will be required to quarantine:
    - Employees with a positive test.
    - Employees who have been in close contact with someone with a confirmed case of COVID.
    - Employees who begin to experience symptoms during or immediately after travel.
- Employees who developed symptoms can only return after 5 days if they are fever-free for 24 hours (without the use of fever-reducing medication) and their symptoms are improving.
- If you are severely ill with COVID you should quarantine for 10 calendar days.
- Employees who are experiencing symptoms of COVID are encouraged to get tested.
    - Employees who do not get tested are required to wear a mask and avoid close contact for a minimum of ten calendar days from the onset of symptoms.

Please refer to the following guidelines for employee and supervisor responsibilities regarding a reportable COVID event.

EMPLOYEE HAS TESTED POSITIVE FOR COVID

EMPLOYEES

1. Notify your supervisor and provide verification of your test result.
2. Use the temperature log available on our website to monitor your temperature and symptoms.
3. Quarantine for 5 calendar days from the date on which you were tested.
4. Continue to wear a mask around others for 5 additional calendar days.

SUPERVISORS

1. Verify the employee's positive test result.
2. Make note of the date the employee was tested and the last day they were at the work location.
3. Set a return date with the employee.

    Employee cannot report to work for at least 5 <u>calendar</u> days from date of test.

    - If the employee's duties are approved for telework, the employee will telework for the quarantine period as long as they are well.
    - If the employee's duties are not approved for telework, the employee will be on <u>sick leave</u> for the quarantine period.
    - If the employee is experiencing symptoms that would prevent them from reporting to work (with or without quarantine), the employee will be on sick leave.

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4. The employee will be required to wear a mask for the next 5 calendar days after quarantine ends.
5. Submit the **Supervisor Reporting Sheet** to Covid.report@mh.alabama.gov.
6. Submit a new **Supervisor Reporting Sheet** if the employee later develops symptoms.

EMPLOYEE HAS BEEN IN CLOSE CONTACT WITH SOMEONE WITH A COVID DIAGNOSIS:

Close contact is having been less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period.

EMPLOYEES
1. Notify your supervisor.
2. Use the temperature log available on our website to monitor your temperature and symptoms.
3. Quarantine for 5 calendar days from the date of contact.
4. Continue to wear a mask around others for 5 additional calendar days.
5. If the person with the diagnosis is living in your home, please review the "10 Things You Can Do to Manage Your COVID Symptoms at Home".
6. Notify your supervisor if you receive a positive COVID test result or develop symptoms.
7. The CDC recommends getting a COVID test on day 5 after your exposure.

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.
2. Set a return date with the employee.

   Employee cannot report to work at least 5 calendar days from date of contact.
   - If the employee's duties are approved for telework, the employee may 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.
5. If the employee develops symptoms that would prevent them from reporting to work (with or without quarantine), the employee will be on sick leave. Complete a new Supervisor Reporting Sheet for symptoms.

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6. If Employee later tests positive for COVID, complete a new Supervisor Reporting Sheet at that time.

EMPLOYEE HAS DEVELOPED COVID SYMPTOMS DURING OR DIRECTLY FOLLOWING TRAVEL:

Directly Following Travel is defined as 5 days after the date the employee returned.

EMPLOYEES

1. Notify your supervisor if you develop symptoms during travel or within 5 days after your return home.

2. Quarantine for at least 5 days after the first day of your symptoms.

3. Use the temperature log available on our website to monitor your temperature and symptoms.

4. Continue to wear a mask around others for 5 additional calendar days after the end of your quarantine period.

5. The CDC recommends getting a COVID test 3-5 days after travel. If you recovered from COVID within the past 90 days, you do not need to get tested.

6. Notify your supervisor if you receive a positive COVID test result.

SUPERVISORS:

If the employee reports symptoms:

1. Set a return date with the employee.

   Employee cannot report to work at least 5 <u>calendar</u> days from the first day of symptoms.

   - If the employee's duties are approved for telework, the employee may telework for the quarantine.

   - If the employee's duties are not approved for telework, the employee will be on <u>annual leave</u> for the quarantine period.

   - If the employee is experiencing symptoms that would prevent them from reporting to work (with or without quarantine), the employee will be on sick leave.

2. The employee will be required to wear a mask for the next 5 calendar days after quarantine ends.

3. Submit the **Supervisor Reporting Sheet** to Covid.report@mh.alabama.gov.

4. If the employee later tests positive for COVID, complete a new Supervisor Reporting Sheet at that time.

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