

CENTRAL OFFICE SUPERVISOR REPORTING SHEET

Employee Name: _____ Supervisor Name: _____

Division and Section: _____ Reporting Date: _____

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.

Employee Has Tested Positive For COVID

Last Day Employee was at work location: _____

Date Tested: _____ (Day 0) Documentation of test result provided (Required)

Quarantine Dates: Start: _____ End: _____
(Day 1) (Day 5)

Dates Mask is Required: Start : _____ End: _____
(Day 6) (Day 10)

Employee will be: Teleworking On leave

Employee Has Been In Close Contact WITH SOMEONE WITH A COVID DIAGNOSIS:

Date of Close Contact: _____ (Day 0) Is the employee experiencing symptoms? _____
If yes, Date symptoms began: _____ (Day 0)

Quarantine Dates: Start: _____ End: _____
(Day 1) (Day 5)

Dates Mask is Required: Start: _____ End: _____
(Day 6) (Day 10)

Employee will be: Teleworking On leave

Employee Developed Covid Symptoms During Or Directly After Travel

Date Symptoms Began: _____ (Day 0)

Quarantine Dates: Start: _____ End: _____
(Day 1) (Day 5)

Dates Mask is Required: Start: _____ End: _____
(Day 6) (Day 10)

Employee will be: Teleworking On leave