

# CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS FOR COVID

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

- Employees who are experiencing symptoms of COVID are encouraged to get tested.
- Employees who test positive will be required to quarantine for at least 5 calendar days since symptoms first appeared (or, for asymptomatic persons, since the positive viral test).
- Employees should not return from quarantine until they have had at least 24 hours with no fever (without the use of fever-reducing medications), and other symptoms are improving.
- If you are severely ill with COVID you should seek medical care.

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. Quarantine for 5 calendar days from the DATE SYMPTOMS BEGAN, not from the date of the test.
3. 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 began experiencing symptoms, the date the employee was tested, and the last day the employee was at the work location.
3. Set a return date with the employee.  
**The Employee cannot report to work for at least 5 calendar days from DATE SYMPTOMS BEGAN.**
  - 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 sick leave 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.
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](mailto:Covid.report@mh.alabama.gov).

**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. Wear a mask for 10 calendar days from the date of contact.
3. The CDC recommends getting a COVID test on day 5 after your exposure.
4. Notify your supervisor if you develop symptoms or receive a positive COVID test result.

**SUPERVISORS:**

1. Confirm with the employee that the exposure meets the close contact definition, and the employee is not experiencing any symptoms.
2. Make note of the date of contact.
3. The employee will be required to wear a mask for 10 calendar days from date of contact.
4. Submit the **Supervisor Reporting Sheet** to [Covid.report@mh.alabama.gov](mailto: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.
6. If the employee later develops symptoms or tests positive for COVID, complete a new **Supervisor Reporting Sheet** at that time.