**COVID-19 PROTOCOL**

---

**LOW RISK**

Employee should wash hands, clean surfaces & stay at work.

---

**SYMPTOMS:** Fever | Cough | Shortness of Breath or Difficulty Breathing | Chills

---

Start Here:

- Were you informed someone you may have had contact with was diagnosed with COVID-19?

  **Yes**

  - Was the contact more than 15 minutes AND less than 6 feet, OR did they sneeze and/or cough on you?

    **Yes**

    - Were all parties “properly” wearing a mask or facial covering (i.e. covering both nose and mouth)

      **Yes**

      - Wash hands, clean surfaces and leave the workplace. Once home, shower and wash clothes. Do not return to work for 14 days. Employee may telecommute (with director approval.)

    **No**

    - Did the employee become symptomatic during the self-QUARANTINE* period? (see top for symptoms)

      **Yes**

      - Employee remains in home self-ISOLATION for a minimum of 10 days & follows doctor’s orders.

      **No**

      - Test for COVID-19 (if available)

        **Positive Results**

        Employee remains in home self-ISOLATION for a minimum of 10 days & follows doctor’s orders.

        **Negative Results**

        - Employee to remain home for 14 days in self-QUARANTINE; returns to work if asymptomatic after 14 days self-QUARANTINE. Employee may telecommute (with director approval.)

  **No**

  - Did the employee become symptomatic during the self-QUARANTINE* period? (see top for symptoms)

    **Yes**

    - Test for COVID-19 (if available)

      **Positive Results**

      Employee remains in home self-ISOLATION for a minimum of 10 days & follows doctor’s orders.

      **Negative Results**

      - Employee to remain home for 14 days in self-QUARANTINE; returns to work if asymptomatic after 14 days self-QUARANTINE. Employee may telecommute (with director approval.)

*QUARANTINE is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.

---

Employee remains in home self-ISOLATION** for a minimum of 10 days and until the following conditions are met:

- At least 1 day (24 hours) have passed since recovery defined as a resolution of fever without the use of fever-reducing medications and with improvement of other symptoms; AND
- At least 10 days have passed since symptoms first appeared.***

Employee may telecommute (with director approval) during ISOLATION.

**ISOLATION is used to separate people infected with the virus that causes COVID-19, from people who are not infected.

***Individuals who were hospitalized due to COVID may return after 20 days.