COVID-19 PROTOCOL

SYMPTOMS: FEVER | COUGH | SHORTNESS OF BREATH OR DIFFICULTY BREATHING | CHILLS
REPEATED SHAKING WITH CHILLS | MUSCLE PAIN | HEADACHE | SORE THROAT | NEW LOSS OF TASTE OR SMELL

Start Here

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

Yes

Are you fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose series, or ≥2 weeks following receipt of one dose of a single-dose vaccine)? AND Have you remained asymptomatic since your COVID-19 Exposure?

No

Yes

Have you tested positive for COVID-19 within the past 3 months and haven’t developed new symptoms?

No

Yes

Was the contact more than a total of 15 minutes or more over a 24-hour period AND less than 6 feet, OR did they sneeze and/or cough on you?

No

Yes

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

No

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 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.

Low Risk

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

Yes

No

Return to work process is as follows:

Positive Results

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

Negative Results

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.***

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** 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.

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

Yes

No

Employee to remain home for 10 days in self-QUARANTINE; returns to work if asymptomatic after 10 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.