COVID-19 Diagnosis, Symptoms, or Contact Policy for All Employees

Date effective: 3/30/2020
Reviews: 06/25/2020, 6/26/2020, 7/22/2020
Current revision: 7/22/2020

Applies to: All employees
Policy number: TEMP – C19 Diagnosis, Symptoms or Contact - Employees

If an employee has been diagnosed with COVID-19, the employee is required to:
1. Notify their supervisor
2. Follow Health Care Provider instructions regarding quarantine/isolation and staying home from work
3. Contact Human Resources for assistance with applying for possible benefits available under the Families First Coronavirus Response Act (FFCRA).

Employees are responsible for keeping themselves informed on the latest CDC risk factors for COVID-19 which include:
- Experiencing any or all of the following symptoms in the past 14 days
  - Fever of 100.0 or higher
  - Respiratory symptoms such as cough, sneezing
  - Shortness of breath or difficulty breathing
  - New muscle aches, chills, nausea, headache, sore throat
  - Abdominal pain, fatigue, congestion or runny nose
  - Unexplained rash, diarrhea, vomiting, or new loss of taste

- Live with, or been in close contact (6 feet or closer for 10 minutes or more) with someone who has been exposed to COVID-19 in the past 14 days

- Live with, or been in close contact (6 feet or closer for 10 minutes or more) with someone who has been diagnosed to COVID-19 in the past 14 days

If any of the risk factors above apply to an employee, that employee must contact their Health Care Provider, and follow the HCP guidance:

1. If the HCP says they may return to work, they employee must provide an HCP notice to Human Resources

2. If the HCP says they employee should not return to work
   a. Inform their supervisor
   b. Contact Human Resources to discuss eligibility for benefits under FFCRA