COVID-19 PANDEMIC: PROTOCOL FOR SICK EMPLOYEES

WHAT TO DO IF AN EMPLOYEE IS SICK

Employee does not exhibit the symptoms of COVID-19

Employee exhibits symptoms of COVID-19

Employee monitors for symptoms, but may continue to work

Employee:  
➢ Goes/stays home  
➢ Informs their supervisor  
➢ Supervisor informs Human Resources  
➢ Seeks medical care  
➢ Gets tested for COVID-19

Human Resources:  
➢ Alert Corporate Pandemic Safety Officer

Employee tests negative for virus

Employee:  
➢ Returns to work after being cleared by a medical doctor or goes on sick leave  
➢ Calls Supervisor to inform of the test results  
➢ Supervisor informs Human Resources

Employee tests positive or is probable positive

Employee:  
➢ Goes/stays home  
➢ Seeks medical care  
➢ Informs their supervisor  
➢ Supervisor contacts Human Resources  
➢ Remains out of work for a minimum of 14 days from the date of the last positive diagnosis  
➢ Does not return to work until cleared by a medical doctor

Corporate Pandemic Safety Officer:  
➢ Coordinates with relevant staff to ensure appropriate actions / investigations are taken

Company:  
➢ Quarantines all employees whose workspace is within 6 ft. of the sick employee with prolonged close contact, for 14 days  
➢ Cleans and disinfects the workspace of the sick employee or consultant, per CDC and OSHA guidelines (workers may reenter the area once cleaned)  
➢ Institute temperature screenings for all employees

Employee:  
➢ Goes/stays home  
➢ Informs their supervisor  
➢ Supervisor informs Human Resources

Human Resources:  
➢ Alert Corporate Pandemic Safety Officer

Employee:  
➢ Goes/stays home  
➢ Informs their supervisor  
➢ Supervisor contacts Human Resources

Human Resources:  
➢ Alert Corporate Pandemic Safety Officer

Company:  
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Intended to be used in conjunction with COVID-19 Safety and Health Response Plan.
Contact was not close* or prolonged** and Employee is asymptomatic

No further action is taken. Employee to be advised to:
- Be alert for symptoms
- Watch for fever, cough, or shortness of breath
- Take temperature if symptoms develop
- Practice social distancing
- Maintain 6 feet of distance from others
- Stay out of crowded places
- Follow CDC guidance if symptoms develop

Employee:  
- Goes/stays home
- Informs their supervisor
- Supervisor informs Human Resources or Corporate Pandemic Officer
- Monitors themselves for symptoms over a 14-day period

Employee follows protocol for employees or who exhibit symptoms of COVID-19 (see page 1)

Employee is still asymptomatic at the end of the 14-day monitoring period

Employee:  
- Returns to work after providing Human Resources with evidence of clearance from a medical doctor
- Human Resources informs the Corporate Pandemic Safety Officer

Employee develops symptoms

Employee:  
- Goes/stays home
- Informs their supervisor
- Supervisor informs Human Resources or Corporate Pandemic Officer
- Monitors themselves for symptoms over a 14-day period

Contact was close* and prolonged**