



Employee Staffing Guide to Address Illness and Spread of Coronavirus



It is recommended that employees take their temperature before coming to work and always monitor how they are feeling.



At home:

If you have a temperature, feel sick, or have COVID-19 symptoms, stay home.



Contact your supervisor and follow the standard call-off procedures.



Consult with your physician as soon as possible and follow all recommendations.



At work:

If you feel well and report to work, please wash your hands upon your arrival and often.



If you are at work and begin to feel sick or have COVID-19 symptoms...



Clean your workspace when you first arrive and any frequently touched areas often. Follow all guidelines for masks.



Continue to practice social distancing, even with a mask, and follow posted room occupancy.



Immediately notify your supervisor, go home, consult your physician & follow all recommendations.



Test Results and Quarantine

If you receive a positive COVID-19 test result, the Delaware General Health District must be notified first, if not already aware. We encourage employees to notify their supervisor or Human Resources immediately as well.

If you are placed into quarantine by a doctor or the Health District, please also inform your supervisor. Employees must adhere to CDC guidelines for returning to work after experiencing COVID-19 symptoms, exposure, or receiving a positive test.

Have a question?

If you have any questions at all, please feel free to reach out to Dawn Huston or Dana Bushong in Human Resources.