## Essential Employee Staffing Guideline to Address Illness and Spread of Coronavirus

If an employee...

is not coming to work (sick, has symptoms)

All employees feeling sick or ill before reporting to work are to contact their supervisor using typical calloff procedures

Employees are prohibited from coming to work while experiencing and/or exhibiting COVID-19 symptoms

is leaving early due to illness or COVID-19 symptoms

Any employee that is feeling sick or exhibiting COVID-19 symptoms while at work are to be released from work

All necessary arrangements to cover the employee's responsibilities must be made

Supervisors should notify facilities and Human Resources immediately so cleaning and sanitizing of work areas can begin

Supervisors must determine an alternative or temporary work location for employees during disinfection period.

has been exposed or potetially exposed

Employee should notify supervisor and self-quarentine

Supervisor should notify Human Resources of any exposures and work with HR to determine the most appropriate form of leave available to the employee

Notify facilities so cleaning and sanitizing of work areas can begin

Supervisors must
determine an
alternative or
temporary work
location for
employees during
disinfection period.

tests positive for COVID-19

Supervisor should notify Human Resources and Facilities if an employee has tested positive for COVID-19

Facilities begins cleaning and sanitizing process

Supervisors must
determine an
alternative or
temporary work
location for
employees during
disinfection period.

Supervisor and
Human Resources
will work with the
Health District to
inform fellow
employees of possible
exposure to COVID19 but maintain
confidentiality.

Employees should all monitor for symptoms of COVID-19 following the guidance of the Health District and their primary care physician. wants to return after reported COVID-19 symptoms

Employees must follow the CDC guidelines to ending home isolation and consult with doctor\*

Can leave isolation when the have had no fever for at least 24 hours without use of medicine and fever reducers

Other symptoms have improved (for example, cough and shortness of breath have improved)

AND at least 10 days have passed since their symptoms first appeared

\*CDC
Guidelines for
When it's safe
to be around
others: ending
home isolation



## In all situations

For the protection and privacy of all employees, any specific or identifying information related to the ill employee will remain confidential and will not be shared with others unless required by law. Should a supervisor learn from an employee that he or she is experiencing COVID-19 symptoms or tests positive for COVID-19, such health information is confidential.