

Delaware County Employee Guide

- **EMPLOYEES MUST FOLLOW ALL MASK GUIDELINES**
- **EMPLOYEES MUST TAKE THEIR TEMPERATURE BEFORE COMING TO WORK AND ALWAYS MONITOR HOW THEY ARE FEELING**
- **DO NOT COME TO WORK IF YOU ARE SICK OR HAVE A FEVER**

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.

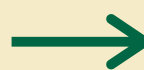


Consult with your physician as soon as possible and follow all recommendations.



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 (or the health district where the employee resides) must be notified first, if not already aware. Employees must 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.

CDC Guidelines: When You Can be Around Others After You Had or Likely Had COVID-19

Have a question?

Please consult with your supervisor and feel free to contact Human Resources if they can be of any help.