

# Response to Employee Exhibiting Symptoms or Diagnosis of COVID-19 Flowchart

- COVID-19 Symptoms**
- Fever (>100.4)
  - Coughing, shortness of breath or difficulty breathing
  - Congestion or runny nose
  - Chills
  - Muscle or body aches
  - Headache
  - Sore throat
  - New loss of taste or smell
  - Gastrointestinal symptoms (nausea, vomiting, diarrhea)

- Sample Disinfecting Protocol**
- Wait 24 hours to clean and disinfect or as long as possible
  - Ensure safe and correct application of disinfectants
  - Keep disinfectants away from children
  - Provide training on disinfecting procedures

- Exposure Identification Process**
- Determine last date employee was physically present and time the employee was within six feet or less of another individual
  - Keep the identity of the individual confidential to the extent practical
  - Identify names of individuals who may have had contact at that time or within 14 days
  - Confirm all areas that may have been exposed within the past 72 hours

- Sample Return to Work Criteria**  
(Employee should work directly with HR)
- Exposed:**
- End of isolation period
- Diagnosed or experiencing symptoms:**
- Fever free without medication for three days;
  - Improved respiratory symptoms for \_\_\_\_ days; and
  - 10 days after onset of symptoms
- To return sooner:**
- Non-COVID-19 diagnosis with doctor's release
  - Two separate negative tests 24 hours apart

**Color Key**  
 Orange = Employee obligations  
 Green = Employer obligations  
 Blue = Facilities response

