



## **WHAT TO DO IF AN EMPLOYEE HAS SYMPTOMS OR HAS BEEN EXPOSED TO COVID-19?**

If an employee has developed symptoms of COVID-19 (fever, cough, or shortness of breath) outside of their employer's workplace, they should notify their supervisor and should quarantine at home. They should contact their Healthcare provider to determine if they should be tested or next steps to take.

If an employee is exhibiting symptoms of COVID-19 (fever, cough, or shortness of breath) prior to arriving for work, when they arrive at work, or during the workday, they should immediately be separated from other employees and sent home for quarantine. They should contact their Healthcare provider to determine if they should be tested or next steps to take.

Any employee(s) that have been in direct contact with an infected employee, which is defined as being within approximately 6 feet of a person with COVID-19 for a prolonged period of time (15 minutes or more) should quarantine at home for 14 days. It is not necessary to get tested for COVID-19 unless they develop symptoms such as fever, cough, or shortness of breath at which time they should contact their Healthcare provider to determine if they should be tested.

**If an employee believes they contacted COVID-19 at work, they should contact their Healthcare provider to determine if they should be tested or next steps to take. Instruct those employees to call Company Nurse after they have already been seen by their Healthcare provider and have a positive COVID-19 test. Company Nurse will refer them to a Telemedicine provider for further assessment.**

