



COVID-19 PRODECURE FOR EMPLOYEES

The symptoms of COVID-19 are as follows: Fever, loss of taste and smell, cough and shortness of breath or difficulty breathing (more common); Unusual tiredness, aches, runny nose and sore throat (less common). Below are the procedures that should be followed in dealing with COVID-19.

Scenario #1: If an employee or family member living in the employee's household tests positive for COVID-19, the following steps should be taken:

- The employee should **STAY HOME!**
- The employee should call off stating reason for not coming to work.
- HR Department will contact employee and compile list of all staff, tenants and contractors who were within 6 feet of the employee within the last 14 days.
- Employee's work area will be thoroughly disinfected.
- Employee should self-quarantine until employee and/or infected person has been free of symptoms for at least 3 days.
- The employee must contact HR to get cleared to return to work. When returning to work, the employee must either provide written documentation from a medical professional stating that he/she is cleared to do so, or complete the Return To Work Questionnaire attesting to the fact the he/she has been COVID-19 symptom free for at least 3 days without the aid of medication, prior to returning to work.

Scenario #2: If an employee is having symptoms of COVID-19, the following steps should be taken:

- The employee should **STAY HOME!** If already at work, the employee should inform his/her supervisor and then **GO HOME!**
- The employee should call off stating reason for not coming to work.
- Employee should call his/her primary care physician and also call Summit County Public Health ("SCPH") at (330) 926-5795.
- Employee should self-quarantine until he/she is COVID-19 symptom free for 3 days.
- Employee's work area will be thoroughly disinfected.

- If employee was working in a shared workspace, all employees within the work area will be informed to self-monitor for any COVID-19 symptoms.
- The employee must contact HR to get cleared to return to work. When returning to work, the employee must either provide written documentation from a medical professional stating that he/she is cleared to do so, or complete the Return To Work Questionnaire attesting to the fact the he/she has been COVID-19 symptom free without the aid of medication, for at least 3 days prior to returning to work.

Scenario #3: If an employee has been exposed to someone who has been confirmed as having COVID-19, the following steps should be taken.

- If the employee is exhibiting no COVID-19 symptoms, the employee should continue to come work and self-monitor for COVID-19 symptoms.
- If the employee is experiencing COVID-19 symptoms, he/she should **go home** and self-quarantine until he/she is COVID-19 symptom free for 3 days. The employee should contact his/her primary care physician and SCPH.
- The employee must contact the HR Department to be cleared to return to work. When returning to work, the employee must either provide written documentation from a medical professional stating that he/she is cleared to do so, or complete the Return To Work Questionnaire attesting to the fact the he/she has been COVID-19 symptom free without the aid of medication, for at least 3 days prior to returning to work.

Scenario #4: If an employee has a family member who is experiencing symptoms of COVID-19, the following steps should be taken.

- If the employee is exhibiting no COVID-19 symptoms, the employee should continue to come work and self-monitor for COVID-19 symptoms.
- If the employee is experiencing COVID-19 symptoms, he/she should **stay home**.
- The employee should call off stating reason for not coming to work.
- The employee should self-quarantine until the family member and the employee are COVID-19 symptom free for 3 days without the aid of medication, prior to returning to work.
- The employee must contact the HR Department to be cleared to return to work. When returning to work, the employee must either provide written documentation from a medical professional stating that he/she is cleared to do so, or complete the Return To Work Questionnaire attesting to the fact that he/she has been COVID-19 symptom free without the aid of medication, for at least 3 days prior to returning to work.