

Guidance for Supervision When An Employee Reports that They May Have COVID-19 or Have Been Exposed to COVID-19

If an employee is not at work:

If an employee reports to supervision that they had a positive COVID-19 test, are waiting on test results for COVID-19 due to exhibiting symptoms or may have been exposed to COVID-19 through close contact with another person who may have COVID-19, do the following:

- Ask them if they are personally experiencing any of the symptoms described on the COVID-19 Site Access Screening Checklist. If they are, direct them to contact their health care professional and follow their directions. Tell them to stay home and not to report to work until they meet the Return to Work Criteria. Fill out the Managers/Supervisors Contact Tracing Form and provide to Occ Health. (The COVID-19 Site Access Screening Checklist, the Return to Work Criteria and the Managers/Supervisors Contact Tracing Form are located on the EN COVID-19 website for reference.)
- If the employee is not showing any symptoms and can pass the Return to Work Criteria, have them report to work as usual. Ensure that you follow the directions in the Return to Work Criteria.

If the employee is at work:

After reporting to work, if an employee reports to supervision that they may have been exposed to COVID-19 or have come into contact with another person who has indicated that they may have been exposed to the COVID-19 virus, do the following:

- Ask them if they are personally experiencing any of the symptoms described on the COVID-19 Site Access Screening Checklist. If they are, direct them to go home immediately, have them contact their health care professional and follow their directions. Tell them to stay home and not to report to work until they meet the Return to Work Criteria. Contact Facilities to disinfect their work area ASAP and notify employees in the area so proper precautions can be taken. Fill out the Managers/Supervisors Contact Tracing Form and provide to Occ Health. (The COVID-19 Site Access Screening Checklist, the Return to Work Criteria and the Managers/Supervisors Contact Tracing Form are located on the EN COVID-19 website for reference.)
- If the employee is not showing any symptoms, have them continue to work as usual, but ask them to continue to monitor themselves using the COVID-19 Site Access Screening Checklist.

If you have any questions, please contact Occupational Health at 2146.