Sample Communication

*Customize for your Workforce*

# EMPLOYEES RETURN TO WORK AFTER COVID-19 EXPOSURE

**Step 1: Notify your supervisor of your possible exposure.**

**Step 2: Are you Experiencing Symptoms?**

**If you are without symptoms, you can continue to work following these steps:**

1. **Take your Temperature Daily:** Take your temperature daily prior to starting work. Ideally, temperature checks should happen before you come to work or enter the facility. If you have a fever, please notify your supervisor and do not come in for your shift.
2. **Regular Monitoring:** As long as you don’t have a temperature or symptoms, continue to self-monitor under the supervision of a designated employer representative.
3. **Wear a Mask:** Wear a face mask at all times while in the workplace for 14 days after your last exposure.
4. **Socially Distance:** It is a good practice for all employees to maintain 6 feet and practice social distancing as work duties permit.
5. **Disinfect and Clean workspaces:** Routinely clean and disinfect your work areas and shared equipment.

**If you ARE experiencing sickness or symptoms such as fever, cough, or difficulty breathing, follow these steps:**

1. Do not come into work and call your healthcare provider for medical advice.
2. Stay home. Do not leave your home, except to get medical care.
3. If possible, get tested immediately.
4. Request a doctor’s note from your health care provider to request Paid Sick Leave.
5. Complete request form provided by your supervisor for up to 80 hours of Paid Sick Leave.

# EMPLOYEE’S RETURN TO WORK AFTER COVID-19 ILLNESS

**If you were unable to get a test for COVID-19, have symptoms and were directed to care for yourself at home, you may return to work under the following conditions:**

* At least three (3) days (72 hours) have passed since being fever-free without the use of fever-reducing medications **and**
* Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
* At least seven (7) days have passed since symptoms first appeared.

**If you had a confirmed positive COVID-19 test and have not had any symptoms, you may discontinue isolation and return to work when:**

* At least seven (7) days have passed since the **date of your first positive COVID-19 diagnostic test** and have had no subsequent illness provided you remain symptom-free.
* You may return to work and should continue to limit contact (stay 6 feet away from others) by wearing a covering for their nose and mouth whenever you are in settings where other persons are present for a minimum of 3 days.

**In all cases, employees should follow the guidance of their healthcare provider and local health department.**