EMPLOYEE: Sick at Home

STAY HOME! DO NOT GO INTO WORK!

- Stay home except to get medical care.
- For severe symptoms seek medical attention immediately.
- Call ahead before visiting your doctor.
- Wear a cloth covering over your nose and mouth.
- For mild symptoms consider using remote healthcare service such as TelaDoc.
- Separate yourself from other people and pets in your home.
- Notify your supervisor.
- Provide HR with an updated status when possible.

TelaDoc
1-800-Teladoc OR
Teladoc.com/mobile

Sick at Jobsite / Office

FOR SEVERE SYMPTOMS SEEK MEDICAL ATTENTION IMMEDIATELY

- Isolate yourself from others.
- For severe symptoms seek medical attention immediately.
- Call ahead before visiting your doctor.
- Wear a cloth covering over your nose and mouth.
- Notify your supervisor.
- For mild symptoms consider returning home and using remote healthcare service such as TelaDoc.
- Provide HR with an updated status when possible.
- Separate yourself from other people and pets in your home.

COVID-19 Suspected

Waiting on COVID-19 test results

- Your Dr suspects COVID-19 and orders a test.
- Do NOT return to work unless the COVID-19 test results come back negative.
- Notify your supervisor.
- Provide HR with an updated status when possible.
- If you went into a high risk area to receive medical attention, please follow the Visited High Risk Area instructions.

COVID-19 Confirmed

Dr has issued a Stay at Home Order

- COVID-19 is confirmed.
- Stay at home order is issued.
- Follow the medical instructions you received.
- Notify your supervisor.
- Provide HR with a copy of Stay at Home Order.
- Provide HR with an updated status when possible.
- An appropriate return to work plan will be created by Supervisor, Management and HR on a case by case basis.
- The Return to Work plan will be shared with you once it is finalized.

Visited High Risk Area (i.e. travel, Dr Office, Hospital)

You must have approval to return to work.

- Notify your supervisor when a visit to a high risk area is planned/scheduled.
- Notify your supervisor when an unplanned visit to a high risk area occurs.
- Do NOT return to work until you are cleared by Management.
- Possible quarantine/ isolation for 14 days.
- An appropriate return to work plan will be created by Supervisor, Management and HR on a case by case basis.
- The Return to Work plan will be shared with you once it is finalized.

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