



## **RETURNING TO WORK SAFELY**

The following provides information regarding an employee's obligations for reporting a presumptive/confirmed COVID-19 diagnosis.

### **Reporting a Presumptive/Confirmed COVID-19 Diagnosis**

If, at any time, you experience symptoms consistent with a possible diagnosis of COVID-19, regardless of whether the symptoms were first experienced at work, you should immediately notify your supervisor or Principal Investigator (PI). When reporting a possible diagnosis be prepared to provide your supervisor or PI with the date you first began to have symptoms of COVID-19, when you were last physically at work, and anyone at work with whom you had direct contact while you were in the building.

If you begin to experience symptoms consistent with a possible diagnosis of COVID-19 while at work, you must immediately separate yourself from others, report your symptoms to your supervisor or PI, and leave the building.

Your supervisor or PI will be required to inform other employees who could have been in close contact with you that they may have been exposed to COVID-19. At no time will your identity be disclosed to any co-workers by your supervisor or PI; that information will remain confidential. You may voluntarily share your information with whomever you choose.

### **Returning to Work**

While experiencing symptoms you should remain under the care of your primary care physician for the length of time recommended by your physician. No employee should return to work until at least 72 hours have passed since the last symptoms have cleared and you have been assessed by your provider and cleared to return to work.

You may be asked to provide information regarding your health status prior to being allowed to return to work. If you were under the care of a physician, you will be asked to provide HR with a release from your physician to return to work.

## **Exposure to Someone with a Presumptive or Confirmed COVID-19 Diagnosis**

If a member of your household has a presumptive or confirmed COVID-19 diagnosis, or is under self-quarantine, or if you believe that you have recently been in close contact with someone with a presumptive or confirmed COVID-19 diagnosis, then you should stay at home and report the potential exposure to your supervisor or PI. While at home you should monitor for symptoms. If you notice that you have symptoms, contact your primary health care provider, then your supervisor or PI and, if advised, stay at home. Your supervisor or PI will advise you about when you will be able to return to work.