

Employee Scenario	Protocol	Support Option	Notes
<b>Underlying Health Conditions Category</b> (Underlying health condition especially if > 60 years age, pregnant, etc.)	Work with HR for possible ADA accommodations. Provide letter from Health Professional requesting accommodation and any supporting documentation.	A blind determination will be made by the ADA Coordinator who reports back to HR with decision.	If uncertain if "at risk", consult with healthcare professional and/or CDC guidelines.
Has come <b>in direct contact</b> with or close exposure (6 ft.) to someone with COVID-19 for at least 15 minutes	Do not come to work. Quarantine for 14 days from date of last contact. Must remain in quarantine for 14 days regardless of testing results.	Use COVID/sick leave or annual*	Any exposure in the work area will follow a strict assessment, cleaning, mitigation procedure. Testing & diagnosis if necessary.
Has <b>household</b> member with COVID-19 or who is quarantined	Do not come to work. Consult medical professional to determine protocol and quarantine requirements.	Use COVID Others/DepCare leave until status is determined. See other scenarios to determine handling once status determined. *	Wait for testing & diagnosis if necessary.
Is <b>feeling sick</b> and unsure whether they have COVID-19	Stay home and secure medical opinion via doctor, hospital or TeleDoc. Emphasis on getting tested & receiving diagnosis.	Use sick leave until status is determined illness / secure test & test results. *	Wait for testing & diagnosis if necessary. If not COVID-19 (e.g., flu, cold), regular sick leave applies.
<b>Confirmed sick</b>	Do not come to work. Quarantine for 10 days from the onset of symptoms or test date (whatever is first).	Two weeks COVID/sick or annual leave. *	Can return after 10 days as long as they have been fever free for 24 hours without medication.
<b>Negative result</b>	Can be released as soon as results are received as long as they do not have any symptoms		This is only to be used if there are no symptoms.
Has <b>children</b> sent home from school or daycare closure due to COVID-19, or caring for elderly at home.	Work with supervisor to work from home if possible. If no support system to care for dependents, put family first, stay home and care for them.	Use COVID Others/DepCare, sick or annual leave. *	Trust the employee; however, may require confirmation for extended leave.
Everyone Else	Come to work. Wash hands frequently for 20 seconds; wear face covering or mask; minimize contact and proximity. Strive for no more than 10 people in a confined work or customer space, with at least 6 feet between individuals. If not feeling well due to illness unrelated to COVID-19, use existing sick leave policy, stay home, seek medical attention as necessary. Otherwise, refer to above.		

\* Anyone who has exhausted all leave (sick and annual), will be able to use up to 10 days of paid leave by creating a leave deficit that will be made up in future months.

\*\*Speak to supervisor to see if you are able to work from home. If you are able, clock COVID/sick/annual when not working between normal office hours.