**EMPLOYEE AND SUPERVISOR**

**EMPLOYEE**
Contacts supervisor if they **Exhibit Symptoms** or receive a positive test, or have been informed that they have been exposed.

**EMPLOYEE**
Stays home or leaves work and follows **these guidelines**.

**EMPLOYEE**
Consults with health care provider or public health investigator to determine next steps.

**EMPLOYEE**
Follows advice and any work restrictions provided by health care provider or public health investigator.

**EMPLOYEE**
Returns to work when cleared by health care provider or public health investigator. No medical documentation is needed.

**SUPERVISOR**
1. Notifies employee to leave the worksite or stay home.
2. Completes the **First Report Of Injury** if the employee suspects contracting symptoms from work.
3. Notifies Unit HR and collaboratively determines who the symptomatic employee may have come in close contact with (less than 6 feet for 15 minutes or more without personal protective equipment (PPE) and needs notification based on these guidelines. MDH/local dept. of health will follow-up with the case to determine close contacts. Supervisor may receive call from them regarding next steps.

**UNIT HR**
Contacts employee to review leave options.

**UNIT HR/SUPERVISOR**
Contacts potentially exposed employees based on **these guidelines**.

**POTENTIALLY EXPOSED EMPLOYEES**
1. **Stay home and physically distance for 14 days**, unless advised differently by a health care provider or public health investigator.
2. Contacts supervisor if symptoms develop.

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