

If an employee displays symptoms of COVID-19 (fever + two COVID-19 symptoms) or exceeds Temp Check of 100.4



Send employee home and have employee call HR at 801-535-6411.



HR will triage to determine what leave may be applicable and will review the documentation procedure.



Is Emergency Responder Pandemic Leave or Families First Coronavirus Response Act applicable?



Yes.



HR will notify the supervisor via email if the employee will be out of the office for a reason relating to ERPL or FFCRA.



No.



If employee is not feeling well, they may use their personal time.

Employee advises supervisor of exposure to an individual who has tested Positive for Covid-19.

Employee immediately contacts Human Resources at 801-535- 6411.



If symptomatic:

If asymptomatic:



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HR will notify the supervisor via email if the employee will be out of the office for a reason relating to Emergency Responder Pandemic Leave or Families First Coronavirus Response Act.

**If an employee's co-worker,
family member, household
member, or intimate contact
tests positive for COVID-19**

If employee is home, instruct to
stay home.

If employee is at work, send
home
immediately.



Contacts HR at 801-535-6411, HR will triage to
determine what leave may be applicable and will
review the documentation procedure.



HR will notify the supervisor via email if the
employee will be out of the office for a reason
relating to Emergency Responders Pandemic
Leave or Families First Coronavirus Response Act.

If An Employee Tests Positive for COVID-19

If employee is home, instruct to stay home.
If employee is at work, send home immediately.



Employee and Supervisor contact
HR immediately at 801-535-6411



HR will triage to determine what leave may be applicable
and will review the documentation procedure.



Determine if employee can telecommute
and follow telecommute protocol.



HR to coordinate with the department to
determine if employee has had
prolonged direct contact with other
employees as per CDC guidelines.



HR to instruct other individuals who have had
prolonged direct contact to employee. HR will
contact department as needed.

Returning to Work



To return to work, an employee must
meet the CDC guidelines for return to
work procedure (discontinue home
isolation)
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>