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

\checkmark

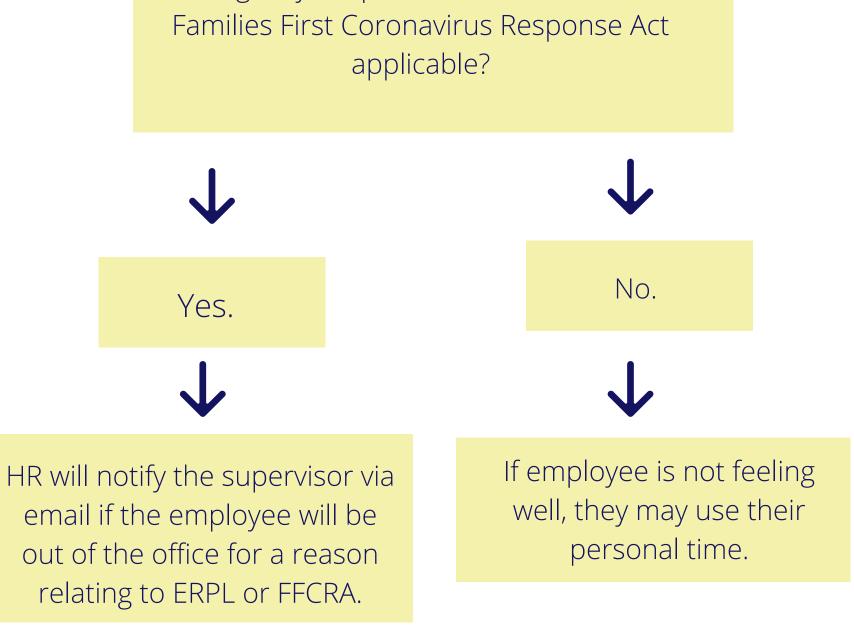
Send employee home and have employee call HR at 801-535-6411.

\checkmark

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

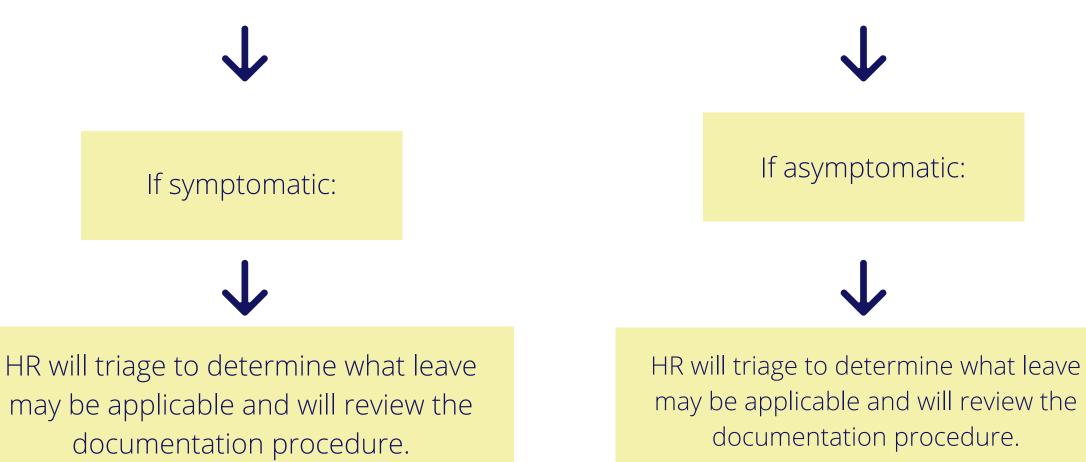
\checkmark

Is Emergency Responder Pandemic Leave or



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

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



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

> > \checkmark

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

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-whensick.html



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.

\checkmark

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