

Employee Guidelines

Updated 8.13.20

Should I go to work?

In the last 14 days, have you experienced any of the following symptoms:

- A new fever (100.4 F or higher) or a sense of having a fever?
- A new cough that you cannot attribute to another health condition?
- New shortness of breath that you cannot attribute to another health condition?

And any two of the following that you cannot attribute to another health condition or a specific activity, such as physical exercise:

- A new sore throat?
- New muscle aches?
- New respiratory symptoms, such as sore throat, runny nose/nasal congestion, or sneezing?
- New chills or repeated shaking with chills?
- New loss of taste or smell?
- New loss of appetite, diarrhea or vomiting?

YES

You may not report to work. Notify your supervisor and contact your healthcare provider immediately.

NO (to all)

- Are you living with or caring for anyone with suspected or confirmed COVID-19?
- Have you been in **close contact** with anyone with suspected or known COVID-19?

YES (to either)

You may not report to work. Notify your supervisor

NO (to both)

If you exhibit any of the symptoms listed above during your work shift, report this to your supervisor. You will be sent home and **not permitted to return to work until you are fever-free for 24 hours without the use of fever-reducing medications, have improvement of other symptoms, AND at least 10 days have passed since symptoms first appeared.**

If you have been advised to stay home because of your exposure to COVID-19, you should remain in quarantine for 14 days. After 14 days, if you still do not show symptoms of illness, you may return to work. Please stay in touch with your supervisor to let them know your condition during the quarantine period.

Self-Quarantine

1. Monitor your health for fever, cough and shortness of breath during the 14 days after the last day you were in close contact with the sick person.
2. Do not go to work or school, and avoid public places for 14 days.
3. If you become ill during this period, contact your health care provider.

*Critical infrastructure employees should reference the PLU Return to Work Guide for additional information.

When should I return to work?

Did you, a close contact, or someone in your household become ill with confirmed or suspected COVID-19?

NO

After 14 days of quarantine, you may return to work if you and members of your household are not exhibiting symptoms of COVID-19

YES

Have you AND members of your household recovered from this illness?

NO

You may not report to work.
Notify your supervisor

YES

You may not return to work until:

- You have no fever for 24 hours without the use of fever-reducing medications and other symptoms have improved.
- Any other member of your household has shown no symptoms of COVID-19 for 72 hours without the use of fever-reducing medications
- At least 10 days have passed since symptoms first appeared for you and any other member of your household who has been ill.

A “potential exposure” means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

“Suspected” is any case exhibiting COVID-19 symptoms or where a health care provider believes the person has COVID-19.

Self-Quarantine

1. Monitor your health for fever, cough and shortness of breath during the 14 days after the last day you were in close contact with the sick person.
2. Do not go to work or school, and avoid public places for 14 days.
3. If you become ill during this period, contact your health care provider.