

Employee Flowchart Protocol for COVID-19 Reporting and Return to Work

* For COVID-19, a close contact is defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

Unvaccinated Employee had close contact* with someone who tested positive or is suspected of having COVID-19

May return after self-isolation period[†] from date of last contact with individual

Employee is responsible for notifying supervisor via email or phone

Employee notifies their health care provider and is tested for COVID-19

Determination will be made by the supervisor if employee can work remotely during self-quarantine.

Vaccinated Employee had close contact* with someone who tested positive or is suspected of having COVID-19

Employee should also wear a mask indoors in public for 10 days following exposure.

Employee should get tested 5 days after exposure, even if they don't have symptoms.

If they have symptoms of COVID-19, they should get tested and stay home and away from others.

If their test result is positive, isolate at home for 5 days.

Employee tested positive or is suspected of having COVID-19 AND had symptoms

May return after at least 5 days have passed since date of first positive COVID-19 test, *if symptoms have resolved*; must continue to wear a mask around others for 5 additional days.

Employee is responsible for notifying supervisor via email or phone

Employee provides supervisor with date and location last worked and a list of individuals the employee had close with that day or week

Outside vendor conducts deep clean areas of contact

Persons with whom infected employee states they had contact are contacted by public health

If individual determines they meet CDC close contact definition, mandatory 5-day self-quarantine dates are established

If individual determines they do not meet CDC close contact definition, no isolation is warranted; continue regular activities

Employee tested positive for COVID-19, but had NO symptoms

May return after at least 5 days have passed since date of first positive COVID-19 test; must continue to wear a mask around others for 5 additional days.

Employee is responsible for notifying supervisor via email or phone

Employee provides supervisor with date and location last worked and a list of individuals the employee had close with that day or week

Outside vendor conducts deep clean areas of contact

Persons with whom infected employee states they had contact are contacted

If individual determines they meet CDC close contact definition, mandatory 14-day self-quarantine dates are established

If individual determines they do not meet CDC close contact definition, no isolation is warranted; continue regular activities

Employee exhibits one or more symptoms of COVID-19, but is not suspected of having COVID-19

Some examples: seasonal allergies, ear infection, seasonal flu, strep throat, migraine, etc. May be possible to return in fewer than 10 days after onset of symptoms and 24 hours fever-free.

Employee is responsible for notifying supervisor via email or phone

Employee is to provide evidence of alternative reason for symptoms and/or release to return to work

[†] Isolation Guidance

Release on Day 6 IF:

- The individual has no symptoms or their symptoms are resolving (*if they have a fever, they must continue to stay home until their fever resolves*); AND
- The individual continues to wear a mask around others for additional 5 days; AND
- The individual conducts active monitoring through Day 10

Employee had contact (not close contact*) with someone whose family member tested positive for COVID-19

No days off work or self-quarantine necessary; employee continues to work

Individual returns from International Travel to CDC Warning Level 3 Country

Refer to CDC COVID-19 Travel Recommendations by Destination

Recommend 14-day quarantine from date of return from trip

Individual returns from Domestic Travel to restricted state or territory subject to MA Travel Order

Must quarantine for 14 days from date of arrival in Massachusetts unless they can produce proof of a negative test result for COVID-19 from a test administered on a sample taken no longer than 72 hours before their arrival in MA.

