

# 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 day before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

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

May return after self-quarantine period<sup>†</sup> 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.

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

May return after: (1) at least 10 days have passed since symptom onset; and (2) at least 24 hours since resolution of fever and improvement of other symptoms

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 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 tested positive for COVID-19, but had NO symptoms

May return after at least 10 days have passed since date of first positive COVID-19 test

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

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.

<sup>†</sup> Quarantine Guidance

## Release on Day 8 IF:

- A test (either PCR or antigen) taken on Day 5 or later is negative; AND
- The individual has not experienced any symptoms up to that point; AND
- The individual conducts active monitoring through Day 14

## Release on Day 11 IF:

- The individual has not experienced any symptoms up to that point; AND
- The individual conducts active monitoring through Day 14.
- No test is necessary under this option

## Release on Day 15 IF:

- The individual experienced ANY symptoms during the quarantine period EVEN if they have a negative COVID-19 test; OR
- The individual indicates they are unwilling or unable to conduct active monitoring

