

HR Guide to COVID-19 Return-to-Work Scenarios

Employee reports symptoms.

Employee tests positive but has no symptoms.

Employee reports a household member has symptoms or tested positive.

Employee has close contact with someone who tested positive or has symptoms.

Employee reports contact with a person who has had close contact with another person who tested positive or has symptoms.

Employee or employee's supervisor notifies HR.

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If the person with whom contact occurred is not symptomatic, employee may continue working. There is no immediate need to self-isolate or notify other staff members.

Employee should self-isolate at home for 10 days from when symptoms first appeared AND until at least 24 hours of no fever without fever-reducing medication, plus improved symptoms.

Employee should self-isolate at home and avoid public spaces for 10 days from positive test. Employee can return to work after 10 days of self-isolation provided no symptoms develop.

Employee should contact a doctor and remain home until household member receives results. If symptomatic household member tests negative and the employee has no symptoms, the employee may return. If household member tests positive, the employee remains home for 14 days from the date of last contact with the person.

Employee may be eligible for paid leave under the federal Families First Coronavirus Response Act (FFCRA).

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HR works with supervisor and employee to identify other staff members who had close contact within 48 hours of symptoms or positive test.

HR works with supervisor to inform staff of possible exposure.

Employees who were exposed should contact a doctor. COVID-19 test is encouraged.

When possible, an exposed employee should self-isolate at home for 14 days and closely monitor for symptoms. The employee may use PTO for any missed time or, if the position allows, work from home for 14 days and closely monitor for symptoms.

If continuing to work in an essential role, the employee should wear a mask at all times, practice extra handwashing and sanitization, and carefully monitor for symptoms. The employee should go home if he or she presents symptoms at any time throughout the day.

This guide is based on information provided by the Centers for Disease Control and Prevention (CDC). You may also want to consult your state or local health department for additional information. This guide is not intended for healthcare facilities or other strictly regulated essential businesses, but rather private companies in general industry.