

**SUPERVISOR:**  
Employee calls in sick

- Direct employee to stay home except to get medical care.
- Suggest employee seek medical attention immediately if symptoms are severe.
- Remind employee to call ahead and wear a cloth covering over their nose and mouth.
- Suggest using remote healthcare service such as TelaDoc for mild symptoms.
- Notify your supervisor.
- Notify HR with an updated status as soon as possible.

TelaDoc  
1-800-Teladoc OR  
Teladoc.com/mobile

Employee becomes sick  
at Jobsite / Office

- Ensure employee seeks medical attention immediately for severe symptoms.
- Recommend the employee call ahead and wear a cloth covering over their nose and mouth.
- Recommend employee return home and use remote healthcare service such as TelaDoc for mild symptoms.
- Notify your supervisor.
- Notify HR with an updated status as soon as possible
- Management to determine what information needs to be conveyed to customer.

COVID-19 Suspected  
Waiting on COVID-19  
test results

- Employee's Dr suspects COVID-19 and orders a test.
- Direct employee to NOT return to work unless the COVID-19 test results come back negative.
- Request employee provide copy of return to work release to HR.
- Notify your supervisor.
- Notify HR with an updated status as soon as possible.
- If employee went into a high risk area to receive medical attention, please follow the Visited High Risk Area instructions.

COVID-19 Confirmed  
Dr has issued a Stay at  
Home Order. Must have  
approval to return to  
work.

- COVID-19 is confirmed.
- Stay at home order is issued.
- Request employee provide copy of Stay at Home Order to HR.
- Notify your supervisor.
- Notify HR with an updated status as soon as possible.
- Request employee provide copy of return to work release to HR.

Visited High Risk Area  
(i.e. travel, Dr Office,  
Hospital)  
Must have approval to  
return to work.

- Notify your supervisor and HR when a visit to a high risk area is planned/scheduled.
- Notify your supervisor and HR when an unplanned visit to a high risk area occurs.
- Direct employee to NOT return to work until they are cleared by Management.
- Possible quarantine/ isolation of 14 days.
- Create an appropriate return to work plan based on each case with Management and HR.
- HR will share the return to work plan with the supervisor and employee.