

PROTOCOL

**1**

## If You Test Positive

- **5 Days of exclusion from work** from onset of symptoms or date of positive test.
- **Submit + test result immediately** to HR or Supervisor (picture or document)
- On Day 6 you may return to work if symptoms are improving and no fever within last 24 hours without fever reducing meds and proof of negative test result.
- If symptoms are not improving or fever is still present after 5 days, you must continue exclusion from work an additional 5 days (for a total of 10 days).
  - If you wish to return to work prior to 10 days exclusion, you must show proof of negative test (picture or document) to HR or Supervisor and wear a mask for a total of 10 days from symptom start and or test date.

PROTOCOL

**2**

## Exposure to Covid-19 by a Close Contact with No Symptoms Present

- **May continue to work**, test within 3-5 days of contact with infected person, if positive follow protocol #1.
- **Must wear a mask (preferably an N95)** and distance as much as possible, test every 48 hours for a total of 10 days from exposure, if you test positive follow protocol #1.
- If you develop symptoms follow protocol #3.

PROTOCOL

**3**

## Exposure to Covid-19 by a Close Contact with Symptoms Present

- **Exclude yourself from work** and test as soon as possible.
- Exclusion will continue until test results are obtained or a total of 10 days if test is not done.
- Negative test results can return to work but must wear a face mask and test every 48 hours for a total of 10 days from symptom start.
- Positive Test results must follow protocol #1.

- **Employees MUST Notify their supervisor if they have had a close contact, develop symptoms or test positive. Supervisors MUST contact HR when employees notify them of close contact, symptoms or a positive test.**
- **If a person who tests positive has been on site within 24 hours, you must clean and disinfect the area thoroughly.**
- **HR will notify the local health authorities per reporting requirements.**
- **If you have any questions regarding these protocols, please contact HR: Irene Ext. 2035, or Susan Ext. 2045 - Or utilize the ASK HERE Feature in your Paycom Employee Self Service.**