COVID-19 DECISION TREE – EMPLOYEES

Diocese of Palm Beach

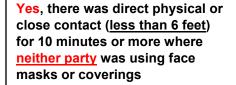## Possible COVID-19 Symptoms

- Fever (Over 100.3°F)
- Loss of smell or taste
- Cough
- Muscle aches
- Sore throat
- Shortness of breath
- Chills
- New or unusual headache
- Nausea, vomiting, diarrhea or loss of appetite

YES SYMPTOMS

EMPLOYEE WILL

1. Notify Dept. Manager and HR and stay home or if at work, go home
2. Contact physician and follow medical care and advice
3. Coordinate with HR to obtain COVID-19 Test per DPB protocol

HUMAN RESOUCES WILL

1. Coordinate with employee to obtain COVID-19 Test per DPB protocol
2. Work with employee to determine contact tracing

If Employee Tests **Positive**

EMPLOYEE WILL

1. Notify Human Resources of the result
2. Continue medical care as instructed
3. Return to work **only** after:
   72 hours have passed since complete recovery (**No** fever and improvement of respiratory symptoms) **AND** 12 days have passed since symptoms first appeared
   OR
   2 negative COVID-19 Tests done at least 24 hours apart (copy of results to HR)

If Employee Tests **Negative**

EMPLOYEE WILL

1. Notify HR of result (printed copy of results to HR)
2. Continue medical care as instructed
3. Return to work after 48 hours have passed since recovery (No fever and general improvement of symptoms) **AND** negative test results

NO SYMPTOMS

Is Employee aware of someone who has been diagnosed with or tested positive for COVID-19 with whom they may have been in contact

Yes, there was direct physical or close contact (less than 6 feet) for 10 minutes or more where neither party was using face masks or coverings

EMPLOYEE WILL

1. Notify Department Manager and HR and coordinate with HR to obtain a COVID-19 Test per DPB protocol
2. Stay home and monitor by checking for fever and symptoms
3. Follow directives for "If Employee Tests Positive" or "If Employee Tests Negative"

HUMAN RESOURCES WILL

1. Coordinate with employee to obtain COVID-19 Test per DPB protocol
2. Work with employee to determine contact tracing

Yes, there was non-close contact (greater than 6 feet) and/or the contact lasted less than 10 minutes

EMPLOYEE WILL

1. Self-monitor by checking for fever and symptoms.
2. Continue practicing social distancing and good hygiene
3. Follow directives for "YES SYMPTOMS" if symptoms appear

HUMAN RESOURCES WILL

1. No specific action is needed

No, the employee is unaware of any contact with someone who is known to be infected or diagnosed with COVID-19

EMPLOYEE WILL

1. Continue practicing social distancing and good hygiene

HUMAN RESOURCES WILL

1. No specific action is needed