

COVID-19 AND ASSOCIATES



SITUATION

FIRST STEPS

NEXT STEPS & NOTES

I HAVE COVID-19 SYMPTOMS

You need only two of these to be considered a PUI:

- Fever or chills
- Shivering
- Muscle pain
- Feeling tired
- Headache or sore throat
- Cough, shortness of breath, or difficulty breathing
- Loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

1. DO NOT REPORT TO WORK. IF YOU ARE AT WORK, GO HOME.

You may need to quarantine at home for 14 days. This will be determined by the County Public Health Department.

2. CALL YOUR MANAGER OR SUPERVISOR TO LET THEM KNOW.

MANAGER CONTACTS DIRECTOR AND EMPLOYEE HEALTH NURSE.

If it's during the workweek, email Employee Health Nurse and attach completed COVID-19 Employee Illness reporting form.

If it's over the weekend, follow the same procedure, and the Employee Health nurse will contact the associate the following week.

I HAVE HAD DIRECT EXPOSURE TO SOMEONE WHO HAS TESTED POSITIVE FOR COVID-19

This means you have been within 6 feet of the person for greater than 10 minutes while not wearing a mask.

1. DO NOT REPORT TO WORK. IF YOU ARE AT WORK, GO HOME.

You may need to quarantine at home for 14 days. This will be determined by the County Public Health Department.

2. CALL YOUR MANAGER OR SUPERVISOR TO LET THEM KNOW.

MANAGER CONTACTS DIRECTOR AND EMPLOYEE HEALTH NURSE.

See above for instructions. Associate may qualify for modified quarantine. Employee Health Nurse will work with associate, County Public Health Department, and manager to determine on a case-by-case basis.

Associate completes 14-day temperature and symptom tracker. Perform good hand hygiene, cover coughs and sneezes, wear KN95 mask at all times, take all other precautions.

I HAVE HAD INDIRECT EXPOSURE OR SOMEONE I LIVE WITH HAS BEEN EXPOSED BUT IS NOT SICK.

This means you are a contact of a contact.

YOU MAY REPORT TO WORK AS LONG AS YOU DO NOT HAVE SYMPTOMS AND THE EXPOSED PERSON REMAINS HEALTHY AND IS NOT DIAGNOSED WITH COVID-19.

INFORM EMPLOYEE HEALTH NURSE OF YOUR EXPOSURE.

See above for how to contact the Employee Health Nurse.

I AM OFF WORK DUE TO NON-COVID-RELATED ILLNESS.

1. DO NOT REPORT TO WORK.

2. CALL YOUR MANAGER OR SUPERVISOR TO LET THEM KNOW.

MANAGER CONTACTS DIRECTOR AND EMPLOYEE HEALTH NURSE.

See above for how to contact the Employee Health Nurse.

I HAVE QUESTIONS ABOUT FUTURE TRAVEL PLANS.

REFER TO KDHE WEBSITE:

[HTTPS://WWW.CORONAVIRUS.KDHEKS.GOV/](https://www.coronavirus.kdheks.gov/)

CLICK TRAVEL INFORMATION.

IF YOU STILL HAVE QUESTIONS, CONTACT EMPLOYEE HEALTH NURSE BY EMAIL.

NOTE: TRAVEL AT YOUR OWN RISK.