

	Employee diagnosed with COVID-19	Employee with physician requested COVID-19 testing (results pending)	Employee states symptoms related to COVID-19	Employee states symptoms unrelated to COVID-19	Employee's direct exposure to a household member - COVID-19 confirmed case	Employee's direct exposure to a household member being tested for COVID-19	Employee's direct exposure to a household member with symptoms related to COVID-19	Employee or household member: Travel to CDC restricted area	Employee or household member: Travel via cruise	Employee or household member is at medical risk (i.e. COVID-19 vulnerable)	Employee's indirect exposure to individual that is: COVID-19 symptomatic, being tested for COVID-19 or confirmed COVID-19 (1+ person removed)	Employee is nervous about COVID-19; not vulnerable, wants to electively self-quarantine	REPORT TO WORK RULES	Oversight	Initial Documentation Requirements	Return to Work Documentation Requirements	Attendance Points	Pay if Employee Cannot Work From Home	Facility Restriction	Tracking Mechanism
A	X	X								f			Quarantine at home until full recovery. Must have at least 3 days (72 hours) since resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (cough, shortness of breath), AND at least seven days have passed since symptoms first appeared.	HR	Polar Employee Screening Form AND Medical Certification showing confirmed case OR COVID-19 test order	Polar RTW Form OR Medical Certification (as is available) showing approved RTW OR Negative COVID-19 test results	No	COVID- Supplemental Pay	Yes	HR Log AND Kronos (Hourly Employees) OR Workday (Salaried Employees)
B			X										Quarantine at home until full recovery. Must have at least 3 days (72 hours) since resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (cough, shortness of breath), AND at least seven days have passed since symptoms first appeared.	Manager	Polar Screening Form AND Medical Certification (as is available)	Polar RTW Form OR Medical Certification showing approved RTW (as is available)	No	PTO or Unpaid; if employee does not designate then available PTO will be applied	No	Kronos (Hourly Employees) OR Workday (Salaried Employees)
C				X									Stay home until; healthy and symptom free for 24 hours without the use of pain or fever-reducing medications.	Manager	Polar Screening Form AND Medical Certification (as is available)	Polar RTW Form OR Medical Certification showing approved RTW (as is available)	No	PTO or Unpaid; if employee does not designate then available PTO will be applied	No	Kronos (Hourly Employees) OR Workday (Salaried Employees)
D					X	x	x	x	x				Quarantine at home for 14 days. If become symptomatic, refer to A or B.	Manager	Polar Screening Form AND documentation supporting situation	Polar RTW Form OR Medical Certification showing approved RTW (as is available)	No	PTO or Unpaid; if employee does not designate then available PTO will be applied	No	Kronos (Hourly Employees) OR Workday (Salaried Employees)
E										X			Can be excused from work: if underlying condition is established AND medically related absences are prescribed.	HR	Polar Screening Form AND Medical Certification establishing underlying condition AND medically related absences are prescribed.	Polar RTW Form OR Medical Certification showing approved RTW (as is available)	No	PTO or Unpaid; if employee does not designate then available PTO will be applied	No	HR Log AND Kronos (Hourly Employees) OR Workday (Salaried Employees)
F											X	X	Can report to work.	Manager	Polar Screening Form	N/A - Employee is reporting to work.	REF: Respective attendance policy	PTO as per policy	NA	NA

Employee/Household Member situations are subject to change mid-flow. If there is a change, the employee should complete a new form.  
Example: Employee was on a cruise and is under quarantine (column J)... employee starts to show COVID-19 symptoms, this starts new situation (column D).

**EMPLOYEE DAYCARE ISSUES RELATED TO COVID-19**

Employee should be following call-in procedures per departmental guidelines.  
Default pay treatment: available PTO then unpaid if no PTO available. Note: Employee can elect unpaid instead of PTO if desired.  
-Can direct employee to unemployment - www.uimn.org 651-296-3644  
No attendance points, no facility restriction.