FOR EMPLOYERS AT ESSENTIAL BUSINESSES
Guidance for keeping employees working, healthy and safe during COVID-19

Suggested Policy: If they feel sick, or don't feel well, they should STAY HOME and call in before they come in to work. Identify the person for employees to call if they aren't feeling well.

If EXPOSED but not symptomatic:	If SYMPTOMATIC:	If TESTED POSITIVE:
As long as they are not experiencing any symptoms, they can come to work but should be wearing a mask. Wear the mask for 14 days, as long as no symptoms develop at any point during that time. The CDC advises the use of simple cloth face coverings to slow the spread of COVID-19, and help people who may have the virus and don't know that they do from transmitting it to others. Cloth mask recommendations from the CDC can be found here: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html	If they begin experiencing any symptoms associated with COVID-19: • Fever, greater than 100.4 • Cough (new or changed in the last 14 days) • Difficulty Breathing (new or changed in the last 14 days) • Diarrhea • Vomiting • Abdominal Pain • Other flu-like symptoms (headache, sore throat, etc.) Direct them to visit the walk-in respiratory clinic, in the **Community Building at the 4-H Fairgrounds** for testing • **Open daily: 8 am—8 pm** Please park and stay in your car when you get to the clinic. Put on your flashers. Staff will come out to your car to screen you in your vehicle.	**Default to your company policies for sick leave.** *Per the Families First Coronavirus Response Act, employers with less than 500 employees are required to provide paid sick leave or expanded family and medical leave for reasons related to COVID-19. For questions about how your business may need to follow that legislation for your employees, please call the Chamber: (574) 753-6388.* When to come back to work *(per the CDC guidelines for discontinuing home isolation, you must meet these three conditions)*: • You have had no fever for at least 72 hours (3 days), without the use of fever-reducing medication **AND** • Other respiratory symptoms have improved *(cough, difficulty breathing)* **AND** • At least 7 days have passed since symptoms first appeared Doctor's notes will be given to confirm positive diagnoses. Employee must provide consent and a phone or fax number for where to send. A doctor's note with return-to-work instructions and timing will be given at the appropriate time, as the employee is monitored.
EMPLOYEE NEXT STEPS: ❒ Wear the cloth mask at all times while at work ❒ Stay away from other family members as much as possible while at home	**EMPLOYEE NEXT STEPS:** ❒ Call in before you come in to work ❒ Go to the walk-in respiratory clinic to be triaged and tested ❒ Stay home and away from other family members as much as possible until you get your results ❒ If results are negative, you should be able to return to work and receive a note with clearance from your doctor	**EMPLOYEE NEXT STEPS:** ❒ Isolate yourself from other family members and stay isolated, using a separate bedroom and bathroom if possible ❒ Monitor your symptoms as you stay at home ❒ If your symptoms get worse, call your doctor or walk-in to the ER Entrance at Logansport Memorial Hospital ❒ Obtain doctor's note from your physician after you meet guidelines above and have been cleared to return to work

If you have questions about the process for testing, or want clinical guidance for allowing employees to return to work, please contact:
Crystal Zinsmeister, Director of Care Coordination—(574) 753-1317