

# WHAT IF I AM AN EMPLOYEE AND . . . ?

## I have a fever or other symptom of COVID-19

- 1) Enter it in the Symptom Tracker.
- 2) If you are feeling ill, do not report to work.
- 3) Human Resources will receive notification from the Symptom Checker indicating you have been advised not to report to work. HR will reach out to employee to determine next steps.

## I've tested positive for COVID-19

Remain home for 10 days. You may return to work after:

- 1) You have been out of the office for 10 days, and have been symptom-free for 24 hours.
- 2) You have received medical clearance.
- 3) You have tested negative for COVID-19.



Please be sure to answer unknown phone calls from area codes 813 or 941 and check voicemail frequently at this time.

## I've been exposed to COVID-19

People who have had high-risk contacts will be notified by HR and will need to isolate for 14 days from their last contact with the person.

HR will notify the employees working in the facility to work remotely for the remainder of the day, and the next business day.

Facilities will initiate cleaning protocols no sooner than 24 hours after close of business from the day of notification from HR.

Employees not having had a high-risk exposure may then return to work immediately following cleaning by Facilities. They do not need to quarantine unless the person with symptoms is confirmed positive with a COVID-19 test.

### What is a high-risk contact? (All three must apply)

1. You were with someone who had a positive test for COVID-19.
2. You were within 6 ft. of them for more than 15 min. aggregated over a 24 hour period.
3. This contact happened within 48 hours of the person's positive test or onset of their symptoms.

**Employees should be completing the daily Symptom Checker.**