

Manager/ Supervisor Checklist – Responding to Employee Regarding COVID-19

****Managers should take care that the employee’s private health information is protected. Do not share this information with anyone other than Human Resources staff.**

Employee Name: _____

Date: _____

Employee Present on Campus:

If Employee is currently on the campus and reports COVID-19 symptoms such as: cough; shortness of breath or difficulty breathing; fever or chills; muscle or body aches; fatigue; sore throat; headache; new loss of taste or smell; congestion or runny nose; nausea or vomiting; or diarrhea:

- Advise employee to leave campus immediately and to seek medical attention.
- Obtain current contact information from employee for follow up – Cell Phone

Employee Calls in:

If Employee calls you prior to coming to campus to report a positive COVID-19 test result or that they are experiencing symptoms of COVID-19 such as: cough; shortness of breath or difficulty breathing; fever or chills; muscle or body aches; fatigue; sore throat; headache; new loss of taste or smell; congestion or runny nose; nausea or vomiting; or diarrhea:

- Instruct employee not to come to campus.
- Advise employee to seek medical attention, if they have not done so already.
- The employee should remain off work until they receive negative COVID test results. The employee should notify you and HR of their clearance to return and bring a copy of their test results with them when they return to campus.

Gather Information:

- Ask employee if he or she will allow us to share their identity with exposed employees. (If yes, *obtain written consent/ confirmation via email or text message and forward to HR*). Let the employee know that Baptist Health Services will perform contact tracing.
- Provide Employee with HR name and contact information for follow up related to leave issues, benefits issues, return date, or other questions Employee may have.
- Contact Human Resources ASAP to provide the above-referenced information and determine next steps
 - Name of Person contacted: _____
 - Date of contact: _____