

PROTOCOLS TO FOLLOW DURING COVID-19 PANDEMIC



GEA Occupational Health Center
Work-Related Medical Care

BEFORE COMING TO WORK regardless of your vaccination status, ask yourself these questions:

1

Do I have 1 or more of the following symptoms?

- Fever
- Cough
- Congestion
- Sore throat
- Headache
- Shortness of air when breathing
- Diarrhea
- Vomiting
- Loss of taste or smell
- Chills
- Body aches (beyond your normal everyday aches and pains)

2

Have I been exposed to anyone who has tested positive for COVID-19 in the past 2 weeks?

3

Do I have a pending COVID-19 test or does anyone in my home have a pending COVID-19 test?

NO TO ALL

If you answered NO to all three questions, you are safe to come to work.

QUESTIONS?

Call the COVID-19 hotline, 502-452-0333, option 2 for guidance.

YES TO ANY

If you answered YES to any of these questions, please call the **COVID-19 hotline: 502-452-0333, option 2.**

- **DO NOT go into work until you have spoken to a COVID-19 nurse and the nurse has cleared you.**
 - The COVID-19 nurse will call you from a cell phone, so please answer if an unknown number calls you.
 - The COVID-19 nurse will ask you a series of questions. Your answers, vaccination status, symptoms, and exposure will help the nurse determine your quarantine status, your next steps, and when you can return to work onsite.
- If the COVID-19 nurse advises you to file for Short-Term Disability, a health care provider must complete paperwork for Sedgwick. The COVID-19 nurse will refer you to the onsite CareATC Wellness Center if you do not have a primary care doctor.
- If you need help filing for Short-Term Disability or Unemployment, please contact Loretta Carter or Michele Nacke at 502-452-5580.
- If you have questions about attendance points, please contact your Time and Attendance Representative.
- Quarantine times will vary depending on the situation.

PROTOCOLS TO FOLLOW DURING COVID-19 PANDEMIC



GEA
Occupational
Health Center
Work-Related
Medical Care

IF YOU **FIND OUT** YOU HAVE BEEN EXPOSED TO COVID-19 OR **START TO SHOW** COVID-19 SYMPTOMS **AT WORK**:

1

LEAVE THE BUILDING IMMEDIATELY— even if you are vaccinated— and call your supervisor from your car to notify them of your situation.

2

CALL THE COVID-19 HOTLINE 502-452-0333, option 2 to be triaged by a nurse.

3

DO NOT RETURN TO WORK UNTIL YOU HAVE SPOKEN TO A COVID-19 NURSE and have been cleared to return.

RETURNING TO WORK AFTER QUARANTINE OR ISOLATION:

- Your COVID-19 nurse will routinely follow up with you while you are on quarantine/isolation. Please respond to the nurse's phone calls or text messages so you can return to work in a timely manner.
- Most employees will be cleared to return to work by their COVID-19 nurse via phone or text. Quarantine times will vary depending on the situation.
- If you remain ill after your quarantine period has ended, you will be advised to follow up with your healthcare provider, stay in touch with Sedgwick, and when your healthcare provider clears you to return to work, you will go to AP4 medical for clearance. Your COVID-19 nurse will no longer be the one to clear your return to work.

If you are exposed to COVID-19 when you are fully vaccinated, you can still become infected with COVID-19. More than likely, if you have been exposed but are not having symptoms, you will not need to quarantine. The COVID-19 nurse will make this decision.

QUESTIONS?
Call the COVID-19 hotline, 502-452-0333, option 2 for guidance.