

COVID-19 Guidance for Staff & Supervisors

OR

Symptoms Reported

DO NOT REPORT TO WORK

Staff: notify supervisor

Supervisor: advises staff of testing protocol

Exposure Reported

Symptoms

No Symptoms

Testing

Serial Testing Required

Test immediately (Day 1)

Use attached staff/supervisor worksheet

Test 5 days from the known day of exposure (day of exposure is Day 0)

POS

- Isolate from others
- Notify supervisor
- Take a pic of test w/ name and date written on it
- Call HCS COVID-19 reporting line weekdays (585) 340-2050

NEG

Repeat testing in 48 hours (DAY 3)

Return to Work

Fever free for 24 hrs
Symptoms resolve or mild

Masking

Wear a well-fitting mask until symptoms resolve

Continue to work if staff remains asymptomatic

Wear a well-fitting mask for 10 days post-exposure

Completes isolation until Cleared by HCS Hotline

Upon return wear a well-fitting mask days 6-10

Staff/Supervisor Worksheet:

Staff Name:	Date:
Staff report Symptoms of potentially contagious illness These symptoms include: <ul style="list-style-type: none"> • Fever or chills • Cough • Shortness of breath or difficulty breathing • Muscle or body aches • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea 	
Symptom start date	Date:
Date of 1st rapid COVID test (day 1) (day 2 is 24 hours from 1 st test, day 3 is 48 hours from 1 st test)	Date: Circle one: POSITIVE OR NEGATIVE
Date of 2nd rapid COVID test (day 3) (this should be day 3, 48 hours later; <i>For example: 1st test May 3 and 2nd test May 5</i>)	Date: Circle one: POSITIVE OR NEGATIVE
Date of PCR test (NOT REQUIRED, enter if chosen by staff. If chosen no rapid tests are required)	Date (or N/A) Circle one: POSITIVE OR NEGATIVE
When 2 rapid tests (or PCR) are negative and no fever present for 24 hours	Return to work wearing a mask while any mild symptoms are present OR navigate return to work when feeling better from a non COVID related illness
Any test is positive	Staff to call the COVID reporting line: 585.340.2050

Staff report COVID exposure (Quarantine not required)	Date of exposure:
Wear well fitting mask for 10 days post exposure	Date of 10 th day from exposure:
<ul style="list-style-type: none"> • If any symptoms develop <ul style="list-style-type: none"> ○ Do not report to work ○ Test as described above (use table above to capture testing results) • 5 days from the 1st date of exposure <ul style="list-style-type: none"> ○ Test <ul style="list-style-type: none"> ▪ If negative continue masking through day 10 	