



## EMPLOYEE QUARANTINE FORM

If an employee's body temperature is at or above 100.4 degrees Fahrenheit, OR - answers "Yes" to any of the COVID-19 questions - OR – reports COVID- 19 symptoms stated by current CDC guidelines (cough, shortness of breath or difficulty breathing); OR At Least Two of These Symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell; the employee must be sent home immediately, the following information completed, and submit this form to human resources department\*\*:

Employee name: \_\_\_\_\_

Job title: \_\_\_\_\_

Supervisor's / Manager's / Director's name: \_\_\_\_\_

Date the employee/volunteer was sent home:\_\_\_\_\_Recorded temperature: \_\_\_\_\_

Are visible signs of respiratory illness present?\_\_\_\_\_Yes \_\_\_\_\_No

State additional symptoms\_\_\_\_\_

If employee/volunteer answered "Yes" to any of the COVID-19 questions, person is to be sent home immediately and asked to contact their supervisor for instructions to determine appropriate quarantine measures. A copy of a negative COVID-19 "viral test" or physician's signed release may be required for re-entry to the facility.

An employee sent home with a fever, or at least (2) of the symptoms stated above, can return to work when:

- He or she has had no fever for at least three days (72 hours) without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (stated above) have improved for at least three days; AND
- At least seven days have passed since symptoms began.

The employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work.

Date the employee returned to work: \_\_\_\_\_

A supervisor, manager, director, and/or the human resources department, is available to help you with any concerns or questions about this form or process.

**\*\*Confidentiality of Medical Information** Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, Human Resources and government officials as required by law.