

# COVID-19: Feeling Sick and Getting Tested

*Based on information from the North Shore Health Department, our work environment provides low risk of transmission of COVID-19 between employees as long as we are following protocol: wearing masks, staying six feet apart when in the same space for extended periods, disinfecting shared workspaces, and washing hands frequently.*

## What if I feel sick?

If you do not feel well, no matter what your symptoms are, call your supervisor as soon as possible to report that you will not be able to work your scheduled hours.

- Follow up with supervisor daily before scheduled work hours to provide status update.
- If sick for more than 3 days, contact Village Manager's Office to learn about next steps. Village Manager's Office will provide update to the supervisor.
- See below for what to do if your illness resembles COVID-19. Symptoms should be compared to those described by the [CDC](#).

## What if someone in my household or someone I came into close contact with has symptoms of COVID-19?

Exposure is defined as being within 6 feet of someone with COVID-19 for a cumulative time over 15 minutes during a 24-hour time period or having physical contact with their body or respiratory secretions (tissues, etc.).

Call or text your supervisor before reporting for your scheduled work hours. If it is during normal operating hours, call your supervisor. If outside of operating hours, call or text your supervisor's home phone. Follow the below steps:

- Describe the symptoms and what you know. Symptoms should be compared to those described by the [CDC](#).
- Your supervisor will contact the Village Manager's Office to learn next steps. This may also involve contacting the North Shore Health Department for advice.
- If the close contact lives in the same household as you, you must quarantine until the person with COVID-19 symptoms receives test results. You will need to use your accruals during this leave. As you wait for your test results, please obey all self-isolation CDC guidelines so that others aren't at risk for infection. If the close contact test results are positive employee shall continue to self-isolate based on parameters established by a doctor or local health professional. If the close contact test results are negative, the employee can contact their supervisor and return to work.
- If the close contact is not a member of your household, you may still return to work. An employee will have the option of using their accruals to quarantine until the close contact receives their test result. The leave must be approved by your supervisor. You may also request unpaid leave, but the request must be approved by the supervisor and Village Manager's Office. If the close contact test results are positive, employee shall self-isolate based on parameters established by a doctor or local health professional.
- If you return to work and the status of the close contact is unknown, you must wear a mask and social distance at all times until the status is confirmed with the person who you came in close

contact. This means wearing a mask at all times at your office space, public building, truck, vehicle, etc.

- See below to learn what to do if the person who you came into close contact with or live with tests positive for COVID-19.

### What if I get tested for COVID-19 because I am displaying COVID-19 symptoms?

You should compare symptoms to those illustrated on the [CDC website](#). If symptoms are similar to COVID-19, call or text your supervisor before reporting for your scheduled work hours. If it is during normal operating hours, call your supervisor. If outside of operating hours, call or text your supervisor's home phone. Follow the below steps:

- Do not report to work.
- Supervisor will contact Village Manager's Office right away who will walk through the paperwork and next steps with you.
- You will be asked to provide certification that the test was administered and the results to the Village Manager's Office or any documentation from a doctor or local health professional. Village Manager's Office will update supervisor. Documentation must be provided in order for leave to be approved.
- As you wait for your test results, please obey all self-isolation CDC guidelines so that others aren't at risk for infection.
- If your test results indicate you are positive, contact your supervisor and/or the Village Manager's Office right away, whichever individual you can contact first. Both the supervisor and Village Manager's Office need to be informed of the positive test as soon as possible to determine if any other employees need to quarantine due to being a close contact. Follow the positive test procedures below.
- If your test results indicate you are negative, contact your supervisor and the Village Manager's Office right away to discuss when you can return to work.
- Any time away will need to utilize their leave accruals and apply for FMLA leave.

### What if I test positive for COVID-19?

Call or text your supervisor before reporting for your scheduled work hours. If it is during normal operating hours, call your supervisor. If outside of operating hours, call or text your supervisor's home phone. Follow the below steps:

- If you receive a positive test, you won't be able to return to work until you have been fever free for at least 24 hours without using medicine that reduces the fever, at least 10 days have passed since you first had symptoms, and you contain no symptoms or your symptoms have improved enough where the [DHS guidelines](#) allows an individual to return to a work setting.
- If you never experience symptoms but still tested positive, you must still allow at least 10 days to pass from the date of the test before returning to work. The test day is day 0.
- Follow up with your supervisor frequently to give them a status update with how you are feeling and confirm your return to work date. Supervisor should provide all updates to the Village Manager's Office.
- Any time away will need to utilize their leave accruals and apply for FMLA leave.

### What if I came into contact with someone who is diagnosed with COVID-19?

Exposure is defined as being within 6 feet of someone with COVID-19 for a cumulative time over 15 minutes during a 24-hour time period or having physical contact with their body or respiratory secretions (tissues, etc.).

If by this definition you have not been exposed, you should plan to report for work as scheduled.

If you are not sure if your situation qualifies as exposure or have another reason to be concerned, contact your supervisor and/or Village Manager's Office and we will discuss your situation.

If by this definition you have been exposed, call or text your supervisor before reporting for your next scheduled work hours. If it is during normal operating hours, call your supervisor. If outside of operating hours, call or text your supervisor's home phone. Follow the below steps:

- Describe the current situation.
- Supervisor will contact Village Manager's Office right away who will walk through the paperwork and next steps with you.
- You will need medical authorization from either your doctor or a local health department confirming you need to quarantine for the full 10 days. Any time away will need to utilize their leave accruals and apply for FMLA leave.
- During the 10 days, if you begin to experience symptoms, you should follow the steps in the section, "What if I get tested for COVID-19 because I am displaying COVID-19 symptoms?" You should contact the Village Manager's Office to report you are beginning to experience symptoms, which the VMO will update your supervisor.
- If you are not experiencing any symptoms, you shall contact your supervisor to confirm your return to work date when the 10-day quarantine period concludes. The supervisor shall update the Village Manager's Office right away. While it isn't required for you to get tested upon returning to work, it is strongly recommended. If you get tested, results of the test shall be documented and provided to the Village Manager's Office, who will inform your supervisor.
- If the close contact who tested positive for COVID-19 lives in the same household as you and is still showing symptoms of COVID-19 beyond 10 days, you shall contact the Village Manager's Office to learn next steps. Village Manager's Office will contact the North Shore Health Department for guidance and update the supervisor.

### If I do not report to work, will I get paid?

Consult the Village Manager's Office to learn about the Village's COVID-19 Policy and the federal Expanded Family Medical Leave Act for help in determining whether or not you are eligible to be paid for unworked time.