# COVID-19 – Decision Tree August 7, 2020

Employee information is protected by Privacy Act laws and as such must be restricted to only those identified in this document.

## Employee status:

**1. USPS is informed of COVID-19 positive employee**

- **CDC or Public Health notification**
  - **Notify**
    - District or Area OHNA
    - District HR Manager
  - Do you have a federal agency within your facility?
    - **Yes**: District or Area OHNA communicates findings with respective agencies' medical personnel
    - **No**
  - **Inform**
    - National HR
    - National Occupational Health and Medical Services
- **Other notification**
  - **Notify**
    - District or Area OHNA
    - District HR Manager
  - **Confirm**
    - OHNA verifies positive COVID-19 test
  - **Confirmed**

**Follow COVID-19 Exposure Checklist and Playbook. Employee stays home on leave in accordance with Families First Coronavirus Response Act**

**2. Employee develops symptoms including fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking w/chills, muscle pain, headache, sore throat or new loss of taste or smell**

- **Yes**
  - Provide surgical mask
  - Send home
  - Advise/ seek medical treatment
  - Leave in accordance with Families First Coronavirus Response Act and ELM Sec. 513

**If confirmed positive COVID-19, Go to Step One and follow COVID-19 Exposure Checklist and Playbook. Employee stays home on leave in accordance with Families First Coronavirus Response Act**

- **No**

**3. Employee has returned from international or cruise travel in past 14 days?***

- **Yes**
  - **Notify**
    - District or Area OHNA
    - District HR Manager
  - Stay home
  - (14 days)
  - Leave in accordance with Families First Coronavirus Response Act
  - Did employee later show symptoms of COVID-19?
    - **No**: Return to work
    - **Yes**: **Employee remains on sick or annual leave until cleared**
- **No**

**4. Employee shares household with an individual with positive COVID-19?**

- **Yes**
  - **Notify**
    - District or Area OHNA
    - District HR Manager

**Employee stays home on leave in accordance with Families First Coronavirus Response Act***

- **No**

**5. Employee has been exposed, outside of work, to individual with positive COVID-19?**

- **Yes**
  - **Notify**
    - District or Area OHNA; ***then***
    - District or Area OHNA contacts Local Health Department for advice
  - **Inform**
    - OHNA contacts Local Health Department for advice
    - Local Health Department reviews and orders Quarantine = Leave in accordance with Families First Coronavirus Response Act No Quarantine = Employee returns to work
    - If Local Health Department does not review, OHNA interviews employee to determine Quarantine = Leave in accordance with Families First Coronavirus Response Act No Quarantine = Employee returns to work
- **No**

**6. Employee has been exposed to individual who was exposed to individual with positive COVID-19?**

- **Yes**
  - Cleared to work
  - Per CDC guidelines, individuals exposed to asymptomatic (no COVID-19 symptoms) individuals with potential exposures to COVID-19 (such as in a household), i.e., "contacts of contacts;" are not considered exposed.

***3. International travel does not include employees who commute to work from a different country.**

***4.-5. Stay at home (up to 14 days) until household member has had no fever for at least 24 hours (at least 1 full day of no fever w/o the use of any fever-reducing medications) AND other symptoms have improved (for example, when cough or shortness of breath has improved) AND at least 10 days have passed since COVID-19 symptoms first appeared.**