**[COMPANY NAME]**

**Employee COVID-19**

**Frequently Asked Questions**

1. **What do I do if I feel sick?**
   * Are you experiencing fever, difficulty breathing or a persistent cough?

If “YES”, please call your healthcare provider and see if you meet the requirements for a COVID-19 screening test.

* + Difficulty breathing is considered a medical emergency and individuals should immediately seek treatment.

1. **What if I test positive for COVID-19?**
   * You will be required to take a 14-calendar day leave of absence with pay.
   * You will be asked to provide [COMPANY] with a physician note or copy of a positive COVID-19 test result.
2. **Am I required to go to the doctor if I feel sick?**
   * [COMPANY] cannot require you to seek medical attention although it is highly recommended.
   * If you do not seek medical attention and show 1 or more of the above signs or symptoms you are required to stay home for a mandatory 14-day unpaid quarantine period.
3. **What if my signs or symptoms are still present after 14 days?**
   * You should contact your healthcare provider and seek additional guidance and contact your Supervisor.
4. **What if I test negative for COVID-19?**
   * You may return to work after your symptoms have subsided; and
   * You have gone 24 hours without a fever and not taking fever medication.
5. **What do I do if a co-worker or family member has tested positive for COVID-19?**
   * You should call your healthcare provider and seek guidance on if a test is warranted.
   * Do not panic; however, please monitor your health status on a daily basis and refer to Question #1 of this document for guidance.
6. **What do I do if I suspect a co-worker may have COVID-19 or is exhibiting signs or symptoms?**
   * You should immediately notify your supervisor.