

COVID-19 EMPLOYEE FLOWCHART August 4, 2020

Common Symptoms that may appear 2 - 14 days after exposure:

- Fever or chills
- Cough
- •Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- •New Loss of taste and smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Do you have **symptoms** and/or have been in **close contact*** with a confirmed or probable COVID-19 patient within the last 2 days



You should NOT go to work.

Call your doctor to find out about getting tested and to see if you need to quarantine.



Notify your Supervisor &

Director as soon as possible. HQ employees in field: Must notify HQ and Region Directors.



Submit test results and

letter to quarantine while waiting on results.



Apply for FCCRA Leave

Documentation required. Not eligible if working from home.

If you can work from home then notify Supervisor and continue working from home. Does not qualify for FFCRA. Are you considered **High-Risk**?



You may qualify for FFCRA leave, but you will need a Doctor's note stating you need to quarantine due to COVID-19 related reason.



Apply for FCCRA Leave

Documentation required. Not eligible if working from home.

If you can work from home then notify Supervisor and continue working from home. Does not qualify for FFCRA. Do you feel like you need to be **tested**?



You can get tested and report back to work while waiting for test results. This time will not be covered by FFCRA.

If you choose to stay home while waiting for test results, you will have to use your own accrued leave balances.



If you can work from home then notify Supervisor and continue working from home. Does not qualify for FFCRA.

For FFCRA application & additional info scan QR Code



www.teamtn.gov/tdot/tdot-for-employees/covid-19

Required Documents to Quarantine while waiting on results are **NOT** provided at drive-up test sites, Health Clinics or Free Clinics.

*Close Contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

