

STILL UNWELL AFTER YOUR AUTOMATIC CLEARANCE, AFTER TESTING POSITIVE FOR COVID-19?

EMPLOYEE INSTRUCTIONS:

Employees are expected to return to work (RTW) on Day 5 following their symptom onset or date of positive test, whichever occurred first, unless they are severely immunocompromised.

- An automated RTW email will be sent to both the manager & employee at the end of their 5-day isolation period indicating that they are to RTW on the 5th day of this period.
- If the employee is experiencing fever, vomiting, diarrhea, or still feels too ill to RTW, employee will let their manager know that they are unable to RTW, following standard entity call-out procedures.
- You are also required to complete the [Ongoing Symptoms - Unable to RTW](#) form.

If still unwell and unable to RTW by Day 10

- Seek further evaluation from your healthcare provider (MD, DO, NP, or PA) and get a medical clearance note
- Complete the [Ongoing Symptoms - Unable to RTW](#) form again to identify that you remain out of work
- Contact your local Occupational Health office for RTW clearance when you are ready to return to work. ***You will be required to provide a medical clearance note from your healthcare provider.***
- Call out per your department's standard call-out policies and procedures

Note for JHM Employees and JHU Employees: Per JHM and JHU guidance, symptoms must be *improving* prior to returning to work on campus. Please monitor your symptoms and follow your standard call-out policies and procedures.

****Day 0 is the day of symptom onset, or the date of the positive test, whichever comes first****

MANAGER INSTRUCTIONS:

The employee may, or may not, be ready to return onsite based on their rate of recovery or any ongoing symptoms they may continue to have. Be aware that if they have ongoing symptoms preventing them from safely returning to work, they will contact you directly and have been directed to follow their standard call-out policies and procedures.

Employees may have up to 10 days total to return to work without further clearance by Occupational Health. If your employee is out beyond 10 days, they will require RTW clearance by their local Occupational Health Office.

After 7 days, employees may become eligible for Short Term Disability benefits per entity HR policy. Please check with your entity HR:

Phone: 443-997-5400

Email: hrsc@jhmi.edu OR helpdesk@jhmihrsolutions.freshservice.com

Website: https://www.hopkinsmedicine.org/human_resources/about/contact

For questions regarding coding employee time off, please reach out to your local HR business partner

**This information accrued from the online form is intended for use by Employee Occupational Health staff if they are contacted and asked about employee status. It is the responsibility of the employee to inform their manager that they are out of work (OOW). This is the expectation.*