

Employee with Symptoms Workflow 4.28.20

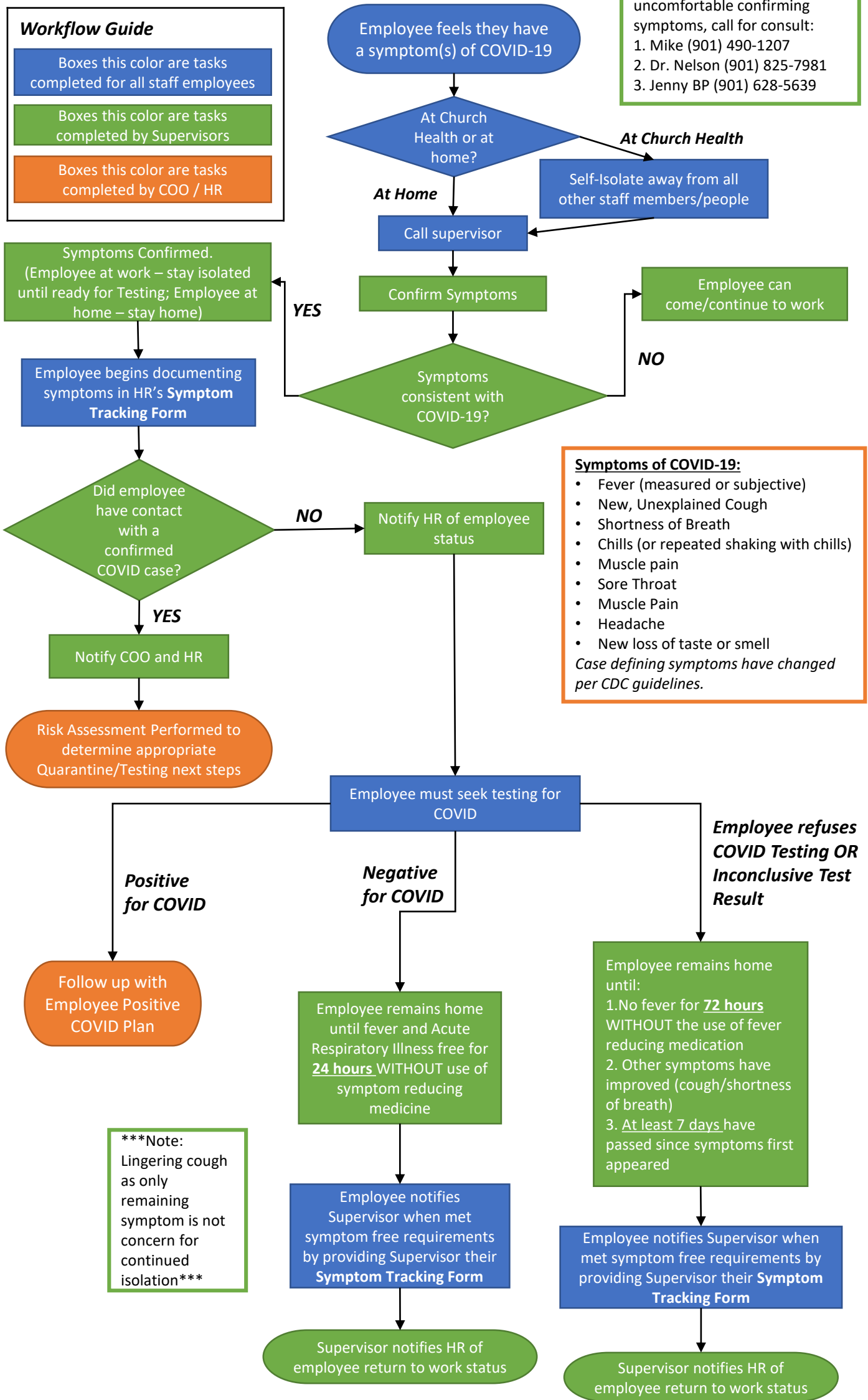
Workflow Guide

Boxes this color are tasks completed for all staff employees

Boxes this color are tasks completed by Supervisors

Boxes this color are tasks completed by COO / HR

If Supervisor unsure/uncomfortable confirming symptoms, call for consult:
 1. Mike (901) 490-1207
 2. Dr. Nelson (901) 825-7981
 3. Jenny BP (901) 628-5639



- Symptoms of COVID-19:**
- Fever (measured or subjective)
 - New, Unexplained Cough
 - Shortness of Breath
 - Chills (or repeated shaking with chills)
 - Muscle pain
 - Sore Throat
 - Muscle Pain
 - Headache
 - New loss of taste or smell
- Case defining symptoms have changed per CDC guidelines.*

*****Note:**
 Lingering cough as only remaining symptom is not concern for continued isolation***

HR will be tracking and continuously monitoring employee statuses. Aggregate daily data to be kept in dashboard and reported upon. HR will be monitoring when staff have met their symptom free requirements and can return to work.