COVID-19 – Decision Tree January 21, 2021

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 → **Inform**
      - National HR
      - National Occupational Health and Medical Services
    - No → Employee stays home on Annual Leave or Sick Leave. If leave balance is insufficient, Administrative Leave may be granted on a case by case basis.
- Other notification → **Notify**
  - District or Area OHNA
  - District HR Manager
  - → **Confirm**
    - OHNA verifies positive COVID-19 test
    - Confirmed → **Inform** (National HR; National Occupational Health and Medical Services)

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
  - Advise to seek medical treatment
  - Send home
  - Leave in accordance with ELM Sec. 513
  - → If confirmed positive COVID-19, go to Step One
- No → 3.

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

- Yes → **Notify**
  - District or Area OHNA
  - District HR Manager
  - → Does employee have symptoms of COVID-19?
    - No → Cleared to work
    - Yes → Employee stays home on Annual Leave or Sick Leave.
- No → 4.

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

- Yes → **Notify**
  - District or Area OHNA
  - District HR Manager
  - → Does employee have symptoms of COVID-19?
    - No → Employee stays home on Annual Leave or Sick Leave. If leave balance is insufficient, Administrative Leave may be granted on a case by case basis.
    - Yes → Employee stays home on leave in accordance with ELM Sec. 513
  - *Stay at home (up to 14 days) until household member has had no fever for at least 72 hours (at least 3 full days 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 7 days have passed since COVID-19 symptoms first appeared.
- No → 5.

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

- 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 or employee's physician advises employee to quarantine
    - → Does employee have symptoms of COVID-19?
      - No → Employee stays home on Annual Leave or Sick Leave. If leave balance is insufficient, Administrative Leave may be granted on a case by case basis.
      - Yes → Employee stays home on leave in accordance with ELM Sec. 513
- No → 6.

6. Employee is potentially exposed to COVID-19 in the workplace or identified as a close contact to another COVID-19 positive employee and is sent home by USPS (only after concurrence from the OHNA).

- Yes → Employee stays home on Administrative Leave

An employee who has been exposed to an individual who was exposed to a COVID-19 positive individual is 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.