



## Employee Instructions for Reporting Exposure, Symptoms or Diagnosis

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*Any employee meeting any one or more of the following conditions must follow these instructions below.*

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- Employee directly exposed to someone with symptoms
- Employee directly exposed to someone with lab confirmed positive diagnosis
- Employee exhibiting symptoms
- Employee diagnosed positive with lab confirmed results

Step 1: Notify immediate supervisor (i.e. Campus Principal, Department Director)

Step 2: If at work when symptoms develop, isolate until which time you can leave to go home.

Step 3: Contact HR – Angela Foster (646-1002) to determine which leave is available and/or appropriate to take. If taking Families First Coronavirus Response Act (FFCRA) leave, the employee must complete a special leave request in [Talent Ed>Records](#).

Step 4: Employees exhibiting symptoms must seek COVID-19 test and report results to HR.

Step 5: Monitor health and report status to HR – Angela Foster (646-1002) or via email at [afoster@onalaskaisd.net](mailto:afoster@onalaskaisd.net)

Step 6: Follow return to work criteria as outlined in the attached ***Employee Return to Work Criteria***