

COVID-19 Notification Process

Actions to take if you suspect or are tested positive for COVID-19

Possible Illness	Suspected COVID-19	Positive COVID-19	Travel Restrictions
Feeling unwell with no KNOWN exposure to COVID-19 or travel to high risk areas as defined by CDC	Employee is seen/contacts healthcare provider because of symptoms & has been told of possible COVID-19 Employee contacted by Public Health Department with possible exposure to COVID-19 (may or may not be symptomatic)	EMPLOYEE has been tested & notified of positive COVID-19 diagnosis	Employee has traveled outside of the U.S. &/or been on a cruise in the past 14 days. Employee has traveled to an area for high risk for community spread as defined by government agencies
Stay Home ↓ Notify Supervisor & use normal lay-off procedures ↓ Monitor symptoms ↓ Follow normal return to work processes when appropriate	Stay Home ↓ Notify Supervisor ↓ Contact local Occupational Health Nurse (OHN)	Stay Home ↓ Notify Supervisor ↓ Immediately Contact RMCC at 888-877-7267	Stay Home ↓ Notify Supervisor ↓ Contact local Occupational Health Nurse (OHN) ↓ Contact local/state Health Depts. & comply with instructions

Potential COVID-19 Signs & Symptoms

- Mild to severe respiratory illness
- Fever of 100.4 or greater
- Dry cough
- Difficulty breathing

Add'l Resources

- [Workforce Resources](#)
- [Business Partners](#)
- [COVID-19 Information](#)
- [Centers for Disease Control](#)

*Note: If there is not a local OHN available in your work location or you work in a dispatching center, regional office or UPC, please contact the Helpline at 402-544-7011

Employees should contact personal healthcare providers & local public health departments when appropriate throughout notification process for individual situations

