



# COVID-19 CALL OUT PLAN

## **COVID-19 SYMPTOMS:**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as it learns more about COVID-19.

**Any employee exhibiting any of the above symptoms should stay home and contact their supervisor and their healthcare provider.**

Wyoming residents with general questions about COVID-19 may send an email to [wdh.covid19@wyo.gov](mailto:wdh.covid19@wyo.gov).

Non-medical information about COVID-19 is available by calling 2-1-1 or 888-425-7138.

Public health nurses can be a helpful source of information. Learn how to contact [Wyoming's public health nursing county offices](#).

## **RESPONSE TO EMPLOYEES:**

**Directors, managers, supervisors and anyone designated as the person to contact when an employee is calling out should follow the following guidelines:**

- Any employee exhibiting or complaining of any of the above symptoms should be sent home immediately. All surfaces exposed to the employee should be immediately disinfected.
- If an employee presents with, or calls complaining of, any of the above symptoms, thank the employee and immediately call Human Resources at 307-637-6340. This call should be kept to the specific facts of the potential virus symptoms and should not be shared with other employees.
- Human Resources will then call the employee and recommend that they be tested for COVID-19. The employee should be self-quarantined until such time as they receive their results.
- If an employee has come in close contact with someone who has tested positive for COVID-19, that employee may need to self-quarantine for 14 days and it is highly recommended that they be tested as well.
- The employee's test results should remain confidential and should only be shared with Human Resources. Upon Human Resources receiving the results, they will contact the Director only to confirm the employee's eligibility for return.
- If the employee does not elect to be tested, the employee may be instructed to self-quarantine before being eligible to return to work. This will be explained by Human resources.
  
- Should the tested employee have a confirmed positive test result, Human Resources will inform other employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#)[external icon](#).
- Human resources follows the [Public Health Recommendations for Community-Related Exposure](#) and may instructs potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for [symptoms](#).