

# Employee Guidelines for Reporting COVID-19 Exposures and Symptoms

SYMPTOMS	EXPOSURE	ACTIONS
Not feeling well, with Non- COVID symptoms	No suspected COVID Exposure	<ol style="list-style-type: none"> <li>1. Employee must stay home and notify supervisor.</li> <li>2. Advise employee to call PCP or Teledoc if they are concerned about symptoms and need medical care.</li> <li>3. If quarantine is recommended by PCP or Teledoc, employee must call Employee Health Services and supervisor.</li> <li>4. Employees out more than 3 or more days must be cleared by Employee Health Services before returning to work.</li> </ol>
Symptomatic/Not Feeling Well (Fever, Cough, etc)	Confirmed COVID or Suspected COVID Exposure at SJH or outside	<ol style="list-style-type: none"> <li>1. Employee must stay home and notify supervisor.</li> <li>2. Employee must call Employee Health Services for screening and testing if indicated.</li> <li>3. Employees out more than 3 or more days must be cleared by Employee Health Services before returning to work.</li> </ol>
Asymptomatic/Feeling Well	Exposure to Confirmed COVID or Suspected COVID at or outside of SJH	<ol style="list-style-type: none"> <li>1. Employee must notify supervisor.</li> <li>2. Employee may continue to work as long as employee remains asymptomatic.</li> </ol>

**The following situations must be reported to Infection Prevention & Control as soon as possible:**

\*Cluster of employees (2 or more) in a department who are sick within 14 days.

\*Cluster of patients (2 or more) with hospital onset signs of COVID within 14 days.

**Employee Health**  
973-754-2265

**Human Resources**  
973-754-4600



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