<u>Criteria for Return to Work for Employees with Confirmed Case of COVID-19</u>
Updated Guidance as of 03/30/2020

The following information is provided to assist you as managers and supervisors when an employee has indicated their intent to return to work following a confirmed case of Coronavirus Disease 2019 (COVID-19).

General Guidelines:

If an employee notifies you of their intent to return to work following a laboratory-confirmed COVID-19 result, do not request documentation for the employee to return to work. Per the Centers for Disease Control and Prevention (CDC), healthcare provider offices and medical facilities may be extremely busy and unable to provide such documentation in a timely manner due to the COVID-19 pandemic. Rather, you must follow the process outlined below *prior* to allowing an employee to return to work.

Immediately upon employee notification of intent to return to work, the responsible supervisor or manager must:

1. Inform the employee they may not return to work until they have been cleared by a Postal Service physician or nurse;
2. Ask the employee for a phone number at which they can be reached;
3. Inform the employee they will be contacted by a Postal Service physician or nurse for a telephonic interview; ***and*** then
4. Immediately notify the District Occupational Health Nurse Administrator (OHNA) that you have an employee who has requested to return to work, and provide the OHNA with the employee's contact information (if your District OHNA is not available, please contact your District HR Manager for guidance).

The **Postal Service physician or nurse** will review the information and make a final determination on the return-to-work request. Employees are not permitted to return to work without written clearance from a Postal Service physician or nurse if they have received a laboratory-confirmed COVID-19 result.

For your information, per the CDC, options for decisions about return-to-work for individuals with laboratory-confirmed COVID-19 include a test-based strategy or a non-test-based strategy. Employees **with laboratory-confirmed COVID-19 who have stayed home** can stop home isolation and return to work following an interview with a Postal Service physician or nurse to confirm:

- *If employee will be tested* to determine if they are still contagious, they can return to work after these three things have happened:

  - Employee no longer has a fever (without the use of any fever-reducing medication); ***AND***
  - Other symptoms have improved (for example, when cough or shortness of breath has improved); ***AND***
  - *Employee receives* one negative test result (test result should be final before isolation is ended).

- *If employee will **not** have a test* to determine if they are still contagious, they can return to work after these three things have happened:

  - Employee has had no fever for at least 72 hours (that is three full days of no fever without the use of any fever-reducing medication); ***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.

- *If employee has not had symptoms despite laboratory-confirmed COVID-19,* they can discontinue home isolation and return to work when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test, ***provided*** they have had no subsequent illness or symptoms. Source: [CDC Guidance Discontinuation of Home Isolation](#)

Contact your District HR Manager or District OHNA if you have any questions.