COVID-19 – Initial Decision Tree

March 30, 2020

Employee information is protected by the Privacy and Rehabilitation Act and as such must be restricted to only those identified in this document.

For more information please contact Loretta Chamberlain at (202)748-2394 or call your Area OHNA and Area Human Resources Manager.

CDC or Public Health notification

1. USPS is informed of COVID-19 positive employee

Notify
- District or Area OHNA
- District HR

Do you have a federal agency within your facility?

Yes

District or Area OHNA communicates findings with respective agencies' medical personnel

Confirmed

Inform
- National HR
- National Occupational Health and Medical Services

Follow COVID-19 Exposure Checklist and Playbook. Employee stays home (up to 14 days) Administrative Leave

No

Notify
- District or Area OHNA
- District HR

Other notification

2. Employee develops a fever and symptoms such as a cough or difficulty breathing

Yes

- Provide surgical mask
- Send home
- Advise/ seek medical treatment
- Leave according to Families First Coronavirus Response Act and ELM Sec. 513

If confirmed positive COVID-19, Go to Step One and follow COVID-19 Exposure Checklist and Playbook. Employee stays home (up to 14 days) Administrative Leave

No

3. Employee has visited level 3 countries or on cruise travel in past 14 days?

Yes

Notify
- District or Area OHNA
- District HR Manager

- Stay home (14 days)
- Administrative leave

Did employee later show symptoms of COVID-19?

Yes

Employee returns to work

No

4. Employee shares household with an individual with positive COVID-19?

Yes

Notify
- District or Area OHNA
- District HR Manager

- Stay home (up to 14 days)
- Administrative leave

5. Employee has been exposed, outside of work, to individual with positive COVID-19?

Yes

Notify
- District or Area OHNA, then
- District or Area OHNA contacts Local Health Department for advice

Inform
- OHNA contacts Local Health Department for advice

Local Health Department reviews and orders Quarantine = 14 days Admin Leave
No Quarantine = Employee returns to work

If Local Health Department does not review, OHNA interviews employee to determine Quarantine = 14 days Admin Leave
No Quarantine = Employee returns to work

No

6. Employee has been exposed to individual who was exposed to individual with positive COVID-19?

Yes

- Cleared to work

*Stay at home (up to 14 days) until household member has had no fever for at least 72 hours (at least 3 full days of no fever w/o the use of any fever-reducing medications) 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.

Per CDC guidelines, employees exposed to (no COVID-19 symptoms) individuals with potential exposures to COVID-19 (such as in a household), i.e., “contacts of contacts,” are not considered exposed.