When Employee Experiences COVID-19 Symptoms

Employee experiences COVID-19 symptoms (cough, fever, shortness of breath, or respiratory illness)  
If symptoms are severe, call 9-1-1 immediately

1. Employee contacts the Office of Medical Services (OMS).  
   For civilians, the number is 1-844-OMS-CALL.  
   For PAPD, the number is 1-800-451-SICK.

2. If employee is at work, employee notifies supervisor/manager.

   Supervisor/manager directs employee to go home to self-quarantine.

   Supervisor calls (1) OMS to report symptomatic employee, and (2) Operations Services to deploy cleaning team to employee’s workspace and common areas at their facility.

   Employee calls OMS to:
   - verify symptoms
   - confirm quarantine
   - confirm they contacted their doctor/local ER; was provided information on how to get tested (NY Hotline: 1-888-364-3065 NJ Hotline: 1-800-222-1222)
   - identify co-workers they were in contact with

   Employee remains in quarantine while awaiting test results.

   Employee receives test results and immediately notifies OMS of results.

   Did employee test positive?

   If yes
   - Employee remains in quarantine. Will need two negative tests before being cleared to return to work.
   - Co-workers remain in quarantine for 14 days.

   If no
   - Employee returns to work upon recovery. Co-workers immediately return to work.

Co-worker experiences symptoms?

If no
- At end of quarantine, co-worker immediately returns to work.

If yes
- Co-worker calls OMS and their doctor to seek testing.
Department of Health Guidance on Contacts of a Close or Proximate Contact of a Confirmed or Suspected Case of COVID-19

**Background** – As more cases of Novel Coronavirus (COVID-19) are identified or suspected across the bistate region, and individuals and families are required or recommended for mandatory or precautionary quarantine (as defined below), it is important that there is a common understanding of the risk to contacts of contacts of a suspected or confirmed case.

Any individual (Person C) who is a contact of Person B (i.e., spouse, children, co-workers, etc.) is considered a “contact of a contact”. Person C is not at risk for infection and would not be subject to quarantine unless Person B had or developed symptoms, or tested positive for COVID-19.

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**Definitions:**

**Close Contact** is defined as “being within 6 ft of a person displaying symptoms of COVID-19 or someone who has tested positive for COVID-19.”

**Proximate Contact** is defined as “being in the same enclosed environment such as a classroom, office, or gatherings but greater than 6 ft from a person displaying symptoms of COVID-19 or someone who has tested positive for COVID-19.”

**Mandatory Quarantine** is required for a person who “has been in close contact (6 ft.) with someone who is positive, but is not displaying symptoms for COVID-19; or person who has traveled to/from a high-risk level area as defined by the Centers for Disease Control and Prevention (CDC) and is displaying symptoms of COVID-19.”

**Precautionary Quarantine** is required for a person who “meets one or more of the following criteria: (i) has traveled to CDC-designated high-risk area while COVID-19 was prevalent, but is not displaying symptoms; or (ii) is known to have had a proximate exposure to a positive person but has not had direct contact with a positive person and is not displaying symptoms.”