COVID-19 – Decision Tree

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

Employee status:

1. USPS is informed of COVID-19 positive employee

   - Notify
     - District or Area OHNA
     - District HR Manager

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

   - Notify
     - District or Area OHNA
     - District HR Manager

3. Employee has returned from international or cruise travel in past 14 days?

   - Yes
     - Provide surgical mask
     - Send home
     - Advise / seek medical treatment
     - Leave in accordance with 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 on leave in accordance with Families First Coronavirus Response Act*
   - No

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

   - No
     - Return to work
   - Yes
     - Notify
       - District or Area OHNA
       - District HR Manager

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

   - No
     - Return to work
   - Yes
     - Notify
       - District or Area OHNA; then
       - District or Area OHNA contacts Local Health Department for advice

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

   - Yes
     - Cleared to work
   - No

Follow COVID-19 Exposure Checklist and Playbook. Employee stays home on leave in accordance with Families First Coronavirus Response Act

*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 with 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, individuals exposed to asymptomatic (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.

If Local Health Department does not review, OHNA interviews employee to determine
Quarantine = Leave in accordance with Families First Coronavirus Response Act
No Quarantine = Employee returns to work

If Local Health Department reviews and orders
Quarantine = Leave in accordance with Families First Coronavirus Response Act
No Quarantine = Employee returns to work

If confirmed positive COVID-19, Go to Step One and follow COVID-19 Exposure Checklist and Playbook. Employee stays home on leave in accordance with Families First Coronavirus Response Act* Employee stays home on leave in accordance with Families First Coronavirus Response Act*

Did employee later show symptoms of COVID-19?

- No
  - Employee remains on sick or annual leave until cleared

- Yes
  - Return to work

Do you have a federal agency within your facility?

- Yes
  - District or Area OHNA communicates findings with respective agencies’ medical personnel

- No
  - CDC or Public Health notification

Employee has returned from international or cruise travel in past 14 days?

- Yes
  - Notify
    - District or Area OHNA
    - District HR Manager

- No
  - Stay home
  - (14 days)
  - Leave in accordance with Families First Coronavirus Response Act

Employee has returned from international or cruise travel in past 14 days?

- Yes
  - Notify
    - District or Area OHNA
    - District HR Manager

- No
  - Employee stays home on leave in accordance with Families First Coronavirus Response Act

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

- Yes
  - Notify
    - District or Area OHNA
    - District HR Manager

- No
  - OHNA verifies positive COVID-19 test

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

- Yes
  - Notify
    - District or Area OHNA
    - District HR Manager

- No
  - No Quarantine = Employee returns to work

Employee has been informed of a COVID-19 positive employee.

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

- Yes
  - Notify
    - District or Area OHNA
    - District HR Manager

- No
  - No Quarantine = Employee returns to work

Employee has returned from international or cruise travel in past 14 days?

- Yes
  - Notify
    - District or Area OHNA
    - District HR Manager

- No
  - No

District or Area OHNA contacts Local Health Department for advice

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 with 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.