

COVID 19 Return to Work

Employee Eligible to RTW



Supervisor Initial Screening





Return to Work



Referral to OHNA



PURPOSE: To establish a pre-screening process to streamline the return to work process for employees who have been out of work at least 5 days without a positive diagnosis for COVID-19 and without medical documentation for COVID-19.

Visual	Overview	Key Points
	<p>Employee phones in to request return to work;</p> <p>or</p> <p>Employee has been out of work for at least 5 days</p>	<p>Employee's immediate supervisor obtains a list of employees quarantined for at least 5 days without a positive diagnosis and without medical documentation (Diagnosis NO and Diagnosis UNCONFIRMED) from the District HR office or District OHNA.</p>
	<p>Employee's Immediate Supervisor conducts initial screening</p>	<p>Ask employee if they have any continuing symptoms of COVID 19. If YES, refer the case to the District OHNA for follow up</p> <p>Ask employee if they have a member of their immediate household who is currently positive for COVID 19. If YES, refer the case to the District OHNA for follow up.</p> <p>If answer to both questions is NO, advise the employee to return to work on next scheduled day and time.</p> <p>NOTE: Do not take any notes of your discussion with the employee and do not ask for any medical information.</p>

Standard Work Instruction

Occupational Safety & Health

COVID 19 Return to Work

	<p>Return employee to duty</p>	<p>Advise employee to return to work during next scheduled day and time.</p> <p>Contact your HR Manager or their designee and provide the return to work date.</p> <p>HR Manager will arrange to have the HERO tracker updated with the return to work date.</p>
	<p>Refer complex cases to OHNA for follow up</p>	<p>After the verbal discussion with the employee, refer any case to the OHNA for follow up if the answer to the initial questions is YES.</p> <p>Note: Do not take any written notes of your discussion with the employee.</p>