



WORKFLOW FOR SUPERVISORS

Step 1: Complete the BRT Form to Report Positive Test or Close Contact

- Have the employee complete the **BRT Form** (applies to both isolation & quarantine)
- Office of Health Security will begin contact tracing and instruct the employee appropriately
- Create a work plan for the employee (working remotely or taking leave)



Isolation: Employee **Tested Positive** for COVID-19

- Isolation typically lasts 10 days **IF**:
 1. Symptoms have improved
AND
 2. At least 10 days have passed since the start of symptoms
AND
 3. No fever within the past 24 hours and not using any fever-reducing medication
- **Please remember** - some individuals may not exhibit symptoms



Quarantine: Employee was in **Close Contact** with an individual who tested positive for COVID-19

- Quarantine typically lasts 10 days **IF**:
 1. No symptoms related to COVID-19 during the quarantine period developed
AND
 2. It has been 10 days since the close contact with the positive case
- **Please remember** - quarantine may last up to 24 days if the employee cannot separate from a positive case in their household
- Example: parents who must take care of a child who has tested positive for COVID-19 and cannot isolate from the positive case

Step 2: Receive a **Return to Work Release** note from the Office of Health Security

- At the end of the isolation/quarantine period, the Office of Health Security will contact the employee via email for a follow-up interview
- Office of Health Security will **email the employee** if it is safe to return to work; employees are instructed to share return to work email with supervisors

