

	Path 1	Path 2	Path 3	Path 4	Path 5
CONDITION	Employee covered under Matilda's law: age 70 and older, with a compromised immune systems, or an underlying illnesses	Employee with symptoms of cold, flu, or respiratory illness	Employee with possible/medium or low risk exposure to COVID-19	Employee with confirmed or high risk exposure to COVID-19	Employee with confirmed diagnosis of COVID-19 or required to be quarantined
STEP 1	May only work remotely	May not work until fully recovered.	If no symptoms of cold, flu, or respiratory illness, may continue to work. With symptoms of cold, flu, or respiratory illness: <b>STOP. FOLLOW PATH 2</b>	Follow all directives of Health Officials and/or Healthcare Providers. If no symptoms of cold, flu, or respiratory illness, may only work remotely. With symptoms of cold, flu, or respiratory illness: <b>STOP. FOLLOW PATH 2</b>	Follow all directives of Health Officials and/or Healthcare Providers.
STEP 2	If unable to perform any remote duties: <b>SUBMIT MEDICAL DOCUMENTATION TO HUMAN RESOURCES AND APPLY FOR ADMINISTRATIVE LEAVE</b>	Triage for COVID-19 Testing via Primary Care Physician Upstate Medical Hotline Upstate Medical Online	Triage for COVID-19 Testing via Primary Care Physician Upstate Medical Hotline Upstate Medical Online	Triage for COVID-19 Testing via Primary Care Physician Upstate Medical Hotline Upstate Medical Online	<b>SUBMIT MEDICAL/LEGAL DOCUMENTATION TO HUMAN RESOURCES TO APPLY FOR ADMINISTRATIVE LEAVE TO COVER REQUIRED QUARANTINE</b>
STEP 3		If COVID-19 test is ordered <b>SUBMIT COPY OF TEST ORDER TO HUMAN RESOURCES</b>	If COVID-19 test is ordered may only work remotely. <b>SUBMIT COPY OF TEST ORDER TO HUMAN RESOURCES</b>	If COVID-19 test is ordered may continue to work remotely. <b>SUBMIT COPY OF TEST ORDER TO HUMAN RESOURCES</b>	<b>MAY NOT RETURN TO WORK UNTIL PROVIDED CLEARANCE BY HEALTH OFFICIALS AND/OR HEALTHCARE PROVIDERS</b>
STEP 4		If COVID-19 Test is positive: <b>STOP. FOLLOW PATH 5</b>	If COVID-19 Test is positive: <b>STOP. FOLLOW PATH 5</b>	If COVID-19 Test is positive: <b>STOP. FOLLOW PATH 5</b>	<b>SUBMIT CLEARANCE DOCUMENTATION TO HUMAN RESOURCES</b>
STEP 5		If COVID-19 Test is negative or not ordered, must be free of all symptoms including fever for 24 hours before returning to work	If COVID-19 Test is negative or not ordered, continue to work. If symptoms arise later: <b>STOP. FOLLOW PATH 2</b>	If COVID-19 Test is negative or not ordered, may return to work. If symptoms arise later: <b>STOP. FOLLOW PATH 2</b>	
STEP 6		<b>FOLLOW NORMAL SICK DAY DOCUMENTATION</b>	<b>SUBMIT MEDICAL DOCUMENTATION TO HUMAN RESOURCES TO APPLY FOR ADMINISTRATIVE LEAVE TO COVER ANY DAYS LOST TO TESTING</b>	<b>SUBMIT MEDICAL DOCUMENTATION TO HUMAN RESOURCES TO APPLY FOR ADMINISTRATIVE LEAVE TO COVER ANY DAYS LOST TO QUARANTINE</b>	