

COVID-19 Guidance
Sending Home an Employee (Office or Field) or
Responding to an Employee Reporting Symptoms of Respiratory Illness

- **A supervisor will send an employee home if they are exhibiting symptoms of respiratory illness (example: fever, cough, shortness of breath)**
 - Notify HR if sending an employee home for or if they call in due to exhibiting symptoms
 - Notification should be made to [HR email box \(HR@pieperpower0.onmicrosoft.com\)](mailto:HR@pieperpower0.onmicrosoft.com)
 - Recommend that the employee contact a medical professional for further evaluation
 - If medical professional determines COVID-19 testing is necessary:
 - Employee should notify supervisor that they will be tested
 - Supervisor must notify HR that an employee is being tested for COVID-19
 - Employee is *not allowed to return to work while test results are pending*
 - If a medical professional determines no further evaluation is necessary or the employee chooses not to contact a medical professional:
 - Employee will not be allowed to return to work until the following conditions are met:
 1. Free of fever for at least 24 hours without the use of fever-reducing medication
 2. Free, or showing improvement, of respiratory and other symptoms (example: cough, shortness of breath) for at least 24 hours
 3. Five (5) days have passed since symptoms first appeared, wears mask for 5 days upon returning to work
 - Supervisor should notify HR that the employee was sent home will not be testing If the employee is seen by a medical professional and it is determined to be an illness other than COVID-19, the employee may return to work based on the recommendation from the medical provider.
- **If a fully vaccinated employee is exhibiting symptoms of COVID-19**
 - Notify HR that the employee is exhibiting symptoms via the HR email box
 - The employee should stay home while the symptoms are present and receive a COVID-19 test, employee should not return to work while the test results are pending
 - If the test comes back negative, the employee may return to work with no further quarantine necessary
 - If the test comes back positive, the employee should remain in quarantine until further guidance received from HR
- **If the employee tests positive for COVID-19**
 - HR should be notified of the positive test, either by the employee or Supervisor for return to work guidance.
 - Supervisor should contact their manager for further guidance in contacting customer and other non-Pieper individuals who may have been in contact with the employee
 - Supervisor should contact HR for guidance on performing a Risk Assessment of the employee who has tested positive, to determine with whom the employee has been in Direct Close Contact
 - Employer (HR and/or Supervisor) should alert those who have been in Direct Close Contact of their exposure
 - Remove those who have been in Direct Close Contact from the job site if they meet criteria based on risk assessment
 - Employees removed from the job can return to work after being contacted by HR and / or supervisor with further details
- **If an employee reports being in direct close contact with a person who has tested positive for COVID 19 or Supervisor / Manager is contacted by a local, county, state health department**
 - Supervisor should contact HR for guidance regarding quarantine of the person in direct close contact with a positive case