

## **PROTOCOL FOR SENDING EMPLOYEES HOME WHO MAY BE ILL**

Please use the following script when you must determine whether to send an employee home who may be ill.

### **For Non-Facility Staff**

**BEFORE** you send an employee home for a possible illness, you should privately ask the employee the following questions:

- 1) **Are you experiencing cold or flu-like symptoms? Yes\_\_\_ No\_\_\_**
- 2) **Do you believe that these symptoms are contagious or infectious and not due to other conditions (such as seasonal allergies etc.?) (Advise the employee to NOT share additional medical information or diagnoses.) Yes\_\_\_ No\_\_\_**
- 3) **Do you have or have you had a fever in the past 72 hours? Yes\_\_\_ No\_\_\_**

The employee should be sent home that day and should stay home utilizing PEPEL/Accruals/Advances as appropriate for whatever time necessary if:

- 1) The employee answers yes to all of the questions above; OR
- 2) The employee answer yes to Questions #1 and #2; OR
- 3) The employee answers yes to Question #3. Employees should be fever free for 72 hours without fever reducing medication. utilizing PEPEL/Accruals/Advances as appropriate.

Answering no to all of these questions, should result in the employee remaining at work.

**\*\*\*If you still believe you need to send an employee home who tells you they are not experiencing flu-like symptoms, are not contagious/infectious, nor have they had a fever, you MUST consult with your Deputy County Manager/Executive Team Member before doing so.**

### **For Facility Staff (Corrections/Health Care Facilities)**

Please continue to follow appropriate guidelines established by the CDC, MN Department of Health and the MN Department of Corrections. (HR will add to this guidance in the near future after coordinating with the applicable departments.)