COVID-19 – Initial Decision Tree

Employee information is protected by the Privacy and Rehabilitation Act and as such must be restricted to only those identified in this document.

1. USPS is informed of COVID-19 positive employee
   - Notify: District or Area OHNA
   - Notify: District HR
   - Do you have a federal agency within your facility?
     - Yes: District or Area OHNA communicates findings with respective agencies’ medical personnel
     - No: Follow COVID-19 Exposure Checklist and Playbook. Employee stays home on leave in accordance with Families First Coronavirus Response Act
   - Other notification

2. Employee develops a fever and symptoms such as a cough or difficulty breathing
   - Yes: Provide surgical mask; Send home; Advise seek medical treatment; Leave according to Families First Coronavirus Response Act and ELM Sec. 513
   - No: Employee remains on sick or annual leave until cleared.

3. Employee has visited level 3 countries or on cruise travel in past 14 days?
   - Yes: Stay home (14 days); Leave according to Families First Coronavirus Response Act
   - No: Did employee later show symptoms of COVID-19?
     - Yes: Return to work
     - No: Employee stays home on leave in accordance with Families First Coronavirus Response Act

4. Employee shares household with an individual with positive COVID-19?
   - Yes: Notify: District or Area OHNA; District HR Manager
   - No: Employee stays home on leave in accordance with Families First Coronavirus Response Act

5. Employee has been exposed, outside of work, to individual with positive COVID-19?
   - Yes: Notify: District or Area OHNA; District HR; OHNA contacts Local Health Department for advice
   - No: Employee stays home on leave in accordance with Families First Coronavirus Response Act

6. Employee has been exposed to individual who was exposed to individual with positive COVID-19?
   - Yes: OHNA contacts Local Health Department for advice
   - No: Local Health Department reviews and orders Quarantine; Leave in accordance with Families First Coronavirus Response Act
     - No Quarantine = Employee returns to work

*Stay at home (up to 14 days) until household member has had no fever for at least 72 hours (at least 3 full days of no fever with the use of any fever-reducing medications) AND other symptoms have improved (for example, when cough or shortness of breath has improved) AND at least 7 days have passed since COVID-19 symptoms first appeared.

*Per CDC guidelines, employees exposed to (no COVID-19 symptoms) individuals with potential exposures to COVID-19 (such as in a household), i.e., “contacts of contacts,” are not considered exposed.