

HOW TO COORDINATE COVID-19 TESTING FOR EMPLOYEES WHO REPORT UP THROUGH ROCHESTER:

For Current Test Locations and Hours of Operation:

Reference: Nurse Ordering

Coordinating COVID-19 Testing:

Send e-mail to:

- (insert e-mail address)

Email Subject Line:

- Employee Triage (insert location of testing center)

Body of Email:

- Employee Name, Date of Birth, Preferred Contact Number
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Provide the following instructions to the employee:

- The location of the testing center.
- Follow the testing site signs as directed. If it is a drive thru testing site, please stay in your car and the staff will direct you to the appropriate location.

Verbalize the following information, in addition to sending the “COVID-19 Test Results” information to the employee via Conversation History in OCM:

COVID-19 Test Results

I will be sending this information in an email so you don't have to remember or write this down.

- If your COVID-19 test result is **negative and you have been advised by public health authorities or your employer's occupational health service**

that you need to remain on a home quarantine, please follow their instructions and remain on a home quarantine for the designated time frame.

- If your COVID-19 test result is **negative**, please call the Occupational Health Services (OHS) COVID-19 Nurse Line xxx-xxx-xxxx for further instructions. Please do not return to normal activities, including work, until you are feeling well and have not had a fever of 100.5 F or greater for 24 hours.
- If your COVID-19 test result is **positive**, stay home. Notify your supervisor if you will be on medical leave until you are cleared by Occupational Health Services. **You do not need to tell your supervisor the reason for your medical leave.** Occupational Health Services will issue a formal work restriction keeping you off for 14 days. Occupational Health Services will re-evaluate you on day 14 of your restriction to determine if you are cleared to return to work. **Do not return to work until you are cleared by Occupational Health Services.**