



Instructions for Staff Calling Out of Work Due to Illness or Suspected/Confirmed COVID 19 Exposure

If you are calling out of work for any reason, you must speak directly to your supervisor or designee. He or she will ask you a series of questions to determine the risk of spreading any potential infection. Based on your answers, you will receive instructions. These may include calling your doctor, calling the Division of Public Health on 1-866-408-1899, and you may be required to remain out of work for a period of two weeks or more. The information provided will be reviewed by the Office of the Medical Director. In order to return to work, you may be required to have your medical provider complete the enclosed **Medical Return to Work Form**.

If asked to complete the Medical Return to Work Form, it must be submitted via email to Mary.Wise@delaware.gov. You will then be informed when you are cleared to return to work.

DSAMH wants staff to understand the importance of this action, so we want staff to be truthful. If you feel that you need a “mental health day,” we want you to take it. If you do have symptoms of any kind, you must be honest about this as well. **Bottom line is we need to know who may have this virus.**

If you have any concern, no matter how small or unlikely, that you may have been exposed to COVID 19 DO NOT COME TO WORK. Follow the above instructions and call your supervisor.

This is a fluid situation and our instructions may be updated as further information is obtained. We value your health and wellbeing and appreciate your cooperation during this difficult time.