



Instructions for Supervisors receiving a call out from staff for illness or suspected/confirmed COVID 19 exposure:

Please read these instructions carefully and review all forms.

If a staff person calls out sick or has concern that they have been exposed to COVID 19, they must speak to you or your delegate directly. You or your delegate **must** complete the **Staff Infection Control Screen** form provided to you. This form needs to be completed in its entirety.

Please read the back of the form as soon as you receive it, so you are aware of the guidelines that need to be followed in the event that you receive staff calling out of work.

If the staff member has any symptoms, you must advise them to call the Division of Public Health to be screened at 1-866-408-1899. They should follow all DPH recommendations and notify their own doctor. Also advise that a call out due to illness or exposure will require them to stay home until they are cleared by the Office of the Medical Director. They may need to complete the Return to Work/Medical Verification Form, which has also been provided to you.

We want to be supportive of staff's health and wellbeing, but we do not want people calling out of work unnecessarily out of fear, or simply out of opportunity. We want staff to understand the severity of this pandemic and the importance of our role in containing it, without promoting or encouraging panic. We also want staff to be truthful should they need to be out of work. If they feel that they need a "mental health day," we want them to take it. If they do have symptoms of any kind, they must be honest about this as well. ***The bottom line is we need to know who may have this virus. Tracking the virus will help save lives.***

Once the screening form is completed, which must be done for any staff calling out, the form needs to be scanned and sent to Mary.Wise@delaware.gov. Each form will be reviewed by the Office of the Medical Director and assessed by infection control. If any further action is needed, you and your staff will be informed. You must then email the staff person the attached informational handouts.

You or your delegate will also need to complete the **Daily Call-Out Report Form**, which has been provided to you. This must be sent daily, and for each shift, to Mary.Wise@delaware.gov and April.Johnson@delaware.gov. Please note that this is a fluid situation and our instructions may be updated as further information is obtained.

Please be sure all staff have received a copy of the "Instructions for Staff Calling Out of Work" as soon as possible. This document can be found on the next page.

If a staff member will be out for more than one day and has not been given an estimated time of absence by a medical professional, he or she must call the supervisor every day and the daily absence log must be updated. However, the **Staff Infection Control Screen** should only be completed on subsequent days if the staff member reports new or worsening symptoms. If a new form is completed, scan and send the results as above.

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.



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.