

Checklist for Employees: I've Tested Positive for COVID-19—Now What?



- 1.** If you're at work and receive notice of a positive test, go home immediately, and notify your supervisor you're going home due to illness.
- 2.** Enter your symptoms in WPI's [Symptom Tracker](#). Expect a call and/or email from WPI's public health team to provide you with additional information and discuss any close contacts you may have had.
- 3.** Remain at home and do not return to campus as you follow [isolation](#) guidelines.
- 4.** Call your healthcare provider or [Tufts Virtual Health Services](#) (for Tufts Health plan members) to discuss your symptoms and next steps.
- 5.** If you can do some work remotely, based on how you are feeling, discuss the plan with your supervisor.
- 6.** If you were experiencing COVID-19-like symptoms and you tested positive for COVID-19 or if you tested positive for COVID-19 and you never had COVID-19-like symptoms, refer to the [Return to Campus Guidance](#), When You Can Return to Work on Campus section for instructions on returning to work.
- 7.** Contact Benefits@wpi.edu to assist with COVID-19-related medical leave. COVID-19 may qualify as a "serious health condition" under the [Family Medical Leave Act](#) (FMLA), allowing an employee to take FMLA protected leave if they are incapacitated due to COVID-19 or if they need to care for covered family members incapacitated by COVID-19. For additional FMLA questions, contact Will Darling at Benefits@wpi.edu.
- 8.** Continue to report in the Symptom Tracker daily, even if you're home sick, so we can help manage your leave. Exempt employees' COVID sick time does not need to be entered into Workday, as the Symptom Tracker will record it. Non-exempt employees will need to track non-worked time in Workday as nonwork hours. If you're out for more than 7 consecutive COVID sick days, contact Will Darling at Benefits@wpi.edu to assist with COVID-19-related medical leave.

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Worcester Polytechnic Institute