

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.
- 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 COVID-19 testing.
- 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, you can return to work on campus after you complete your isolation period. In most cases,* you can be around others after:
 - 10 days have passed since your symptoms first appeared, and
 - 24 hours with no fever (without the use of fever-reducing medicine), and
 - Other symptoms of COVID-19 are improving.

*If you have severe COVID-19 or are immunocompromised, follow your healthcare provider's instructions.

Then

 - Obtain a note from your healthcare provider or Tufts Virtual Health Services clearing you to return to work. If you are having difficulty obtaining a healthcare provider's note, please contact Talent & Inclusion for assistance.
 - Present this information to the Testing Coordinator for clearance to return to work.
- 7.** If you tested positive for COVID-19 and you never had COVID-19-like symptoms, you will need to complete the CDC's [isolation period](#) (described below) to return to work on campus.
 - Call your healthcare provider or Tufts Virtual Health Services (for Tufts Health plan members) to discuss your symptoms and COVID-19 testing.
 - Complete your isolation period. If you continue to have no symptoms, you can be around others after 10 days have passed since your positive COVID-19 test.
 - Present information to the Testing Coordinator that you have completed your isolation period with no symptoms arising for clearance to return to work.
- 8.** 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.
- 9.** 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 feature will record it. Non-exempt employees will need to track non-worked time in Workday as nonwork hours or summer 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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