

How to Report COVID-19 Illness

- Go to employee.crown and click on the “COVID-19 Self Report Here” link
- If you do not have internet access, contact your HR Representative

When to Report COVID-19 Illness

Regardless of vaccination status, report on the COVID portal if you:

- Tested positive for COVID (test results must be submitted)
- Are experiencing COVID like symptoms
- Experiencing symptoms after receiving the vaccination or booster

You do not need to report on the COVID portal if:

- 3rd party exposure (ex. Child is exposed to a COVID positive classmate, as a parent you would be a 3rd party and would not be required to report or be absent from work, unless the child or you develop COVID symptoms).
- Were exposed to someone who tested positive for COVID or likely has COVID and you have no symptoms.

Reminders

- Office Employees - Where possible, work with your manager to determine if remote work is an option during a quarantine period.
- Reported COVID absences will be considered an approved absence.
- Normal Short Term Disability or Salary Continuation guidelines will apply.
- The date of exposure is considered day 0. Day 1 is the first full day after your last contact with a person who has COVID.

The following CDC guidance, as summarized by the Ohio Department of Health, provides simple and practical instruction on what to do if you have COVID-19 or have been exposed to COVID-19. **Please refer to this guidance to determine your return to work status.**

Crown's guidelines, by design and in order to account for many scenarios, may be more detailed when compared to the Dept of Health flowchart below. Therefore, to the extent where there are differences, you will be informed by the Crown Medical Clinic and the Crown guidelines will apply.

WHAT TO DO IF YOU HAVE COVID-19

Regardless of Symptoms or Vaccination Status

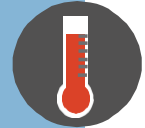


- Stay home for the next five days regardless of symptoms or vaccination status.



- Stay away from other people as much as possible (including those in your own household).

- If you can't stay away from other people, wear a three-layer (or better) mask.



- Do you have a fever or other symptoms that haven't started to get better on day six?



YES



- Stay home until your fever is gone and other symptoms are better.



- Wear a mask for the next five days.



NO



- Resume activities with a mask.
- Wear a mask for the next five days.

If you are having symptoms of COVID-19 and waiting for your test results, stay home until you get your results.

WHAT TO DO IF YOU WERE EXPOSED TO SOMEONE WHO HAS COVID-19

And, Your COVID-19 Vaccines Are Up-to-Date

- If you received a booster dose of any COVID-19 vaccine.

or

- If you completed the primary series* of Pfizer or Moderna vaccine less than six months ago.

or

- If you completed the primary series* of Johnson & Johnson vaccine less than two months ago.



For
10
days

- Wear a mask around others for 10 days after your last exposure.
- Test on day five.
- If you develop symptoms or test positive, stay home.

If you tested positive for COVID-19 in the 90 days before your exposure.

- Wear a mask around others for 10 days.
- If you develop symptoms, get tested and stay home.

WHAT TO DO IF YOU WERE EXPOSED TO SOMEONE WHO HAS COVID-19

And, You are Unvaccinated or Your Vaccines Are Not Up-to-Date

- If you are unvaccinated or only received one dose of Pfizer or Moderna.

or

- If you completed the primary series* of Pfizer or Moderna vaccine more than six months ago.

or

- If you completed the primary series* of Johnson & Johnson vaccine more than two months ago and no booster.



For 5 days

- Stay home for five days after your last exposure, then wear a mask around others for the next five days.
- Test on day five.
- If you develop symptoms or test positive, stay home.

Additional Crown Guidelines: asymptomatic employees with recurrent contact with COVID positive family members, stay home for 10 days from date of first exposure.

*A primary series consists of one dose of Johnson & Johnson vaccine; or two doses of Moderna or Pfizer vaccine; or three doses of Moderna or Pfizer vaccine if you received an additional dose because you are immunocompromised.

Thank you to Clark County Combined Health District for sharing its graphic with the Ohio Department of Health.