



COVID-19 Self Report Procedures



If you have been exposed to COVID-19 and are asymptomatic

- Unless you are fully vaccinated, stay home and notify your supervisor (fully vaccinated employees can work, but must wear a mask for 10 days after the last exposure)
- DO NOT call the Crown Clinic
- After 5 days of isolation and no symptoms you can return to work:
 - If you tested negative for COVID-19 you will not be required to wear a mask
 - If you were not able to test you must wear a mask for the next 5 days (Masks are available at the Crown Clinic)
- If you begin to experience COVID-19 symptoms during the 5 days of isolation, we recommend testing and following the procedures below:
 - Self report at employee.crown.com and a case manager will contact you in a few days
 - Contact your doctor



If you have symptoms or test positive for COVID-19

- Stay home and notify your supervisor
- If your test is negative, consider returning to work if you are feeling well enough to perform your job duties
- If your test is positive or you cannot get tested, stay home and follow the procedures below:
 - Call your supervisor
 - Self report at employee.crown.com and a case manager will contact you in a few days
 - Contact your doctor
 - Stay home for 5 days
 - On day 6, if you are feeling better and are fever free, you can return to work but you must wear a mask until the 10th day after your symptoms started
 - If you are not well enough to come back to work, call your case manager. You will need a doctor's note to cover any absences + short term disability pay to return to work when you are able