COVID-19 Positive Isolation Requirements and Return to Work Testing Options

- **If you tested positive for COVID -19, follow Isolation Requirements (see Isolation Guidance Flowchart)**

- **Notify your Manager/ Supervisor and Employee Health by sending a copy of your test results to COVIDehs@hhs.sccgov.org with answers to the questions below to receive further guidance from Employee Health.**

- **Use the following Testing Options to return to work (RTW) at the applicable time frame indicated on the Isolation Guidance**

  - **You can obtain antigen testing by Employee Health by appointment, Monday-Friday.** Appointments are available upon request Monday-Friday at O'Connor Hospital.   Please do not call Employee Health to schedule an appointment. Instead, please email Employee Health and include in the **subject line request for COVID appt** with the following details to COVIDehs@hhs.sccgov.org.

    1. Name:

    2. Date of Birth:

    3. Employee ID (if County employee):

    4. Date of positive test result:

    5. Email (Personal email or reachable email):

    6. Best Phone Number:

    7. Manager Name:

    Employee Health will email back same day or within 24 hours during work days with an appointment date and time (check your spam/junk folder if you do not see an email within that time). Please plan to attend the appointment given to you and show up on time. Due to the high demand for testing, appointments generally cannot be rescheduled.

  - **You can use the At-Home Observed Antigen Testing Option (see process on COVID Hub).**

  - **You can obtain antigen testing from the County testing sites http://www.sccfreetest.org/ or your own Provider.**

Reporting the outside COVID positive results to Employee Health

If you **obtain a COVID positive test result** at a location outside of Employee Health, please send a copy of the positive test result to COVIDehs@hhs.sccgov.org with the following information with **subject line External COVID Positive** to receive further guidance from Employee Health:

1. Name:

2. Employee ID:

3. Date of Birth:

4. Job Title:

5. Symptoms present: describe symptoms:

6. Indicate if exposed to COVID case or travel or group outing:

7. Symptom onset date (SOD):

8. Last day at work (LDW):

9. Department of Work:

10. Manager Name:

11. Copy of positive test results.

IMPORTANT ADDITIONAL INFORMATION

➢ Antigen tests are not accepted by Employee Health unless they are observed per process.

➢ Check your spam/junk folder if you do not receive a response from Employee health within the expected time.

➢ Please avoid making multiple phone calls or multiple emails for the same issue as this could further delay the response from Employee Health and interrupt the department operations.

➢ Employee Health is experiencing a high volume of calls, so please use the processes noted above for a timely response.

➢ Partial results or screen shots with missing name, date of collection, and date of results will not be accepted by employee health.

➢ See Hospital Command Center COVID-19 policy for additional instructions for individuals who test positive for COVID-19.

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