

All employers must maintain a healthy work environment to decrease the spread of COVID-19.

Employers must actively encourage sick employees to stay home

- Employees who have symptoms (including fever, cough, shortness of breath, runny nose, body aches, and diarrhea) should notify their supervisor and stay home. Isolating 6 feet from people is not sufficient if a person is symptomatic.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with health care providers and state/local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.

Employers must separate sick employees

- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

Employers should implement flexible sick leave and supportive policies and practices.

- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
- Maintain flexible policies that permit employees to stay home to care for a sick family member.
- Employers that do not currently offer sick leave to some or all of their employees may want to draft non-punitive “emergency sick leave” policies.
- **Employers should not require a positive COVID-19 test result or a health care provider’s note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.** Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.
- In the case that health care provider notes are required, they should be obtained remotely via telehealth services and not via in-person evaluations.
- Health care provider notes should not require a specific date to return to work should follow CDC guidelines for suspected COVID-19 cases.

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

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