

Employee Illness Home Reference Sheet

Influenza-like Illness

1. Influenza-like illness include a **Fever** > than 100 degrees AND **1** of the following symptoms listed below:

- Sore throat
- Runny nose or Nasal congestion
- Cough
- Muscle aches

2. If you have an influenza-like illness you **MUST** stay home from work **5 days from the start of your symptoms AND be fever-free for at least 24-hours before you can come back to work** (you must not be taking an analgesic like Tylenol or Ibuprofen for your fever when you take your temperature).

COVID-19 Illness

COVID-19 symptoms include: a fever of 100.4 or greater and/or respiratory symptoms (shortness of breath, cough, sore throat, runny nose/congestion, head ache, fatigue, body aches/muscle aches, nausea, diarrhea, vomiting, loss of smell, loss of taste).

- **Symptomatic staff with negative test-** Follow the Influenza-like or GI-like Illness Protocol.
- **Staff with positive test-** Isolation time will be determined based on symptoms, current CDC recommendations for HCP and staffing needs. All staff must be 24-hours without fever prior to returning (you must not be taking fever-reducing medications) and report symptoms are improving.
- **Staff exposed to COVID-19 (Higher Risk)** All exposures need to be reported to Employee Health, charge nurse or manager regardless of vaccination status. Testing will be done based on current CDC guidelines. No restriction from work necessary if staff is not immunocompromised and remain asymptomatic.
- **Testing for COVID-19-** Testing is not recommended for staff who have tested positive in the last 30 days.

GI-like Illness

1. A GI-like illness symptoms are **one (1)** of the following:
 - 2 or more watery stools episodes (diarrhea) within 24 hours OR
 - 2 or more episodes of vomiting within 24 hours
2. If you have a GI-like illness, you **MUST** stay home from work for 48-hours after **your last episode of diarrhea or vomiting**.

Checklist of steps to take if you have a Covid-19, GI or influenza-like illness

- 1) At least 2-hours before your shift call the Charge Nurse at 920-237-6250 to report that you are ill.
 - **If you do not work in the health center or the Garden building you MUST also notify your department or manager of your illness for scheduling purposes.**
- 2) Tell the Charge Nurse the following information
 - 1) Date and time your symptoms started
 - 2) All symptoms you are experiencing
 - 3) When and where you worked last
- 3) Employee Health or Infection Control Nurse will follow up with all staff Monday through Friday about your illness. You **MUST** return that call immediately to be cleared to come back work. You **CANNOT** return to work until you are cleared to come back.
- 4) **Nights, Weekends and Holidays – All staff MUST call the Charge Nurse daily to update about symptoms improving or worsening. Charge nurse will then inform staff if they can return the next day.**
- 5) If any Covid-19, GI, or influenza-like illness symptoms begin while you are at work, you **MUST** report to the charge nurse immediately. The charge nurse may instruct you to leave and self-isolate.