

Employee Illness Home Reference Sheet

Checklist of steps to take if you have respiratory or GI-like illness

- 1) **NOTIFY THE CHARGE NURSE:** Call the Charge Nurse at (920)-237-6250 at least 2 hours before your shift to report that you are ill. If you do NOT work in the Health Center (CVN, CVR, CVS) or Garden Building, you must also notify your department or manager for scheduling purposes.
- 2) **Provide required information:** When speaking with the charge nurse please be prepared to report.
 - Date and time your symptoms started
 - All symptoms you are experiencing
 - When and where you worked last
- 3) **Follow-Up From Employee Health / Infection Control:** Employee Health or the Infection Control Nurse will follow up Monday–Friday regarding your illness.
 - You must return their call immediately to be cleared to return to work.
 - You cannot return to work until you have been officially cleared.
- 4) **Nights, Weekends and Holidays:** All staff MUST call the Charge Nurse daily to update about symptoms improving or worsening. The charge nurse will then inform staff if they can return the next day.
- 5) **If Symptoms Start While You Are at Work:** Report symptoms to the Charge Nurse immediately.

Evergreen Numbers

- **Charge Nurse: (920)-237-6250**
- Employee Health: (920)-237-2134
- Infection Control: (920)-237-6210
- Main office: (920)-233-2340

GI Illness

- 1) **Definition of gastrointestinal (GI)-like illness:** Two (2) or more episodes of watery stools (diarrhea) within a 24-hour period, or two (2) or more episodes of vomiting within a 24-hour period.
- 2) **Return-to-Work criteria:** If you experience symptoms of a GI-like illness, you must remain home from work until at least 48 hours have passed since your last episode of diarrhea or vomiting.

Respiratory Illness

- 1) **Definition of Respiratory-Like Illness:** A respiratory-like illness is defined as having two (2) or more of the following symptoms: Cough, Shortness of breath (SOB), Sore throat, Runny nose, Headache, Myalgia (muscle aches), Chills, Fatigue, Fever
- 2) **Return-to-Work Criteria:** Staff who have two or more respiratory symptoms or a positive Influenza, RSV, or SARS-CoV-2 test may return to work when all of the following conditions are met:
 - At least 3 full days have passed since symptom onset (or, if asymptomatic, since the date of the positive test), and
 - Symptoms are improving, including being fever-free for 24 hours without fever-reducing medications
- 3) **Masking Requirement After Return:** Staff returning to work must wear a mask for source control through day 7.