

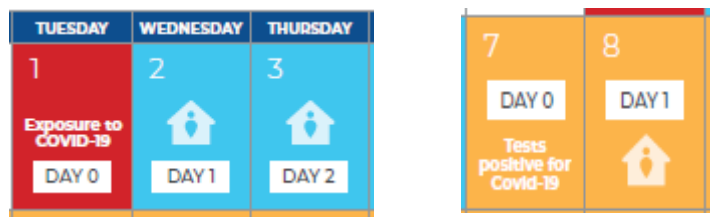
Common Employee Covid-19 Questions

1. **I came into close contact with a family member, friend, or some other non-work related exposure and have now tested positive or become symptomatic. What should I do?**
 - If you know the contact is non-work related, call your HR Rep or Dept Designee, **NOT** Nurse Triage.
 - The HR Rep or department designated employee should complete the [Non-Work related contact tracing form](#).
 - If your test result is positive, you and all close contacts should immediately follow the guidance located on [My Metro>Covid19 Updates>Metro Guidance for Covid19](#).
 - Your department is responsible for notifying the work-related close contacts you identified, and will simply state they have been identified as a close contact of a positive case and the date of their close contact (your name is not given).
2. **I was exposed to a positive coworker and was labeled as a close contact. What should I do?**
 - You should be told to contact Nurse Triage Line between the hours of 8 AM – 8 PM, 7 days a week at 1-800-928-1341 and guidance can be found on MyMetro to provide the proper [registration link](#). Nurse Triage will complete the First Report of Injury and Concentra will then contact you for a telemed visit, if needed.
 - You should be provided guidance located on [My Metro>Covid19 Updates>Metro Guidance for Covid19](#).
 - Your HR Rep will verify you are attending visits through the Concentra portal and will follow up with Concentra if you don't show up for a visit and is expected to follow up with you for status review, too.
3. **I tested with a home test or don't have proof of my test. How do I get proof of my test result?**
 - Complete the [Employee Test Reporting Form](#) and make sure to identify any close contacts from work for you by completing either the [Non-Work related contact tracing form](#) or following the Nurse Triage Process (whichever is appropriate for your incident).
4. **I tested with the Metro testing process and didn't receive my test result. What should I do?**
 - You should contact your HR Rep and they will contact metrohealthsafety@louisvilleky.gov. It's very important that you provide correct information in the scheduling process so that test results are sent correctly. You should also make sure you confirmed your text and email address with the registration process.
5. **I tested outside of the LMG process and now have a test result. Should I contact Nurse Triage again, if it is work related?**
 - No, you **ONLY** contact nurse triage for the initial notification. All follow up contacts should be with your HR Rep or Healthy at Work Coordinator. Test information should be provided to your HR Rep so that they can update metrohealthsafety@louisvilleky.gov, the information also needs to be provided to Concentra during the telemed visits. If you don't have a copy of the test to provide, your HR Rep should provide you with the [Employee Test Reporting Form](#).
6. **I work in a public protection agency and the employee has no known personal positive close contacts and no known work related positive close contacts but has tested positive or has begun to have symptoms. What should I do?**
 - You should be told to contact Nurse Triage between the hours of 8AM-8PM, 7 days a week at 1-800-928-1341.

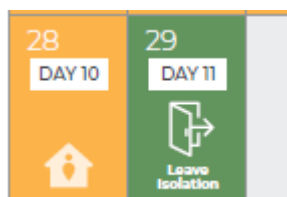
7. I work in a non-public protection agency and have no known personal positive close contacts and no known work-related positive close contacts but has tested positive or has begun to have symptoms. What should I do?

- You should self-test and follow the guidance located on [My Metro>Covid19Updates>Metro Guidance for Covid19](#) concerning when you should return to work.
- Nonwork related cases should follow the [Emergency Sick Leave SOP](#) when it is in effect. This is found on MyMetro>Covid19 Updates.
- Agencies should be sure to follow the correct pay code process for quarantine or isolation.
- If you want to file a first report of injury you would file it through the normal process, not through Nurse Triage.

8. How do I properly calculate the return-to-work dates or dates for when to test?



Example of how to count days after a test result or after an exposure.



Example of once isolation period has ended and leaving the isolation period.

9. When would I NOT need to quarantine?

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

If you came into close contact with someone with COVID-19 and you are in one of the following groups, you do not need to quarantine:

- You are aged 18 or older and have received all [recommended vaccine doses](#), including [boosters](#) and [additional primary shots](#) for some immunocompromised people.
- You are aged 5-17 and completed the [primary series](#) of COVID-19 vaccines.
- **You tested positive for COVID-19 using a [viral test](#) within the last 90 days.**

Instead of quarantining, you should wear a [well-fitting mask](#) around others for 10 days from the date of your last close contact with someone with COVID-19 (considered day 0). Get tested at least 5 days after you last had close contact with someone with COVID-19. If you test positive or develop COVID-19 symptoms, isolate from other people and follow [isolation](#) recommendations.

10. How do I schedule the 5-day early release test?

You are to schedule yourself at the Churchill Downs testing site, or any other testing location of your preference. You will need your Employee MetroID to be tested at the Metro testing location.

11. You should not contact NurseTriage for follow up tests, questions concerning quarantine, isolation, test results, or return to work, etc. Once you make your initial call to report and file a claim that is the ONLY TIME you are to contact Nurse Triage.