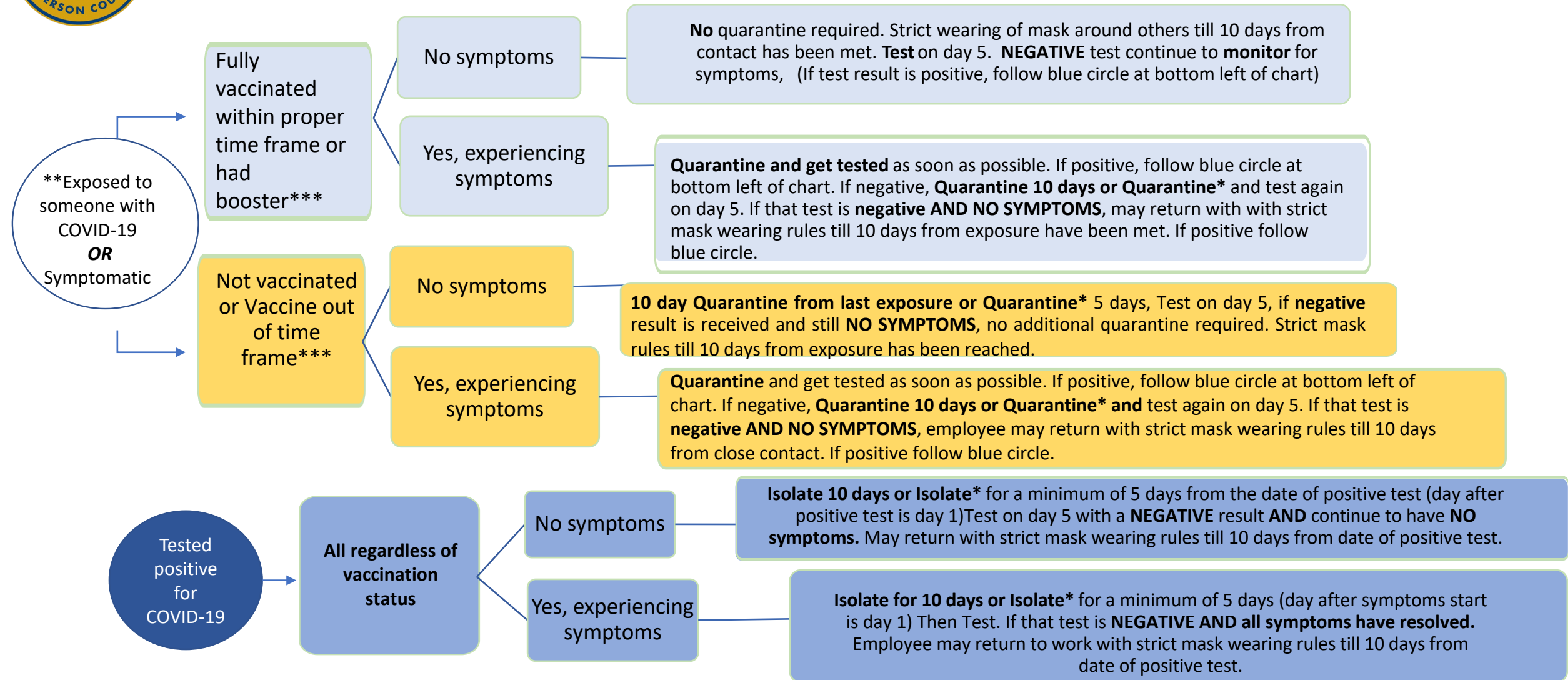




COVID-19 in Louisville Metro Government



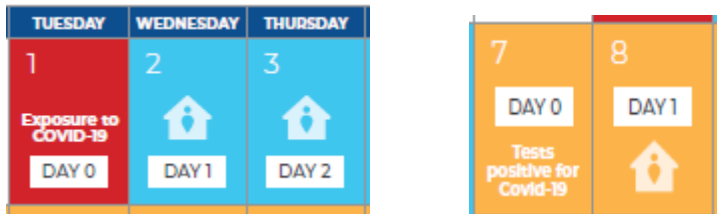
*If leaving isolation/quarantine before 10-days, you must have a negative test result and no symptoms.
 ** Less than 6 ft AND for more than 15 minutes
 *** Individuals over 6 months from a 2 dose mRNA vaccine or 2 months after J&J vaccine need a booster per CDC

Common HR Rep Covid-19 Questions

1. I have an employee who came into close contact with a family member, friend, or some other nonwork related exposure and has now tested positive or become symptomatic. What should I do?
 - If you know the contact is non-work related, the employee does **NOT** call Nurse Triage.
 - HR Rep or department designated employee should complete the [Non-Work related contact tracing form](#).
 - If positive, employee and all close contacts should immediately follow the guidance located on [My Metro>Covid19 Updates>Metro Guidance for Covid19](#).
 - Department is responsible for notifying close contacts and should not provide name of positive but simply state they have been identified as a close contact of a positive case and the date of their close contact.
2. I have an employee who was exposed to a positive coworker and was labeled as a close contact. What should I do?
 - Employee 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 them for a telemed visit if needed.
 - Employee should be provided guidance located on [My Metro>Covid19 Updates>Metro Guidance for Covid19](#).
 - HR Reps should verify that employees are attending visits through the Concentra portal and should be following up with Concentra if the employee does not show up for a visit and follow up with the employee on the day of visit for status review.
3. I have an employee who tested with a home test or doesn't have proof of their test. How do I get proof of their test result?
 - Have the employee complete the [Employee Test Reporting Form](#).
4. My employee tested with the Metro testing process and states that they didn't receive their test result. Should they contact Nurse Triage?
 - The employee should contact the HR Rep and they should contact metrohealthsafety@louisvilleky.gov. It's very important that employees provide correct information in the scheduling process so that test results are sent correctly.
5. My employee has tested and now has a test result. Should they contact Nurse Triage again if it is work related?
 - The employee **ONLY** contacts nurse triage for the initial notification. All follow up contacts should be with the HR Rep or Healthy at Work Coordinator. Test information should be provided to the HR Rep so that they can update metrohealthsafety@louisvilleky.gov, the information also needs to be provided to Concentra during the telemed visits. If the employee doesn't have a copy of the test to provide, the HR Rep should provide them 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?
 - Employee 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.
7. I work in a nonpublic 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?

- Employee should self-test and HR Rep should follow the guidance located on [My Metro>Covid19 Updates>Metro Guidance for Covid19](#) concerning when employee 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 the employee wants to file a first report of injury they 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 an employee **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 ages 18 or older and have received all [recommended vaccine doses](#), including [boosters](#) and [additional primary shots](#) for some immunocompromised people.
- You are ages 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.

If you tested positive for COVID-19 using a [viral test](#) within the previous 90 days and subsequently recovered and remain without COVID-19 symptoms, you do not need to quarantine or get tested after close contact. 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).

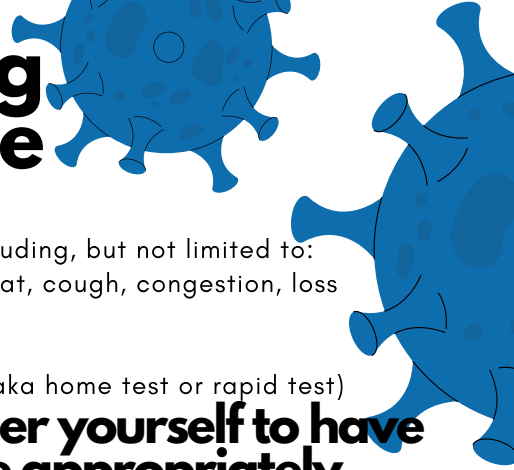
10. How does my employee reschedule the 5-day early release test?

Employees should NOT contact Nurse Triage to reschedule tests. Employees can Family Health Centers website, the Churchill Downs testing site, or their own testing location for follow up testing. Employees will need their Employee ID to be tested at one of the Metro testing locations.

11. I have an employee who wants to follow up with Nurse Triage. Is that allowed?

Employees should not be contacting Nurse Triage for follow up tests, questions concerning quarantine or isolation, questions on test results, return to work, etc. Once the initial call is made to report and file a claim, this is the only time the employee is to contact Nurse Triage.

COVID Testing at Home



If you...



Have **symptoms of COVID** (including, but not limited to: headache, body ache, sore throat, cough, congestion, loss of taste/smell, fatigue or fever)

-AND-



Have a **positive antigen test** (aka home test or rapid test)

you should consider yourself to have COVID and isolate appropriately.

If you need medical attention, reach out to your primary care physician, or visit an urgent care / emergency room as needed.

You do NOT need to confirm your result with a PCR test and should NOT visit a healthcare facility if that is your only reason for seeking care. A positive home test IS sufficient to diagnose a COVID infection and to justify sick leave as needed.

If you...



Have **symptoms of COVID** (including, but not limited to: headache, body ache, sore throat, cough, congestion, loss of taste/smell, fatigue or fever)

-AND-



Have a **negative antigen test** (aka home test or rapid test)

you should repeat your antigen test in 2-3 days -OR- seek PCR testing.

A negative home test cannot completely rule out a COVID infection.

Do not return to work until:



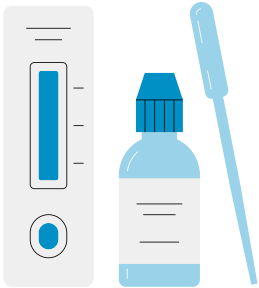
At least **5 days** have passed since your positive test -OR- the first date of symptoms



You have **NO symptoms** -OR- have significantly improved / reduced symptoms



You have had **NO fever for >24 hours**, without the aid of fever reducing medicines (such as acetaminophen, ibuprofen, naproxen, or aspirin)



Confused? Call us!
502-912-8598



Don't forget: when you exit isolation, you should **wear a mask (surgical or better) at all times** - including at home - until at least Day 10!