



STANDARD OPERATING PROCEDURE

DIVISION/SECTION:		
(COVID-19) PROTOCOL CHECKLIST		
NUMBER:	DATE OF ISSUE:	EFFECTIVE DATE:
SOP2020-05	March 30, 2020	Immediately
SUBJECT:		
COVID-19 Guidance for Employers on Releasing Employees After Completing a Precautionary Self-Quarantine		

Objective: Safely release an employee who is needed for essential services after completing *Precautionary Self-Quarantine*.

Definition:

Precautionary Self-Quarantine is a voluntary 14-day period of self-observed self-quarantine. No official quarantine orders are given to individuals in a *Precautionary Self-Quarantine*.

Self-observation means people should remain alert for subjective fever, cough, or difficulty breathing. If they feel feverish or develop cough or difficulty breathing during the self-observation period, they should seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

Quarantine in general means the separation of a person reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

Who is placed in Precautionary Self-Quarantine: Individuals who may have been exposed to a person with COVID-19 either through travel or participation in an event or activity. These possible exposures are announced by the Government of Guam and individuals are asked to take the

precautionary measure to self-quarantine. There is no official quarantine order served to these individuals.

Rationale: A person is placed in quarantine when they have a possible exposure to COVID-19. This could be related to travel or exposure to a positive case on-island. As the longest duration of incubation period (time of exposure/infection to time of presenting symptoms) for COVID-19 is generally accepted as 14 days, a 14-day quarantine is recommended. During the 14-days, individuals should self-monitor for symptoms of COVID-19 and report any symptoms to their healthcare provider or local health department.

Employer recommendations: If an employee is in precautionary self-quarantine, they should be instructed to report any development of fever, cough or shortness of breath to their healthcare provider or public health. They would then be evaluated for illness compatible for COVID-19.

If the employee completes the 14-day precautionary self-quarantine, the provider is asked to conduct the following evaluation prior to allowing the employee back to work.



Do NOT require a doctor's note (our healthcare system is busy caring for patients with COVID-19); unless question #4 is answered 'No'	
1	Employee Name: _____ Today's Date: / /
2	Ask last date of the exposure (when the quarantine began): / /
3	Determine if the 14 days is completed <input type="checkbox"/> Yes <input type="checkbox"/> No
4	Was the employee free from symptoms of COVID-19 during the 14 days (fever, cough, or shortness of breath) <input type="checkbox"/> Yes <input type="checkbox"/> No
5	If any 'No' answers please don't allow the employee to return to work. If 'No' on #3: require patient to completed the 14 days <i>If 'No' on #4: ask patient to be evaluated by a healthcare provider</i>
6	If all answers are 'Yes' employee is OK to return to work. As with all employees, if anyone displays symptoms of fever or respiratory illness ask then to self-isolate at home until they are recovered and symptom free for three days.

subject to change with notice

Submitted & Approved by:

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