

Major Symptoms - New sensation of loss of taste or smell, shortness of breath/difficulty breathing, severe headache, fever 100.4 or greater, chills, new or unexplained persistent cough.

Minor Symptoms – Sore throat, minor cough or increased chronic cough, congestion/runny nose, diarrhea, vomiting, nausea, headache, muscle aches, fatigue, abdominal pain.

Because of the new reality of Covid we are all taking extra precautions when dealing with our health. There are different reasons that you might be out sick from work, and I wanted you to have more of an understanding what is considered Covid related time off or normal illness using your PTO.

The following are possibilities regarding your illness:

- If you call in because you have 1 minor symptom from the list above, this would not be considered Covid related. Normal PTO would be used.
- If you call in because you have 2 or more minor symptoms or 1 major symptom the initial day falls under Covid related time off. We will then assess the situation.
- If you call in because you have 2 or more minor symptoms, or 1 major symptom, and I ask you to stay home and get tested for Covid, this would fall under Covid related time off.
- If you follow my recommendation for testing for Covid, you are covered under Covid related time off while we are waiting for the results. If the test comes back positive, the whole illness will fall under Covid time off. If it comes back as negative, then only up until the test results are covered under Covid time off. If you are still sick you need to stay home, but it goes under regular PTO.
- If I notify you that your symptoms are that of a different illness such as a cold, the flu, strep, migraine, asthma related, chronic illness related, allergies, or other common illnesses this would go under normal PTO. Remember, if you are sick you need to stay home.
- During anytime you are utilizing PTO leave, if you receive a positive Covid test result, we will change the corresponding PTO leave to reflect Covid leave.