COVID-19
Decision Tree

Have I traveled out of the country or on a cruise ship in the past 14 days?

Yes
Initiate self-quarantine
Contact immediate supervisor
Arrange for working from home (if possible)

No
Continue working, and continue using CDC best practices for prevention of illness

Do I have symptoms the CDC says are common with people who have contracted the coronavirus?
(For symptoms go to: https://www.cdc.gov/coronavirus/2019-nCoV/index.html)

Yes
Initiate 14 day self-quarantine
Contact immediate supervisor and send email to covid19@schoolcraft.edu
Initiate FML* or PML* with Human Resources

No
Continue working, and continue using CDC best practices for prevention of illness

10 sick days will be added to benefit eligible employees’ sick bank
Physician clearance may be in writing, if possible, or via phone call with a physician

Return to work requires physician clearance

Updated: March 24, 2020
Have I come into direct contact with someone who has tested positive for COVID-19?

Yes

Initiate 14 day self-quarantine

Contact immediate supervisor and send email to covid19@schoolcraft.edu

Initiate FML* or PML* with Human Resources

Return to work requires physician clearance

10 sick days will be added to benefit eligible employees’ sick bank

Physician clearance may be in writing, if possible, or via phone call with a physician

No

Continue working, and continue using CDC best practices for prevention of illness

*FML = Family Medical Leave
*PML = Paid Medical Leave