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**Are you out on COVID 19 and need to know how to return to work?
Perhaps you need to know how to report a COVID 19 absence and
require the proper procedure.**

↓ ↓ ↓ Read Below ↓ ↓ ↓

Below are the procedures for reporting a COVID absence and returning to work:

- 1. The employee must notify his/her supervisor of the need for the leave.**
- 2. Employee must fill out a 3971 indicating the type of leave he/she is requesting with the qualifying reason for the absence.**
- 3. When the employee has been tested, he/she must provide documentation that he/she has been tested, to his supervisor. The supervisor will forward to the OHNA.**
- 4. Once the employee receives the test results, he/she must provide a copy to his/her supervisor and/or fax to the OHNA at 210-379-0126.**
- 5. If the results are positive, the employee stays out until he/she tests again with a negative result.**
- 6. Once the employee receives one negative result and the documentation is received by the OHNA, the OHNA will clear him/her to return.**
- 7. The employee will also be required to have medical documentation clearing him/her from being quarantined by his/her doctor and provided to his/her supervisor or fax to the OHNA at 210-379-0126.**

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