

Guidance for employees

Employee is well (and has not been told to quarantine)	
GUIDANCE	As long as you remain symptom-free, you should continue to work. <ul style="list-style-type: none"> Remotely if your job functions permit, or Report to work on-site if your job functions require
NOTIFICATIONS	n/a
RTW PROCESS	n/a

Employee is sick with an illness other than COVID-19	
GUIDANCE	Do not come to work.
NOTIFICATIONS	<ol style="list-style-type: none"> 1. Report that you are sick according to standard procedures 2. Alert your supervisor
RTW PROCESS	<p>In the case of many routine illnesses, you should return to work after you are symptom-free. In those cases, you do not need to contact NS Health Services before returning to work.</p> <p>For more complicated cases and employees in safety-sensitive positions that require medical clearance from a treating provider, you also will need clearance from NS Health Services. More detailed information is on the ERC under Employee Self Service > Medical Information > NS Health Services > Return to Work at Your Fingertips. Submit medical records to NS Health Services via notifyhealthservices@nscorp.com.</p>

Employee is sick and undergoing testing for COVID-19	
GUIDANCE	Do not come to work.
NOTIFICATIONS	<ol style="list-style-type: none"> 1. Report that you are sick according to standard procedures 2. Alert your supervisor 3. Contact NS Health Services at reportCOVID@nscorp.com. Be prepared to provide documentation that you have been advised to remain home.

RTW PROCESS	If you test negative, return to work after you are symptom-free.
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Employee is diagnosed with COVID-19 or is told by a medical or public health professional to self-isolate at home

GUIDANCE	Do not come to work.
NOTIFICATIONS	<ol style="list-style-type: none"> 1. Report that you are sick according to standard procedures 2. Alert your supervisor 3. Contact NS Health Services at reportCOVID@nscorp.com. Be prepared to provide documentation that you have been advised to remain home.
RTW PROCESS	HR's response to your email will contain a link to an online form for you to complete in order to return to work. The form requires you to attest that at least three days have passed since recovery AND at least seven days have passed since your symptoms first appeared. Recovery is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath).

Employee has a household member who is diagnosed with COVID-19 or is told by a medical or public health professional to quarantine for any amount of time as a result of potential exposure

GUIDANCE	Continue to work remotely if your job functions permit. If your job functions require you to work on-site, do not come to work.
NOTIFICATIONS	<ol style="list-style-type: none"> 1. If your job functions require you to work on-site, report that you are unable to come to work according to standard procedures 2. Alert your supervisor 3. Contact NS Health Services at reportCOVID@nscorp.com. Be prepared to provide documentation that you have been advised to remain home.
RTW PROCESS	Return to work if you have been quarantined for the specified time period (typically 14 days from the household member's onset of symptoms) AND you remain symptom-free. You do not need to contact NS Health Services before returning to work.

Employee requests accommodation to work from home due to a serious underlying medical condition that puts them at higher risk for severe illness from COVID-19

GUIDANCE	Talk to your supervisor. Request to work remotely if your job functions permit. If your request cannot be accommodated due to the nature of your role, contact NS Health Services.
NOTIFICATIONS	<ol style="list-style-type: none">1. Contact NS Health Services at NotifyHealthServices@nscorp.com and provide documentation about your serious underlying health condition. You do not need to discuss the details of your underlying health condition with your supervisor.2. At NS Health Services' direction, you may be advised to report that you are sick according to standard procedures.
RTW PROCESS	Send medical clearance from your treating provider to NS Health Services via NotifyHealthServices@nscorp.com .

Notes:

- **RTW** = Return to Work
- If you need to seek medical attention, a virtual visit is highly recommended if appropriate.
- All nonagreement employees now are required to use the "Leave Request" function in the ERC to place themselves on "Sick Leave" if they are unable to work due to any illness, including (but not limited to) COVID-19.
- Refer to [NSInfoSpot](#), our online coronavirus portal, for additional information.