

# EOH clears team member to return to work

Since team member is cleared to return to work, the EOH team member completes and submits the EOH Clearance Form for Covid-19 form. After identifying the team member's leader, email that leader and the team member the completed form – steps are provided below:

## Do you have a blank copy of the form on your desktop?

- **RETURN TO WORK:** Select the linked document [EOH Clearance Form for Covid-19](#) and save a copy to your desktop (only if you do not already have a folder of the PDF forms on your desktop).

### RETURN TO WORK – WITH A MASK

Returning a team member to work **WITH A MASK** is appropriate when team member:

- Has had an exposure and is experiencing symptoms not related to Covid-19 (i.e. allergies, existing cough without fever, etc.)
- Has had contact with PUI or Covid-19 positive individual and universal masking protocol is not applicable in team member's work area
- Has traveled within 14 days to a Level 3 hotspot that does not meet criteria for furlough.

#### Steps to send email (using email template) with attachment:

1. Navigate to the clearance form on your desktop and complete the form and save it with the team member's name to your desktop.
2. Once the clearance form is complete and saved, attach to an email. Enter the email addresses for **BOTH** the leader and the team member (personal email address).
3. Blind copy the *Inadvertent Exposure* inbox.
4. Access the email template is linked [HERE](#) for returning a team member to work. Copy the template content and then paste the email template content into the body of the email.
5. Send the email.

### RETURN TO WORK – WITH NO MASK

Returning a team member to work **WITH NO MASK** is appropriate when team member:

- Has been screened and deemed "no exposure to PUI nor Covid-19 positive individual".

#### Steps to send email (using email template) with attachment:

1. Navigate to the clearance form on your desktop and complete the form and save it with the team member's name to your desktop.
2. Once the clearance form is complete and saved, attach to an email. Enter the email addresses for **BOTH** the leader and the team member (personal email address).
3. Blind copy the *Inadvertent Exposure* inbox.
4. Access the email template is linked [HERE](#) for returning a team member to work. Copy the template content and then paste the email template content into the body of the email.
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