If You Think You Have Or Been Exposed To COVID-19, Get Tested*

**Positive Test Result**

1. Notify Supervisor of results
2. Provide test results to Benefits benefits@palmbeachstate.edu
3. Upon Supervisor approval work from home based on ability to work remotely, and the severity of symptoms
4. Required Retest after 5 days
   a. If negative inform supervisor of results
   b. Provide results to Benefits benefits@palmbeachstate.edu
   c. If you continue to test positive but have no symptoms provide doctor’s note to return
   d. If you continue to have symptoms and are positive repeat steps above.

**Negative Test Result**

1. Notify Supervisor of results
2. Provide negative test if you had been working on campus benefits@palmbeachstate.edu
3. Return to Campus

**Unable to work at home due to severity of symptoms**

- COVID Sick Leave – eligibility varies based on vaccination status.
  - View policy to determine eligibility and how to submit
    - COVID-19 Sick Leave Policy

**Unable to work from home due to position or non-approval by supervisor**

- If you do not qualify for the COVID Sick Leave and cannot work from home due to your position, or supervisor non-approval utilize accrued paid time off

*The College offers free testing at the Lake Worth Campus through Nomi
https://testing.nomihealth.com/easy_registration/174/onsite

To request COVID paid leave:
1) In Workday, type "create request" in the search bar
2) Select "COVID" in the Request Type
3) Select "COVID-19 Sick Leave-Employee"
4) Fill in the required fields and attach documentation; and
5) Note the specific dates and hours you were too ill to work in the comments section.

Once submitted, you may view the status in your Workday Inbox Archive tab.

Please note payroll will not adjust for paid COVID sick time until processing paychecks for the applicable pay period in progress.