

# COVID-19 Reporting Procedures (Simplified)

I tested positive for COVID-19

I am experiencing symptoms of COVID-19

I had close contact\* with someone who has/may have COVID-19

I have another reason to believe that COVID-19 may spread

**FOLLOW**

**THESE**

**STEPS**

1. Notify supervisor on duty. Leave the Museum. Do not return until situation is resolved.
2. Notify Volunteer Coordinator\*\* at [volunteer@patrolley.org](mailto:volunteer@patrolley.org) OR 724-228-9256 ext 313.
3. Notify department manager.
4. Provide the following information:
  - Symptoms, test results, close contact with COVID-19, etc.
  - Any outstanding COVID-19 timesheets dating back 14 days
  - List of any close contacts\* (including who and when) dating back 14 days

**Volunteer Coordinator approval is REQUIRED prior to returning.**

**\*Close contact per the CDC:**

You were within 6 feet of someone who has COVID-19 for at least 15 minutes  
You provided care at home to someone who is sick with COVID-19  
You had direct physical contact with the person (touched, hugged, or kissed them)  
You shared eating or drinking utensils  
They sneezed, coughed, or somehow got respiratory droplets on you

**\*\*Notification process:**

If no response within 4 hours, email or call Executive Director at [director@patrolley.org](mailto:director@patrolley.org) OR 724-228-9970. If no response, email Chair of COVID-19 Task Force at [systems@patrolley.org](mailto:systems@patrolley.org).

A full copy of the procedures outlined here is available upon request or at [patrolley.org](http://patrolley.org) on the VOL section of the website.