

You must not physically be at a work site until you have followed the directions below. You are not required to be tested for COVID-19 but are required to follow the directions of your healthcare provider before you can be cleared to return to work. **Please remember: you must get approval from the Human Resources Division to return to work before you return.**

What to do Now:

- **Seek Medical Treatment:**
 - Per [Official Correspondence](#) sent out March 31, 2020, and the attached self-screening criteria, please notify your immediate supervisor if you will be off work.
 - Please contact your healthcare provider, explain your situation/exposure, and follow their directions.
 - You can also seek medical care via telemedicine. Below is a link which may allow you to meet with a doctor online using a video-chat tool.
 - https://www.michigan.gov/documents/mdcs/SOMTelemedicine_683715_7.pdf
 - Please Note: You must contact a medical provider prior to returning to work.
- **Determine Your Work Status:**
 - If you are able to telecommute, please contact your immediate supervisor for direction and approval.
 - If you are unable to work from home, you are required to use available leave credits (sick leave, comp time, annual leave, etc.) as approved by your immediate supervisor.

What to do After Seeking Care with Medical Provider:

Once you have received direction from your medical care provider, **and prior to returning to work**, please send an email to MSPWorkComp@michigan.gov with all of the following information:

- Provide the specific directions given to you (including directions regarding your return to work).
- Provide any medical document provided to you, including COVID-19 test results.
- Provide the date you were last at your work site.
- Provide your work status (please select one):
 - Working
 - Off Work
 - Telecommuting
- If you have taken time off work due to COVID-19, please provide:
 - Your first day off work:
 - The date you expect to return to work: