

Employee's Instructions:

- Employee who learns about his/her Red Open Pass must immediately contact their supervisor and share the reason(s) for receiving the Red Pass.
- Employee should stay home and contact the Open Pass Call Center for further direction. Employee should follow Open Pass Call Center's directions.
- If sent for testing by the Open Pass Call Center, Employee is required to notify the Supervisor about the decision to be tested.
- Employees are required to notify the Supervisor as soon as they learn about their test results
- If referred by the Open Pass Call Center for testing; the employee cannot come back to work until he/she is cleared by the Open Pass Call Center regardless of the test results.
- During this process, the Employee will need to provide answers to questions asked by Supervisor & O&M C-19 Case Coordinator to learn more about the situation and to find out the people with whom the employee had been in contact.