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| **Human Resources Covid-19 Tracker Categories for Staff** |
| **Date Information is Entered on Tracker** |
| **Employee's Last Name** |
| **Employee's First Name** |
| **Employee's Gender Code** |
| **Employee's Race/Ethnicity** |
| **Employee's Program** |
| **Work Location - City/Campus** |
| **HR Representative/Contact** |
| **First Date Out Sick** |
| **Details of Symptom** |
| **Follow Up Details** |
| **Tested for Covid-19 (Yes/No)** |
| **Date Tested** |
| **Date Results Received** |
| **Results (Positive/Negative)** |
| **Return to Work Details** |
| **Return to Work Date** |