**Calling in SickTalking to a Supervisor Practice B**

*Practice the script with your partner. Please note* ***bold*** *sections.*

Receptionist: Good afternoon, A+ Care. Lily speaking, how can I help you?

Susan: Good morning, Lily. **This is Susan Tran. Can you transfer me to Maria Garcia’s extension?**

Receptionist: Sure, Lily. Please hold while I connect you. Susan: Thanks.

Ms. Garcia: This is Maria Garcia.

Susan: Hi Ms. Garcia, **this is Susan Tran**. **I am calling to let you know that I woke up with a fever and stuffy nose this morning.** I think I may have Covid. I will get tested today and will know in a few days if I have Covid or not. I need to stay home. **Can I take the day off?** Can you tell me what to do?

Ms. Garcia: Sorry to hear you might have Covid. You need to stay home and take care of yourself. Also, you wouldn’t be able to return to work until you have a negative test and feeling better or in 7 days if you don’t have a fever.

Susan: OK, I understand. I hope my long absence doesn’t cause a problem. I know we have a lot of work right now. **Would I be able to work from home?**

Ms. Garcia: Unfortunately, the company doesn’t allow for working from home any longer.

When will you get the test results?

Susan: I will get the results in 2 days. Do I need to send you the results?

Ms. Garcia: No. We don’t need to see the results. If you are negative, you can return to work when you feel better. If you have Covid, you can return to work in 7 days. Please take care of yourself and don’t worry about work right now.

Susan: Thanks for understanding, Ms. Garcia. **I really apologize for the inconvenience.** I have been so careful by washing my hands frequently, wearing a mask and avoiding crowds. I am not too sick since I am vaccinated.

Ms. Garcia: That’s good to hear. You will probably recover quickly.

Susan: Yes. That is my wish. Should I call you or HR as soon as I have the results? Ms. Garcia: You can call me or HR.

Susan: OK. I will try you first and contact HR if you are not at your desk. **I will be ready to return to work as soon as I get approval.**

Ms. Garcia: That sounds good. Take care of yourself and contact me if you need anything. Susan: **Thank you. I appreciate that. Talk to you in a few days.**

Ms. Garcia: Okay, take care and goodbye.