

Diagnosed with COVID-19 or required to self-isolate

The following guidelines are for employees diagnosed with Covid-19 or required to self-isolate by a medical professional or public health official. Depending on symptoms, this could mean self-isolation requiring an employee to not come to work or to work remotely for up to 14 days.

Step 1 - Notification

- Faculty member notifies the provost, who then notifies Human Resources (HR).
- Staff member notifies their supervisor, who then notifies HR.

Step 2 – Pay options

Follow up with faculty or staff member about the ability to work remotely (if no symptoms) or need for leave (if they have symptoms). HR will make them aware of the Families First Coronavirus Response Act and ADA privacy rules. If the employee can work remotely, they may not require sick leave.

Step 3 – Contact within last 14 days

- If faculty or staff member has spent time on campus within 14 days of the onset of symptoms and test positive for COVID-19:
 - Notification will be sent to faculty, staff, and students by the **president within 24 hours of discovery.**
- If faculty or staff member has been working remotely for 14 days prior to onset of symptoms and tests positive for COVID-19 a different communication will be sent to faculty, staff and students by the **president within 24 hours of discovery.**
- The supervisor, provost, and/or HR will ask the employee which colleagues or coworkers they have been in “close contact” with within the last 14 days if they were on campus. (CDC defines “close contact” as a person that has been within six feet of the infected person for a prolonged period of time.)

Step 4 – Email or notify close contact individuals

Email message to be sent (within 24 hours of discovery of possible exposure) by human resources if staff member or provost if a faculty member (or call if no email available):

Someone you have been in contact with has tested positive for COVID-19, and they have identified you as a close contact according to the CDC definition. (CDC defines “close contact” as “a person that has been within six feet of the infected employee for a prolonged period of time.”) We are here to support you. If you are at work, please prepare to leave as quickly as you can. Once you get home, or if you are already at home, find a place to self-isolate per CDC guidelines, monitor your symptoms, and talk to your doctor. Please confirm receipt of this email and let me know how I can help.

- *Notify everyone who was possibly exposed at work to the positive individual without revealing the individual’s identity as soon as possible. This should be done the same day or before the employees come to work the next day. If there is no response to email, a telephone call will be required.*

If there are questions or concerns about having been in contact with a person tested for, or diagnosed with COVID-19:

- Faculty should contact Provost Girelli.
- Staff should contact their supervisor or Sharon Saunders in Human Resources.