Personnel Protocol for COVID-19

- An employee experiencing COVID-19 symptoms, potential exposure, waiting for or received a confirmed diagnosis for COVID-19, should notify Human Resources immediately and STAY HOME.
- Supervisors should contact Human Resources immediately upon notification that an employee has symptoms, potential exposure or a confirmed diagnosis of COVID-19.
- Supervisors should contact Facilities Management to initiate cleaning protocol when there is a confirmed positive case of COVID-19.

Human Resources will ask employee the following questions:
1. Have you notified your supervisor of potential symptoms and that you will be out on leave? You will need to submit an application for leave.
2. When did your symptoms start?
3. Have you been tested or plan to be tested?
4. If tested, when do you expect the results?
5. If you plan to be tested, when will you go?
6. When was the last time you were on campus and where?
7. Who on campus have you had sustained, close contact (within six feet) with someone for 10 minutes or longer and when?

Human Resources will inform employee:
8. The process of applying for Families First Coronavirus Response Act (FFCRA) leave if applicable and necessary documentation required for FFCRA leave. Leave may not be necessary if employee is able to telecommute.
9. The University will maintain the employee’s privacy and we encourage the employee to maintain their own privacy as well.
10. While the employee is awaiting test results, STAY HOME and do not come to campus. Medical information is confidential and pertinent information will only be disclosed on a need-to-know basis.
11. Notify Human Resources when the results are confirmed, whether positive or negative. If results are positive, Human Resources follow steps 12 and 13.

If there is a positive case:
12. The University will follow CDC guidelines and work with local health officials to coordinate protocol for cleaning and contact tracing.
   - All employees who have come in sustained, close contact with an employee who tested positive for COVID will be notified and required to either (1) be tested and stay home until test results are confirmed negative or (2) self-quarantine for 14 days from your last exposure. With supervisor approval, you may have the option to telecommute while quarantined. Either option could fall under FFCRA.
13. In order for the employee to return to work on campus, the University will follow the CDC option of Symptom-based strategy for safe return. Allowed to return to campus when:
   - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
   - At least 14 days have passed since symptoms first appeared

   Employees will be required to complete a self-certification form stating they are symptom free PRIOR to returning to work.