

To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. **Close contact includes** living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 cumulative minutes without the use of a face covering, or being in direct contact with secretions from the sick person.

Employee Process Map for COVID-19

If you are awaiting COVID-19 test results, stay home and self-isolate until you receive the results.

Employee has symptoms and tests positive OR suspected to have COVID-19

Employee reports while at school/work

Employee reports while at home

Employee reports to supervisor and leaves to get medical care or call 9-1-1, if life threatening symptoms. Isolate if unable to immediately leave building.

Employee's direct supervisor contacts their immediate supervisor and HR. HR will send employee the link to the [Employee Health Reporting Form](#)

HR will provide guidance of when the employee can return to work

Employee should contact their primary care physician. Self-isolate at home for **10 days** from symptom onset.

The employee may return to campus once all three criteria have been met:

1. At least 24 hours have passed without fever and the use of fever-reducing medications;
2. Improvement of symptoms;
3. At least **10 days** have passed since symptoms first appeared.

Symptomatic Only: If employee was only symptomatic and wants to return before completing the above stay at home period. See guidance for possible early return.

Employee tests positive but has no symptoms

Employee's direct supervisor contacts their immediate supervisor and HR. HR will send employee the link to the [Employee Health Reporting Form](#)

HR will provide guidance of when the employee can return to work

Employee should contact their primary care physician. Self-isolate and avoid public spaces for **10 days** since testing positive.

The employee may return to school/work once all three criteria have been met:

1. At least 24 hours have passed without fever and the use of fever-reducing medications;
2. Improvement of symptoms;
3. At least **10 days** have passed from date of positive test results.

All staff who are **verified close contact** will be excluded from the workplace from date of last exposure. Those persons will need to monitor their symptoms at home and contact their primary care provider if they develop.

The following options for quarantine are:

1. Quarantine can end **after day 10 without testing and if no symptoms have been reported** during daily monitoring.
2. Quarantine can end **after day 7 with a negative test and if no symptoms have been reported** (test within 48 hours of end of quarantine period).

Possible Early Return: If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at a physician's office or an approved testing location that comes back negative for COVID-19.

Employee reports someone at home has symptoms OR someone at home has tested positive

Employee's direct supervisor contacts their immediate supervisor and HR. HR will send employee the link to the [Employee Health Reporting Form](#)

HR will provide guidance of when the employee can return to work

Employee should contact their primary care physician, self-isolate, and avoid public spaces. Employee should monitor for symptoms and contact their primary care physician if symptoms develop. The following options for quarantine are:

1. Quarantine can end **after day 10 without testing and if no symptoms have been reported** during daily monitoring.
2. Quarantine can end **after day 7 with a negative test and if no symptoms have been reported** (test within 48 hours of end of quarantine period).

Symptomatic Only: If someone at home was only symptomatic and the employee wants to return before completing the above stay at home period. See guidance below for possible early return.

Employee has prolonged exposure to someone who has tested positive or has symptoms

Employee's direct supervisor contacts their immediate supervisor and HR. HR will send employee the link to the [Employee Health Reporting Form](#)

HR will provide guidance of when the employee can return to work

Employee should contact their primary care physician, self-isolate, and avoid public spaces. Employee should monitor for symptoms and contact their primary care physician if symptoms develop.

The following options for quarantine are:

1. Quarantine can end **after day 10 without testing and if no symptoms have been reported** during daily monitoring.
2. Quarantine can end **after day 7 with a negative test and if no symptoms have been reported** (test within 48 hours of end of quarantine period).

Employee reports someone in their home or workplace was exposed to someone who tested positive or has symptoms

If someone at home is not symptomatic, but just 'exposed,' employee may come to work and (no need to self-isolate or notify any staff or students).

HR will provide the employee with a Return to Work Clearance slip and will send a copy to the employee's campus/department.