Action to take if you have been in close contact with someone confirmed to have the novel coronavirus (COVID-19), or you have been confirmed to have COVID-19.

Employees who have been fully vaccinated for COVID-19 and are exposed to someone with suspected or confirmed COVID-19 are **NOT** required to quarantine and will **NOT** need to report to Human Resources.

**Action: Immediately contact Human Resources if…**

- **You were exposed to someone with suspected or confirmed COVID-19** and are not fully vaccinated for COVID-19.

- **You test positive for COVID-19.**

Human Resources will provide current CDC and DPH guidelines regarding the exposure.

*Remember, only your Supervisor or Human Resources are authorized to approve your absence from work or your work environment (telework or on campus).*