

## **Employee Checklist –COVID-19 (August 2020)**

**\*\*Please note that Human Resources will take all necessary steps to ensure that your private health information is protected. Please contact HR for a copy of our privacy practices.**

### **Symptoms while on Campus:**

If you are on campus and begin to have COVID-19 symptoms such as: cough; shortness of breath or difficulty breathing; fever or chills; muscle or body aches; fatigue; sore throat; headache; new loss of taste or smell; congestion or runny nose; nausea or vomiting; or diarrhea:

- Put on your face mask/covering, leave the campus immediately, and seek medical attention.
- Contact your supervisor, manager, or Human Resources (HR) so that they can obtain necessary information from you including current contact information; the identity of others you have been in close contact with at work (colleagues, students, vendors, campus visitors, etc.); and areas of the campus and work areas where you have been recently.

### **Symptoms or Positive Test – While Away from Campus:**

If you receive notice of a positive COVID-19 test or begin experiencing symptoms of COVID-19 such as: cough; shortness of breath or difficulty breathing; fever or chills; muscle or body aches; fatigue; sore throat; headache; new loss of taste or smell; congestion or runny nose; nausea or vomiting; or diarrhea:

- Do not to come to work.
- Seek medical attention, if you have not done so already.
- Contact your supervisor, manager, Vice President or Dean to let them know you will not be at work and so that they can obtain necessary information from you including current contact information; the identity of others you have been in close contact with at work (colleagues, students, vendors, campus visitors, etc.); and areas of the campus where you have been.

### **Post Medical Treatment:**

- Call HR to provide information such as test date and instructions from your Health Care Provider regarding quarantine and/ or return to work information.
- If you have tested positive for COVID-19, HR will ask if you give permission for them to share your identity with others with whom you may have come into close contact such as co-workers, students, staff, or visitors. If you do not give permission for your identity to be shared with others, your identity will be kept as confidential as possible. Please understand that a positive test result does require the institution to notify others of such and the common areas you may have been in recent days (such as buildings, departments, floor, classrooms, bathrooms used, etc.) and people with whom you were in close contact so that they can get tested, if necessary. HR will convey this location information to Housekeeping/Physical Plant to ensure that those areas are properly disinfected.
- You may return to work once you have received a COVID test with negative results. **Please notify HR and your manager when you are able to return to work.** Bring a copy of your negative test results with you when you return to campus.

- HR will also provide you with information related to your leave including eligibility for leave, workers compensation benefits, Employee Assistance Program Information and will also be able to answer any questions you may have.