

Employee Checklist –COVID-19

*****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:

- ☐ Ensure that you are wearing your face mask/covering, leave the campus immediately, and seek medical attention.
- ☐ Call your supervisor, manager, Vice President or Dean to let them know you are leaving work due to your symptoms. 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.
- ☐ Call Human Resources (HR) at (901) 843-3750 to inform them of your symptoms. HR will also direct you to testing resources.
- ☐ You cannot return to campus until you receive a negative COVID-19 test result and notify your supervisor and HR.

COVID-19 Test Scheduling Instructions:

- ☐ To ensure test accuracy, please abide by the following CDC recommendations when scheduling a COVID-19 test:
 - If you have symptoms, seek a test immediately. Call Baptist Memorial Hotline at (901) 227-8378 to schedule an appointment.
 - If you have been exposed to COVID-19, wait at least 3 days after the date of exposure before scheduling a test.
- ☐ Call HR to provide updated information, such as test dates and/or instructions from your Health Care Provider regarding quarantine and/or return to campus information.

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 campus.
- ☐ 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, such as 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.

- ☐ Call HR at (901) 843-3750 to inform them of your symptoms and/or positive test result. HR will direct you to testing resources if you have not already been tested.

Positive Test Result:

- ☐ If you have tested positive for COVID-19, HR will ask if you are willing to 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 be tested, if necessary. HR will convey this location information to Housekeeping/Physical Plant to ensure that those areas are properly disinfected.
- ☐ After receiving a positive COVID-19 test result, do not return to work until you receive a confirmed negative COVID-19 test result. Please abide by the following CDC recommendations when scheduling a follow-up test:
 - You must wait 14 days from your exposure date before returning for a follow-up COVID-19 test.
 - You must also be symptom free for 24 hours before returning for a follow-up test.
 - After completing your follow-up test and receiving a negative test result, please contact HR and your supervisor. After confirming your ability to return to work, please bring a copy of your negative test result 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.