

Manager/ Supervisor Checklist – Responding to Employee Regarding COVID-19

***Please Note:** Human Resources will keep confidential information about an employee's COVID-19 exposure or illness within the requirements of applicable laws. Managers should take care that the employee's private health information is protected. Do not share this information with anyone other than Human Resources staff.*

Employee Name: _____

Date: _____

Employee Present on Campus:

If Employee is currently on campus and reports 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:

- Advise employee to leave campus immediately and contact the Human Resources (HR) office as soon as possible at (901) 843-3750. HR will provide Employee with COVID-19 testing information.
- Advise Employee to seek medical attention, if they have not done so already.
- Obtain current contact information from employee for follow up
 - Phone _____
- Refer to the Return to Work Criteria flow charts as guidelines for how long the employee will need to be off work.

Employee Calls in:

If Employee calls you prior to coming to campus to report a positive COVID-19 test result, exposure to COVID-19, or 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:

- Instruct Employee not to come to campus.
- Direct Employee to contact the Human Resources (HR) office as soon as possible at (901) 843-3750. HR will provide Employee with COVID-19 testing information.
- Advise Employee to seek medical attention, if they have not done so already.
- Refer to the Return to Work flow charts as guidelines for how long the employee will need to be off work.
- At Manager's discretion, ask Employee if they are able to and/or want to work remotely.

Gather Information:

- If Employee tested positive for COVID-19, ask if they will allow HR to share their identity with exposed employees. (If yes, *obtain written consent/ confirmation via email or text message and forward to HR*).

- HR will ask if they are willing to give permission for them to share their identity with others with whom they may have come into close contact, such as co-workers, students, staff, or visitors.
- If Employee does not give permission for their identity to be shared with others, HR will adhere to any legal obligations of confidentiality regarding COVID-19 exposure and illness/potential illness. HR will explain that a positive test result does require the institution to notify others of such and the common areas they may have been in recent days (such as buildings, departments, floor, classrooms, bathrooms used, etc.) and people with whom they 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.
- Provide Employee with HR name and contact information for follow up related to leave issues, benefits issues, return date, or other questions Employee may have.
 - Martha McGeachy, *Benefits Services Manager* – (901) 843-3748
 - Human Resources Office – (901) 843-3750
- Contact HR as soon as possible to provide the above-referenced information and determine next steps.
 - Name of HR team member contacted: _____
 - Date of contact: _____