



EMPLOYEE COVID-19 GUIDELINES

THE SITUATION	ACTION PLAN
<p>You have a confirmed case of COVID</p>	<p>Leave the University immediately, notify your supervisor, and expect a call from a member of the HR team.</p> <p>Plan to self-quarantine and return to work after COVID-19 test results are confirmed negative or you have been declared safe to return to work based on health authority guidelines.</p> <ul style="list-style-type: none"> ➤ At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, ➤ At least 10 days have passed since symptoms first appeared.
<p>You have Symptoms of COVID Symptoms include:</p> <ul style="list-style-type: none"> • Fever • Loss of smell or taste • Cough • Muscle aches • Sore throat • Shortness of breath • Chills • New or unusual headache • Nausea, vomiting, diarrhea or loss of appetite 	<p>Leave the University immediately, notify your supervisor, and expect a call from a member of the HR team.</p> <p>Plan to self-quarantine and return to work after COVID-19 test results are confirmed negative or you have been declared safe to return to work based on health authority guidelines.</p> <ul style="list-style-type: none"> ➤ At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, ➤ At least 10 days have passed since symptoms first appeared.
<p>You have been in close contact with a person diagnosed with or positively tested for COVID</p> <ul style="list-style-type: none"> • Within 6 ft for 15 minutes or more • NOT passing in the hall, restroom or work area 	<p>Leave the University immediately, notify your supervisor, and expect a call from a member of the HR team.</p> <p>Watch for symptoms and quarantine for 14 days.</p>
<p>You have been in non-close contact with person diagnosed or tested positive</p> <ul style="list-style-type: none"> • Outside of 6 ft or within 6 ft briefly 	<p>Practice physical distancing, good hygiene, and watch for symptoms.</p> <p>Inform your supervisor if you have a status change.</p>
<p>You have been in close contact with a potentially exposed individual Examples:</p> <ul style="list-style-type: none"> • You are the spouse of a medical professional • You are the spouse of individual who was potentially exposed, but not symptomatic 	<p>Practice physical distancing, good hygiene, and watch for symptoms.</p> <p>Inform your supervisor if you have a status change.</p>
<p>You are High Risk Either you or someone living with you is at high risk for contracting COVID and you have concerns about being on campus</p>	<p>Inform your supervisor or HR, and expect an interactive process with the University to determine if reasonable accommodations can be made which may provide sufficient protection and employee safety.</p>
<p>You have child care constraints that you are unable to manage through independently</p>	<p>Inform your supervisor or HR, and expect an interactive process with the University to determine if reasonable accommodations can be made to support you for a designated period of time.</p>
<p>You are planning travel to a state with recommended restrictions upon return</p>	<p>Share your plans with your supervisor and HR prior to the trip.</p> <p>Upon return, follow CDC and state mandated guidelines (i.e., self-quarantine for 14 days after returning home).</p>

You are unable to wear a mask for a medical reason

We all must wear masks on campus. If there is a medical reason that you are unable to do so, you will be asked for medical documentation supporting the request. Once medical documentation is received, expect an interactive process with the University to identify reasonable accommodations which may provide sufficient protection of employee and campus safety.