

**To be considered exposed to COVID-19**, you need to have prolonged close contact with a person who has the virus. **Close contact includes** living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 cumulative minutes without the use of a face covering, or being in direct contact with secretions from the sick person.

## Employee Process Map for COVID-19

If you are awaiting COVID-19 test results, stay home and self-isolate until you receive the results.

Employee **has symptoms and tests positive OR suspected to have COVID-19**

Employee reports while at school/work

Employee reports while at home

Employee reports to supervisor and leaves to get medical care or call 9-1-1, if life threatening symptoms. Isolate if unable to immediately leave building.

Employee's direct supervisor contacts their immediate supervisor and HR. HR will send employee the link to the [Employee Health Reporting Form](#)

HR will provide guidance of when the employee can return to work

Employee should contact their primary care physician. Self-isolate at home for **10 days** from symptom onset.

The employee may return to campus once all three criteria have been met:

1. At least 24 hours have passed without fever and the use of fever-reducing medications;
2. Improvement of symptoms;
3. At least **10 days** have passed since symptoms first appeared.

Symptomatic Only: If employee was only symptomatic and wants to return before completing the above stay at home period. See guidance for possible early return.

Employee **tests positive but has no symptoms**

Employee's direct supervisor contacts their immediate supervisor and HR. HR will send employee the link to the [Employee Health Reporting Form](#)

HR will provide guidance of when the employee can return to work

Employee should contact their primary care physician. Self-isolate and avoid public spaces for **10 days** since testing positive.

The employee may return to school/work once all three criteria have been met:

1. At least 24 hours has passed without fever and the use of fever-reducing medications;
2. Improvement of symptoms;
3. At least **10 days** have passed from date of positive test results.

Employee reports **someone at home has symptoms OR someone at home has tested positive**

Employee's direct supervisor contacts their immediate supervisor and HR. HR will send employee the link to the [Employee Health Reporting Form](#)

HR will provide guidance of when the employee can return to work

Employee should contact their primary care physician, self-isolate, and avoid public spaces for **14 days**. Employee should monitor for symptoms and contact their primary care physician if symptoms develop.

Symptomatic Only: If someone at home was only symptomatic and the employee wants to return before completing the above stay at home period. See guidance below for possible early return.

Employee has **prolonged exposure to someone who has tested positive or has symptoms**

Employee's direct supervisor contacts their immediate supervisor and HR. HR will send employee the link to the [Employee Health Reporting Form](#)

HR will provide guidance of when the employee can return to work

Employee should contact their primary care physician, self-isolate, and avoid public spaces for **14 days**. Employee should monitor for symptoms and contact their primary care physician if symptoms develop.

Employee reports **someone in their home or workplace was exposed to someone who tested positive or has symptoms**

If someone at home is not symptomatic, but just 'exposed,' employee may come to work and (no need to self-isolate or notify any staff or students).

All staff who are **verified close contact** will be excluded from the workplace for **14 days** from date of last exposure. Those persons will need to monitor their symptoms at home and contact their primary care provider if they develop.

HR will provide the employee with a Return to Work Clearance slip and will send a copy to the employee's campus/department.

Possible Early Return: If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at a physician's office or an approved testing location that comes back negative for COVID-19.