Procedures for Employees with Symptoms/Infection/Contact

<u>Employees with symptoms</u>
- Employees who experience COVID-related symptoms while on campus should immediately leave the workplace, notify their supervisor, and contact their health care provider for further instructions.

- Employees who experience COVID-related symptoms while away from campus should immediately notify their supervisor, contact their health care provider for further instructions, and NOT report to campus.

- The employee must remain away from campus until they receive a note from a medical provider clearing them to return to campus, or meet other CDC definitions for a cleared return to work: https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html

- The employee may use accrued sick, vacation, or personal leave (if available) until cleared to return to campus. If the employee is able and willing to work, and the job can be performed remotely, the employee may continue to work remotely.

- The employee's recent contacts at work should be evaluated by a trained contact tracer, appointed by Human Resources, to determine the risk of transmission. If other individuals had recent <u>close contact</u> with the symptomatic employee, then those employees should be contacted and quarantined for 14 days after the most recent close contact with the symptomatic employee, unless a critical need requires that they (if non-symptomatic) report to campus for work. Close contact is defined as being within 6 feet of the symptomatic employee for 15 or more minutes, beginning with the period 48 hours prior to development of symptoms.

- If able to work remotely, and non-symptomatic, those quarantined as close contacts will be asked to perform their normal duties remotely. Those who are non-symptomatic but unable to work remotely will be paid as normal without having to use accrued leave or leave without pay for the first 14 days of quarantine; longer quarantines may require usage of the employee's accrued leave, if available.

<u>Employees who test positive for COVID-19</u>
- Employees who test positive, whether with or without symptoms, should immediately notify their supervisor and may be asked to provide documentation of the positive test. The employee should not report back to campus until they receive a note from a medical provider clearing them to return to campus, or meet other CDC definitions for a cleared return to work: https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html.

- Those who test positive may use accrued sick, vacation, or personal leave (if available) until cleared to return to campus. If the employee is able and willing to work, and the job can be performed remotely, the employee may continue to work remotely.

- The employee's recent contacts at work should be evaluated by a trained contact tracer, appointed by Human Resources, to determine the risk of transmission. If other employees had <u>close contact</u> with the COVID-positive employee, then those employees should be quarantined for 14 days after the most recent close contact with the COVID-positive employee, unless a critical need requires that they (if non-symptomatic) report to campus for work. Close contact is defined as being within 6 feet of the COVID-positive employee for 15 or more minutes, beginning with the period 48 hours prior to development of symptoms (or positive test if non-symptomatic).

- If able to work remotely, and non-symptomatic, those quarantined as close contacts will be asked to perform their normal duties remotely. Those who are non-symptomatic but unable to work remotely will be paid as normal without having to use accrued leave or leave without pay for the first 14 days of quarantine; longer quarantines may require usage of the employee's accrued leave, if available.

<u>Employees who have been in close contact with a COVID-positive individual</u>
- An employee who has been in <u>close contact</u> with a COVID-positive individual, whether at home or at work, should report that contact to their supervisor immediately. Close contact is defined as being within 6 feet of a confirmed COVID-positive patient for 15 or more minutes, beginning with the period 48 hours prior to development of symptoms (or positive test if non-symptomatic).

- The employee should be quarantined for 14 days after the most recent close contact with the COVID-positive individual, unless a critical need requires that they (if non-symptomatic) report to campus for work.

- If able to work remotely, and non-symptomatic, those quarantined for this reason will be asked to perform their normal duties remotely. Those who are non-symptomatic but unable to work remotely will be paid as normal without having to use accrued leave or leave without pay for the first 14 days of quarantine; longer quarantines may require usage of the employee's accrued leave, if available.

- Employees may be asked to provide medical documentation showing the positive test result of the individual with whom the employee has had close contact, as well as medical documentation evidencing the resolution of the illness.