

Procedures for Employees with Symptoms/Infection/Contact

Note: updated per CDC guidance and effective at Stevenson as of January 1, 2022

Definitions

- *COVID-related symptoms.* Any of the following: fever of 100.4 or higher; shortness of breath; dry, severe cough; new loss of taste or smell; chills and muscle pains; vomiting; diarrhea; unusual, unexplained fatigue; or severe sore throat.
- *Close contact.* Being within 6 feet of a symptomatic or COVID-positive individual for a cumulative total of 15 minutes within a 24-hour period, during the period beginning 48 hours prior to onset of symptoms (or positive test if asymptomatic) and continuing until resolution of symptoms.

Employees with symptoms

- Regardless of vaccination status, employees who experience COVID-related symptoms while on campus should immediately notify their supervisor, leave the workplace, and contact their health care provider for further instructions.
- Regardless of vaccination status, 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 Human Resources clears the employee to return. An employee may be cleared to return if Human Resources determines that the employee is unlikely to have COVID based on the facts of the case, or if the symptoms or a positive test indicates a COVID infection and the COVID infection protocols (below) are satisfied. In some cases, a doctor's note will be requested to confirm an employee is able to work and is not infectious. Human Resources has the authority to prohibit an employee from campus and clear an employee for campus, based on the facts of each case.
- The employee may use accrued sick, vacation, or personal leave 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 supervisor will determine whether a job is appropriate for remote work.
- The employee's recent contacts at work will be identified and evaluated by a trained contact tracer, appointed by Human Resources, to determine the risk of transmission. If other individuals had recent close contact with the symptomatic employee, then those employees will be contacted and the "close contact" protocols below should be followed. The contact tracer will also inform the symptomatic employee of the availability of monoclonal antibody treatment and suggest the employee speak to their health care provider about its applicability to their case.

- If an employee who has COVID-like symptoms tests positive for COVID, the employee's recent close contacts at work may be required to quarantine in accordance with the following guidance. Quarantine decisions will be made by Human Resources.

Employees who test positive for COVID-19

- Employees who test positive, whether with or without symptoms, and regardless of vaccination status, should immediately notify their supervisor and may be asked to provide documentation of the positive test. The employee should not return to campus until CDC protocols are met. Employees who never develop symptoms should isolate for 5 days beginning with the first full day after the test. Employees with symptoms should isolate for 5 days beginning with the first full day after symptoms developed. When an employee tests positive while asymptomatic but later develops symptoms, the 5-day isolation period should restart on the first full day after symptoms occurred.
- If the isolation term ends and the employee has been fever-free for 24 hours without the use of fever-reducing medication and other symptoms have improved, the employee may return to campus. If the employee is still symptomatic after the 5-day isolation, they must remain isolated off-campus until symptoms clear. Human Resources has the authority to prohibit an employee from campus and clear an employee for campus, based on the facts of each case.
- Those who test positive may use accrued sick, vacation, or personal leave 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 supervisor will determine whether a job is appropriate for remote work.
- The employee's recent contacts at work will be evaluated by a trained contact tracer, appointed by Human Resources, to determine the risk of transmission. If other employees had close contact with the COVID-positive employee, then those employees may be quarantined in accordance with the procedures below. Quarantine decisions will be made by Human Resources. The contact tracer will also inform the COVID-positive employee of the availability of monoclonal antibody treatment and suggest the employee speak to their health care provider about its applicability to their case.

Employees who have been in close contact with a COVID-positive individual

- An employee who has been in close contact with a COVID-positive individual, whether at work or off-campus, should report that contact to their supervisor immediately. Quarantine decisions will be made by Human Resources.
- The university will direct any such employee, other than the exceptions below, to quarantine for at least 5 days after the most recent close contact with the COVID-positive individual. The employee will be asked to obtain a negative PCR test result, taken on or after day 5 of quarantine, to be allowed to return to campus. Human Resources has the authority to prohibit an employee from campus and clear an employee for campus, based on the facts of each case.

Exceptions:

1. Employees who have been fully vaccinated will not be asked to quarantine provided that: (a) two weeks have passed since the initial vaccination series [one shot of J&J or two shots of Moderna/Pfizer]; (b) a booster shot has been received if more than two months since the initial J&J shot or five months since completion of the initial Moderna/Pfizer series; AND (c) they are asymptomatic. Per CDC guidance, such employees are encouraged (but not required) to obtain a COVID PCR test 5 days after the latest exposure.
 2. Employees who have tested positive for COVID within the past 3 months and recovered do not have to quarantine or get tested if they have no symptoms.
 3. Employees who otherwise would be quarantined may be asked to report to work if they are asymptomatic and there is a critical need for their duties to be performed.
- Employees who are asymptomatic will be expected to complete their normal duties remotely while in quarantine. Employees for whom it is determined by the university that they cannot complete their duties remotely will be paid as normal without having to use accrued leave or leave without pay for the first 5 days of quarantine; longer quarantines may require usage of the employee's accrued leave. The employee's supervisor will determine whether a job is appropriate for remote work.
 - 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.