To be considered exposed to COVID-19, an individual must have had prolonged close contact with a person who has the virus. **Close contact includes:** living in the same house; caring for a sick person with the virus; being within 6 feet of an individual who has the virus for at least 15 continuous minutes without the use of a face covering; or being in direct contact with secretions from a person who has the virus.

**Employee/Workplace Process Map for COVID-19**

- **Employee has symptoms and tests positive or is suspected of having COVID-19**
  - Employee reports illness to supervisor and leaves to get medical care of call 911 if life threatening symptoms. Isolate if unable to immediately leave campus.
  - Employee's direct supervisor contacts their division director and HR, then has employee complete the COVID-19 Reporting form.
  - HR will provide guidance to the employee on when they may return to work.
  - Employee should contact their primary care physician; Self-isolate at home for 10 days from symptom onset and have no fever (without fever reducing medication) for at least 72 hours prior to returning to campus.

- **Employee has symptoms at work**
  - Employee reports illness to supervisor and leaves to get medical care of call 911 if life threatening symptoms. Isolate if unable to immediately leave campus.
  - Employee's direct supervisor reports to their division director and HR, then has employee complete the COVID-19 Reporting form.
  - HR will provide guidance to the employee on when they may return to work.
  - Employee should contact their primary care physician; Self-isolate at home for 10 days from symptom onset and have no fever (without fever reducing medication) for at least 72 hours prior to returning to campus.

- **Employee has symptoms at home**
  - Employee reports illness to supervisor.
  - Employee's direct supervisor reports to their division director and HR, then has employee complete the COVID-19 Reporting form.
  - HR will provide guidance to the employee on when they may return to work.
  - Employee should contact their primary care physician; Self-isolate at home for 10 days from symptom onset and have no fever (without fever reducing medication) for at least 72 hours prior to returning to campus.

- **Employee tests positive but has no symptoms**
  - Employee reports results to supervisor and remains off-campus.
  - Employee's direct supervisor reports to their division director and HR, then has employee complete the COVID-19 Reporting form.
  - HR will provide guidance to the employee on when they may return to work.
  - Employee should contact their primary care physician; Self-isolate at home for 10 days from symptom onset and have no fever (without fever reducing medication) for at least 72 hours prior to returning to campus.

- **Employee reports someone at home has symptoms OR someone at home has tested positive**
  - Employee reports issue to supervisor and remains off-campus.
  - Employee's direct supervisor reports to their division director and HR, then has employee complete the COVID-19 Reporting form.
  - HR will provide guidance to the employee on when they may 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 primary care physician if they develop. (Employee may return sooner if negative test result and written medical clearance).

- **Employee reports someone at home has symptoms OR someone at home has tested positive or has symptoms**
  - Employee reports issue to supervisor and remains off-campus.
  - Employee's direct supervisor reports to their division director and HR, then has employee complete the COVID-19 Reporting form.
  - HR will provide guidance to the employee on when they may return to work.
  - Employee should contact their primary care physician; Self-isolate at home for 10 days from symptom onset and have no fever (without fever reducing medication) for at least 72 hours prior to returning to campus.

- **Employee reports result to supervisor and remains off-campus**
  - Employee's direct supervisor reports to their division director and HR, then has employee complete the COVID-19 Reporting form.
  - HR will provide guidance to the employee on when they may return to work.
  - Employee should contact their primary care physician; Self-isolate at home for 10 days from symptom onset and have no fever (without fever reducing medication) for at least 72 hours prior to returning to campus.

- **Employee reports issue to supervisor and remains off-campus**
  - Employee's direct supervisor reports to their division director and HR, then has employee complete the COVID-19 Reporting form.
  - HR will provide guidance to the employee on when they may return to work.
  - Employee should contact their primary care physician; Self-isolate at home for 10 days from symptom onset and have no fever (without fever reducing medication) for at least 72 hours prior to returning to campus.

- **Employee reports someone in their home or workplace was exposed to someone who tested positive or has symptoms**
  - Employee reports issue to supervisor and remains off-campus.
  - Employee's direct supervisor reports to their division director and HR, then has employee complete the COVID-19 Reporting form.
  - HR will provide guidance to the employee on when they may 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 primary care physician if they develop.