

## **Employees with COVID-19, Suspected Infections and Close Contacts Procedures for Supervisors and Employees**

(Rev. August 19, 2020)

**PSU employees are required to report when they have confirmed or suspected COVID-19.** Employees' identities are closely protected and disclosed only on a need-to-know basis, such as public health, Human Resource Services, and their supervisor. Once PSU receives a report, the following steps will be taken to protect the health and safety of our campus communities.

### **Definitions:**

**Contact Tracing-** when state or county health department officials identify people who may have been exposed to an infected person for the purpose of containing the spread of COVID-19, the county health department notifies the contact that the contact may have been exposed, they may recommend testing and will be instructed to quarantine for no less than 14 days.

**Close Contact-** someone who spent 10 minutes or more, at one time, within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.

**Isolation-** separates sick people with a contagious disease from people who are not sick. It is more serious than quarantine. [Kansas Department of Health and Environment information on isolation.](#)

**Quarantine-** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. [Kansas Department of Health and Environment information on quarantine.](#)

**Symptoms of COVID-19-** people with COVID-19 have had a wide range of symptoms reported including: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. [Centers for Disease Control and Prevention.](#)

### **Employees with Symptoms of COVID-19**

1. If not already at home, the employee must go home immediately. If the employee does not have immediate access to transportation, have them avoid contact with others by waiting alone in a room with the door closed until transportation arrives.
2. The employee should then promptly call their health care provider to arrange for COVID-19 testing.
3. The employee should then call their supervisor.
4. The employee's supervisor should contact Human Resource Services, [payroll@pittstate.edu](mailto:payroll@pittstate.edu) to report the employee's status.
5. Symptomatic employees who are waiting for testing or test results must quarantine away from campus.

6. Employees who test positive must notify their supervisor and isolate away from campus until medical clearance is obtained from their health care provider and provided to Human Resource Services.
7. Employees who receive negative test results must return to work the following business day.

### **Employees with Confirmed Positive Cases**

1. The employee should promptly call their supervisor. Do not come to campus during your isolation period.
2. The employee's supervisor should contact Human Resource Services, [payroll@pittstate.edu](mailto:payroll@pittstate.edu) to report the employee's status.
3. Employees who test positive must isolate away from campus until medical clearance is obtained from their health care provider and provided to Human Resource Services.

### **Close Contacts of Employees with COVID-19**

1. Employees who are a close contact of someone with COVID-19 will be notified by a health department official.
2. If not at home, the employee must go home immediately. If the employee does not have immediate access to transportation, have them avoid contact with others by waiting alone in a room with the door closed until transportation arrives.
3. The employee should call their health care provider to arrange for COVID-19 testing if instructed by the county health department.
4. The employee's supervisor should contact Human Resource Services, [payroll@pittstate.edu](mailto:payroll@pittstate.edu) to report the employee's status.
5. The employee must quarantine and stay home for at least 14 days after their last contact with a person who has COVID-19. The employee should monitor their health and watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19, and follow their health care provider's guidance.
6. Employees who test positive must notify their supervisor and isolate away from campus until medical clearance is obtained from their health care provider and provided to Human Resource Services. (See **Employees with Confirmed Positive Cases**)