Essential Employees Required to Report to Work during Stay At Home Order

A Guide for Department Heads and Supervisors

Employees have no obligation to report private health information | Do NOT share private Health Information that is shared

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**My essential employee is sick, potentially with COVID-19, how will I know if they have COVID-19?**

- If COVID-19 Confirmed by testing
  - C-U Public Health Dept will be notified
  - C-U Public Health contacts the employee

**C-U Public Health (C-U PHD) determines if there is exposure risk to campus**

- If no exposure risk to campus
  - CUPHD asks employee to voluntarily inform their supervisor or unit head
  - If employee insists on remaining anonymous
    - No notification is made to University
  - If C-U PHD determines an exposure risk to campus and they have a need to identify contacts
    - Employee is informed that C-UPHD will be contacting direct supervisor
    - C-U PHD will notify close contact of the COVID-19 positive employee and guide next steps
    - Unit should contact F & S to schedule extra cleaning

**My essential employee is ill with symptoms**

- If the employee reports to work
  - Send them home and instruct them to call their medical provider

  **The following return protocol applies regardless of COVID-19 test**
  - They are fever free for 72 hours (3 days) without fever reducing medicine
  - AND there is an improvement in coughing or shortness of breath
  - AND at least 7 days have passed since symptoms appeared

**My employee has been or likely has been exposed to a person with COVID-19 but has no symptoms**

- Wear a face mask at all times during work until 14 days after exposure
- Monitor and record their temperature at least twice daily, including prior to work shift
- Practice social distancing as much as possible