

When an Employee Tests Positive for COVID: A Step by Step Guide

EMPLOYEES

What do I need to do if I test positive for COVID-19?

1. Follow any specific guidance from Public Health and your medical provider regarding isolation. Employees must also be responsive to the public health district for contact tracing and isolation follow up. Public Health will initially contact you from this number: **217-531-XXXX**. Daily follow-up calls will come from **312-777-1999**.
2. Once you have tested positive for COVID-19, you are required to be in isolation and monitored by Public Health. You will receive specific guidance from Public Health that you must follow while in isolation. The following general guidance can be found at <https://dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/personal-guidance-and-testing/undergoing-testing>
3. Call Illinois HR at **217-300-9005** to confidentially report you received a positive COVID test IHR staff will work with you regarding your leave benefits, such as those afforded by the Families First Coronavirus Act (FFCRA) and advise on communicating with your supervisor/unit. This also allows the University to facilitate any required follow up actions. Notifying IHR does not replace Public Health contact tracing. You must notify your supervisor of the potential length of your absence. When informing your supervisor that you will be off work due to illness, you are not required to inform your supervisor of your COVID-19 diagnosis, although you can choose to do so.

If you feel well enough to do so and your work can be completed remotely, you can continue to work remotely, in consultation with your supervisor.

4. Be as comprehensive as possible when talking with your local health department contact tracer to identify those individuals with whom you have been in close contact. This is the information that determines successful contact tracing so that those individuals can be tested and watch for symptoms. The health department will determine who will need to self-quarantine based on the criteria for close contact.
5. Public Health will inform you when you can end isolation based on your personal situation.
 - Isolation will be a MINIMUM of 10 days and marked improvement in symptoms.
 - If your positive test was a saliva-based test, you will also be required to take a follow up saliva-based test before being released from isolation. C-U Public Health District will instruct you when to retest (likely day 10, if no fever).
6. Let your supervisor know when you anticipate being able to return to campus.

What do I need to do if a colleague tests positive for COVID-19?

- Continue your daily symptom monitoring and follow up with your medical provider if you develop symptoms.
- Follow any guidance you receive from the local health department. Please respond to a phone call from public health (**217-531-XXXX or 312-777-1999**)
Based on interviews with each person who tests positive for COVID-19, the local health department determines who is required to self-quarantine based on contact with the infected person.
Everyone instructed to self-quarantine by the local health department is **required** to self-quarantine for **14 days**.
- If you are **not** contacted by the local health department, you are not considered and close contact and therefore, not required to quarantine. However, remain compliant with our on-campus twice weekly testing in addition to your daily symptom monitoring.

How do I know if I have had close, prolonged exposure to someone who tests positive?

Close, prolonged exposure is generally considered to be within 6 feet of an infected person for at least **15 minutes** where droplets could be shared during the person's infectious period. So, if you maintained social distancing, and maintained wearing your face covering, simply being in a large room with someone who tests positive would not typically be considered prolonged exposure.

UNITS/SUPERVISORS

One of my employees just notified me that they tested positive for COVID-19. What do I need to do?

1. Communicate the following information to your employee.
 - Remind the employee to call IHR's dedicated Self-Report line at **217-300-9005**.
 - Remind the employee to be responsive to the contacts from Public Health and to answer a call from **217-531-XXXX or 312-777-1999**.
 - Remind employee of the available benefits (FFCRA, sick leave, vacation).
 - While the first priority is to take care of their health, if the employee can work remotely and feels well enough to do so, let them know they can continue to do so.
 - Confirm the last day the employee was at work on-campus.
 - Instruct the employee to inform you when they are released from isolation by Public Health.
2. Consult with IHR regarding appropriate next steps, such as whether there needs to be any notification to the unit.
3. Public health and/or their health care provider advises what milestones must occur for the employee to return to on-campus work. The employee is not released to return to campus until Public Health releases them. Isolation is a **MINIMUM** of 10 days and saliva-based positive test individuals will be required to have a follow up saliva test in order to be released from isolation.
4. If the workspace has not been deep cleaned since the employee was last in the workplace, contact F & S for cleaning in accordance with the [University Guide for COVID-19 Cleaning and Disinfection](#). Typically, this would be an employee who was at work when informed of their positive test results.
 - Employees who shared workspace/office space with the employee who tested positive need to leave so that enhanced cleaning can be completed and can return once cleaning is complete. Employees at the location who did not share the workspace/office do not need to leave.
5. Do not share information with unit employees prior to a consultation with IHR. IHR will direct whether a unit communication is needed. If needed, the notification will either reinforce there is no need for all employees to self-quarantine and a reminder for employees to respond to a call from Public Health (**217-531-XXXX or 312-777-1999**) or a notification about enhanced cleaning.

SAMPLE STANDARD NOTIFICATION LANGUAGE for Champaign based units

We are sorry to report that a person in a XXXXX facility has tested positive for COVID-19. The individual is isolated at home, and others who are known to have been in contact with them are receiving direction from the appropriate Public Health District.

F & S has been contacted for cleaning in accordance with the [University Guide for COVID-19 Cleaning and Disinfection](#).

There is **no need** for everyone to self-quarantine. Only those who are determined by public health to have been in prolonged close contact with the infected person will be required to self-quarantine. Prolonged close contact is considered to be close contact (< 6 feet) for more than **15 minutes** where droplets could be shared. So, if you maintained social distancing, and maintained wearing your face covering, simply being in a large room with someone who tests positive would generally not be considered prolonged exposure.

However, please do remember to be diligent in monitoring your health for [COVID-19 symptoms](#) on a daily basis and stay home when ill.

I would like to remind everyone of the requirement to participate in our twice weekly COVID-19 testing available to all employees who are present on campus. Ensure that you complete testing on your assigned schedule.

Please keep up your social distancing, disinfection, and face covering protocols, as well as staying home when ill; these are the best ways to prevent COVID-19 spread.

STANDARD NOTIFICATION LANGUAGE for Off-Campus based units

We are sorry to report that a person in a XXXXX facility has tested positive for COVID-19. The individual is isolated at home, and others who are known to have been in contact with them are getting direction from the appropriate Public Health District.

We have started special enhanced cleaning.

There is **no need** for everyone to self- quarantine. Only those who are determined by public health to have been in prolonged close contact with the infected person will be required to self-quarantine. Prolonged close contact is considered to be close contact (<6 feet) for more than **15 minutes** where droplets could be shared. So, if you maintained social distancing, and maintained wearing your face covering, simply being in a large room with someone who tests positive would generally not be considered prolonged exposure.

However, please do remember to be diligent in monitoring your health for [COVID-19 symptoms](#) on a daily basis and stay home when ill.

<If local free testing is available, insert information here.>

Please keep up your social distancing, disinfection, and face covering protocols, as well as staying home when ill; these are the best ways to prevent COVID-19 spread.