

University of Illinois Urbana Champaign COVID-19 Employee Quarantine Required Actions

Employee	<ul style="list-style-type: none"> • Notified by Public Health they must quarantine due to close contact exposure to someone positive for COVID-19 • MUST call IHR at 217-300-9005 to report quarantine requirement and get pay benefit information • Must inform supervisor of quarantine requirement --quarantine not related to personal health information • MUST respond to Public Health Contact Tracer and daily status calls. Initial contact call will display as 217-531-XXXX. Daily follow-up call number will display as 312-777-1999 • MUST remain in quarantine for 14 days.
Illinois Human Resources (IHR)	<ul style="list-style-type: none"> • Gather information from employee such as work location, supervisor, last day in work location • Advise employee of quarantine benefits protocol which maintains pay during quarantine • Remind employee to continue working if work can be completely remotely • Remind employee to notify IHR if they become ill and test positive for COVID-19 • Notify unit, clarifying no accrued or FFCRA benefits are needed, due to campus Quarantine Benefit protocol, remote work can and should continue
Unit	<ul style="list-style-type: none"> • Keep in contact with employee; remote work should continue • Assign remote work such as online training, etc, where possible if job duties do not normally support remote work • Ensure employees are given accurate information or pointed to campus information • Ensure regular pay continues without benefit usage
COVID 19 Exec. Steering Team	<ul style="list-style-type: none"> • Analyze macro, non-person specific data • Work closely with Champaign Urbana Public Health District on case experience at the campus • Determine any corrective or preventative action based on data analysis. Ensure such actions occur.