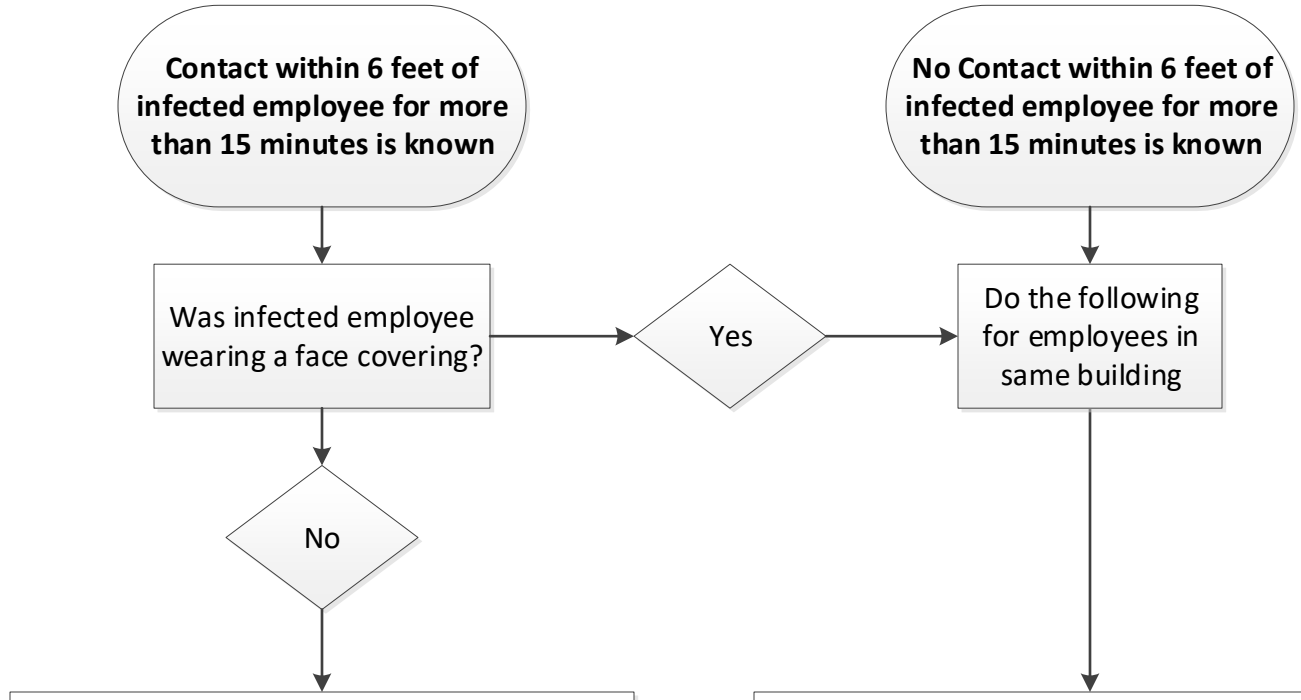
# COVID-19 Positive Employee Test Notification and Protocol




1.Clean and sanitize work station and common areas.

2. Send notification [Sample #1] to each employee fitting this situation which will:

A. Instruct the employee to self isolate, monitor for symptoms of COVID-19 including checking temperature twice a day, seek guidance from health care provider, and follow instructions from contact tracer and health care provider regarding testing etc.

B. Require regular communication with supervisor.

*Employee *without* COVID-19 symptoms may return to work after 14 days of self isolation.

*Employee *with* COVID-19 symptoms may return to work after:
1) 3 days with no fever, and
2) respiratory symptoms have improved, and
3) 10 days since symptoms first appeared.

1.Clean and sanitize work station and common areas.

2. Send notification [Sample #2] to employees in same building, which will:

A. Ask employees to monitor for symptoms of COVID-19 including checking temperature twice a day.

B. Instruct employees that if they experience symptoms of COVID-19, they should self isolate, seek guidance from health care provider, and follow instructions from health care provider regarding testing etc.

C. Require regular communication with supervisor.

*Employee *without* COVID-19 symptoms may continue to work as scheduled.

**Sample Notifications to Employees**

**Sample #1**

**Employee Tests Positive – Contact within 6 feet of unmasked infected employee for more than 15 minutes is known**

We were made aware that an employee in _____ department recently tested positive for COVID-19 and you have been identified as one who may have had contact within 6 feet of the employee. The CDC and health department protocols including those for contact tracing are being conducted, and you may be contacted by a contact tracer with further instructions. We will have the employee's workstation and the shared common spaces they used cleaned and sanitized and will follow appropriate CDC guidelines to limit further spread and maintain a safe working environment.

We ask that you self-isolate, monitor yourself for symptoms of COVID-19 including checking your temperature twice a day, seek guidance from a health care provider, and follow the instructions from your health care provider and the contact tracer regarding testing and treatment.

Please note that you will not be allowed to return to work until you:

- Are symptom free and have self-isolated for 14 days.

In the event that you have COVID-19 symptoms, you will not be allowed to return to work until after the following:

1) 3 days with no fever, and

2) respiratory symptoms have improved, and

3) 10 days since symptoms first appeared.

For questions with regard to leave that may be applicable to your absence from work, please contact the department of human resources.

Please remain in regular communication with your supervisor and let us know if you have any questions or concerns. We will continue to monitor this situation and provide support and updates as necessary. Your health and the health of the University community remain our top priority.

**Sample #2**

**Employee in Building Tests Positive – No Contact within 6 feet of unmasked infected employee for more than 15 minutes is known.**

We were made aware that an employee in _____ department [List building location if large building] recently tested positive for COVID-19. The CDC and health department protocols including those for contact tracing are being conducted and you may be contacted by a contact tracer with further instructions. We will have the employee's workstation and the shared common spaces they used cleaned and sanitized and will follow appropriate CDC guidelines to limit further spread and maintain a safe working environment.

Out of an abundance of caution, we wanted to provide you this notification. You should continue to report to work during your regular schedule; however, we ask that you monitor yourself for symptoms of COVID-19 including checking your temperature twice a day.

If you experience symptoms of COVID-19, you should self-isolate, seek guidance from a health care provider, and follow instructions from your health care provider regarding testing and treatment.

Please remain in regular communication with your supervisor and let us know if you have any questions or concerns. We will continue to monitor this situation and provide support and updates as necessary. Your health and the health of the University community remain our top priority.