
Employee Guide for COVID-19 Positive Tests or Symptoms

This guide is for Faculty, Staff, or Student Employees (employees) who experience symptoms of COVID-19, have tested positive for COVID-19, or have been in close contact with someone who has tested positive for COVID-19.

- **NOTE:** Employees who are not feeling well or are sick should stay home regardless of whether or not they believe their symptoms are related to COVID-19. If you believe you may have COVID-19, please call the TTUHSC Nurse Hotline 806-743-2911 to speak with a nurse and utilize the [TTU COVID-19 Self Assessment tool](#) intended to assist in making decisions about seeking appropriate medical care.

Section 1 – Employee

When an employee is experiencing symptoms of or tests positive for COVID-19, they must complete the following steps:

Step 1: Self-Isolate and Inform Immediate Supervisor

- An employee who is experiencing symptoms of COVID-19 should immediately self-isolate and seek guidance from a health care provider by calling the TTUHSC Nurse Hotline at 806-743-2911.
 - 1) An employee who is at work should inform their supervisor and depart immediately and seek assistance with transportation if needed.
 - 2) An employee who is not at work when symptoms begin should stay at home.
- An employee will notify their immediate supervisor as soon as practicable upon experiencing symptoms or testing positive for COVID-19.
- Employees who test positive must report their positive test results through the [TTU COVID-19 Reporting Form](#).

Step 2: Maintain Communication with Immediate Supervisor:

- Employees may work remotely during the self-isolation period, dependent upon the nature of their work, supervisor guidance, and ability to work due to their health. An employee who is ill should take the appropriate leave and not work while on sick leave.
- Employees who are not able to work remotely should contact [Human Resources](#) by emailing hr.leaveadministration@ttu.edu or calling 806-742-3650 to determine their leave and paid status under the [Emergency Paid Sick Leave](#) and [Family and Medical Leave Acts](#).

Step 3: Return to Work Determination:

- Employees who have tested positive for COVID-19 or have COVID-19 symptoms may return to work after:
 - 1) At least 10 days* have passed since symptom onset, **and**
 - 2) At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **and**
 - 3) Other COVID-19 symptoms are improving; **and**
 - 4) Employee provides both their supervisor and Human Resources hr.leaveadministration@ttu.edu with

a copy of their return-to-work clearance letter from TTU Student Health Services.

- Individuals who test positive, but do not develop COVID-19 symptoms, may return to work after 10 days of self-isolation.
- *A limited number of persons with severe illness may warrant extending duration of isolation for up to 20 days after symptom onset.

Section 2 – Individual in Employee’s Household or Acquaintance

Employees who have a family member, a person in their household or an acquaintance whom they have been in close contact with that has tested positive for COVID-19 must complete the following steps:

Step 1: Quarantine and Inform Immediate Supervisor

- An employee who has a family member, a person in their household, such as a roommate, or an acquaintance whom they have been in close contact with who tests positive for COVID-19 should immediately quarantine and seek guidance from the TTUHSC Nurse Hotline or TTU Student Health Services.
- An employee will notify their immediate supervisor as soon as practicable upon learning their family member, a person in their household or anyone they have been in close contact with who has tested positive for COVID-19.

Step 2: Maintain Communication with Immediate Supervisor:

- Employees may work remotely during the quarantine period, dependent upon the nature of their work and supervisor’s guidance.
- Employees who are not able to work remotely should contact [Human Resources](#) by emailing hr.leaveadministration@ttu.edu or calling 806-742-3650 to determine their leave and paid status under the [Emergency Paid Sick Leave](#) and [Family and Medical Leave Acts](#).

Step 3: Return to Work Determination:

- Employees who have had close contact with the affected individual, and who are not experiencing symptoms, will be advised to quarantine and monitor their health daily for the next 10 days. Asymptomatic employees with access to COVID-19 testing may shorten the quarantine period to 7 days if a negative test is received within 48 hours of the anticipated return.

COVID-19 Texas Tech University Resources:

Meredith Imes, TTU COVID-19 Coordinator, covid19@ttu.edu

TTUHSC Nurse on Demand 806-743-2911

TTU Student Health Services

[Texas Tech Commitment](#)

[EHS COVID-19 Resource Hub](#)

[Human Resources - Employee Resources for COVID-19](#)

[Families First Coronavirus Response Act](#)

[COVID-19 Awareness Training](#)

Centers for Disease Control and Prevention Resources:

[What you should know about COVID-19 to protect yourself and others](#)

[Help Protect Yourself and Others in Public Settings](#)

[Symptoms of Coronavirus Disease 2019](#)

[What to Do if You Are Sick](#)

Additional Resources

[HealthSelect Medical and Mental Health Virtual Visits](#)