TEXAS TECH UNIVERSITY
Human Resources™

Supervisor's Guide
for COVID-19 Impacted Faculty, Staff, and Student Employees

This guide is for supervisors responding to positive cases of COVID-19 in your work area. A supervisor should be the first point of contact for their employees when they are impacted by 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 an employee believes they may have COVID-19, advise them to call the TTUHSC Nurse Hotline at 806-743-2911 to speak with a nurse and to 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 notifies their supervisor that they have tested positive for or are experiencing symptoms of COVID-19, the immediate supervisor must complete the following steps:

Step 1: Isolate Affected Employee
- Advise the employee to immediately self-isolate.
- Advise the employee to call the TTUHSC Nurse Hotline at 806-743-2911 to speak with a nurse.
- Advise the employee to complete the TTU COVID-19 Reporting Form.

Step 2: Make Appropriate Notifications
- Refer to the COVID-19 Positive Employee Test Notification and Protocol decision tree.
- Supervisors will notify employees who had close contact with the affected employee using the Sample #1 template provided in the COVID-19 Positive Employee Test Notification and Protocol decision tree
  Note: The name of the affected employee must remain confidential.
- Supervisors will notify employees who have been determined not to have had close contact with the affected employee using the Sample #2 template provided in the COVID-19 Positive Employee Test Notification and Protocol decision tree.
  Note: The name of the affected employee must remain confidential.
- Employees who have had close contact with the affected employee, 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 anticpated return.
  - If employees are experiencing symptoms, refer to Step 4: Return to Work Determination below.
- Supervisors will call 742-4OPS to have the affected employee's workstation and common areas cleaned.

Step 3: Maintain Communication with Affected Employees:
- Employees who are self-isolating may work remotely during the self-isolation period dependent upon the nature of their work and supervisor guidance.

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- Employees who are not able to work remotely should be directed to work with 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 4: Return to Work Determination:
- Supervisors should advise affected employees who tested positive for COVID-19 or have COVID-19 symptoms they 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

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

Step 1: Advise Employee to Quarantine
- Advise the employee to quarantine and monitor for symptoms of COVID-19 including checking temperature twice a day and seek guidance from the TTUHSC Nurse Hotline or TTU Student Health Services.

Step 2: Make Appropriate Notifications
- Notify employees who have had contact with the affected employee using the Sample #3 template provided in the COVID-19 Positive Employee Test Notification and Protocol decision tree.
  Note: The name of the affected employee must remain confidential.

Step 3: Maintain Communication with Affected Employees:
- Employees should immediately notify their supervisor if they develop symptoms of or test positive for COVID-19.
- Employees may work remotely during the self-isolation period dependent upon the nature of their work and supervisor guidance.
- Employees who are not able to work remotely should be directed to contact Human Resources 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 4: Return to Work Determination:
- Supervisors should advise employees who have had close contact with an affected infected individual, and who are not experiencing symptoms, 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 anticpated return.

- Supervisors should advise affected employees who tested positive for or have COVID-19 symptoms they 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.

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
Operations Division Work Request
COVID-19 Awareness Training
COVID-19 Guidelines for Researchers

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

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