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

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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 will be advised to quarantine and monitor their health daily for the next 14 days. A negative COVID-19 test does not allow the quarantine period to be shortened unless cleared by TTU Student Health Services.
- 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.
- Employees who are not able to work remotely should be directed to work with Human Resources by emailing [hr.leaveadministration@ttu.edu](mailto: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](mailto: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](mailto: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 employee that must quarantine and monitor their health daily for the next 14 days. A negative COVID-19 test does not allow the quarantine period to be shortened unless the employee is cleared by TTU Student Health Services.
- 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](mailto: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](mailto: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](#)