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 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 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 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 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