

## Update From HR (updated from 3/20/20 4/22/2020

This update provides guidance to employees and supervisors regarding steps you can take to protect yourself and others when experiencing **SYMPTOMS** of the corona virus and what to do if you or someone you have had contact with tests positive.

### GUIDANCE FOR ALL EMPLOYEES

Telecommuting and social distancing/hygiene measure continue to be **THE BEST** defensive measures we can take to manage our situation. The ELT and the HR Department feel confident about what has been done so far and we continue to plan for the future.

#### **What happens if you have SYMPTOMS (not a positive confirmation) of the Corona Virus?**

**STAY HOME:** Follow CDC guidelines for Self Quarantine and Assessment. If you have **SYMPTOMS** or have a family member with **SYMPTOMS**, contact your primary care physician or teledoc for guidance, if you are too sick to work from home while quarantined or cannot work due to caring for a family member, use your sick leave. Let your supervisor know you are calling off work.

#### **What happens if you or someone you have had contact with TEST POSITIVE for the Corona Virus?**

**STAY HOME:** If you are notified by someone who has **TESTED POSITIVE** follow any medical guidance provided by your physician or the public health department. Notify your supervisor **AND your HR Business Partner**. We will take steps to protect your confidentiality AND maintain the safety of the community. Please do not tell your co-workers or others until we have implemented the College Corona Virus Notification Protocol. We want to avoid panic by clearly communicating complete information and instruction.

#### **What should you do if a student tells you he/she or someone who they have had close contact with tests positive for the virus?**

If a student tells you they have a family member or he/she has tested positive send an immediate notification to the faculty should notify their Dean and Angie Gasser (EHS). Include the students name and contact information. Providing details of what you were told will be helpful. Keep the student's name confidential.

### GUIDANCE FOR SUPERVISORS

If an employee calls in sick, counsel them to follow the Self Quarantine and Assessment guidance from the CDC if they have CV symptoms. Do not quiz the employee about his/her illness. The employee may self-disclose facts, but you should not ask detailed questions. Discuss whether they will continue working or will not be working. Insure that sick leave is entered into the time keeping system if needed.

If an employee comes to work with symptoms (fever, cough, shortness of breath) send them home immediately. They can work from home. Notify your [HR Business Partner](#) via email if you send someone home.

If your employee has a **POSITIVE TEST** or positive exposure, make sure they are out of the work environment and contact your [HR Business partner](#) via email AND phone **BEFORE** you do anything else. Your HR Business Partner will work with you to implement the College Corona Virus Notification Protocol. Neither the supervisor nor the employee should communicate to others until you have received HR guidance.

As always please feel free to contact your HR business partner or enter them into the question bank on the HR website.