

# EMPLOYEE COVID-19 FLOWCHART

## EMPLOYEE

REQUIRED TO QUARANTINE



Do not come to campus



Contact your supervisor



Contact your Health Care Provider for further instruction and possible testing



Work with Human Resources on leave and return to work processes

TESTS POSITIVE FOR COVID-19



Do not come to campus



Complete [COVID-19 Online Report Form](#)



Wait for contact from the Health Department and assist with contact tracing



Work with Human Resources on leave and return to work processes

## SUPERVISOR



Notify HR that employee is in quarantine



## HUMAN RESOURCES



Work with supervisor and employee on remote work or leave options



Contact Facilities Management for cleaning if needed



Notify Health Department and assist with contact tracing if needed



Notify supervisor when employee is cleared to return to work