

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 Reporting 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